

Madawaska Valley

Association For

Community Living

**POLICY: RAPID ANTIGEN TESTING**

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**REVISED: APRIL 22, 2022**

**REVIEWED:**

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**NUMBER: 4-7**

**CATEGORY: HUMAN RESOURCES**

**Policy Statement:**

This Policy reflects our obligations under the *Occupational Health and Safety Act* (OHSA) to take every reasonable precaution to protect employees, staff, contractors, volunteers and students and to comply with our obligations under applicable emergency orders (O. Reg 177/20 and O. Reg. 121/20, current Public Health advice/recommendations and MCCSS Directives.

This Policy is based on the significant risk factors for COVID-19 infection that are present in MVACL workplaces given the nature of support and as described in Ontario’s Response Framework including close contact, closed spaces, crowded places, forceful exhalation, and prolonged exposure, with the most serious risk factor being close contact.

This Policy will be updated regularly to reflect any changes in the degree of risk and any advice or recommendations from the authorities listed above.

**Purpose:**

The purpose of this policy is to outline the expectations for all employees, staff, volunteers and students performing duties for MVACL.

**General Principles:**

All employees, staff, volunteers and students are required to complete a Rapid Antigen Test three times per week, each Monday, Wednesday and Friday.

All employees, staff, volunteers and students will be given appropriate literature on how to self-swab. Everyone is required to complete a combined oral/nasal swab.

All employees, staff, volunteers and students will be given direction for proper use of the test kits that are provided by the Ministry of Health.

Test kits will be provided and available for pick up at the employees’ regularly assigned work location.

Following are instructions on proper storage of test kits:

* Must be kept between 15-30 degrees Celsius.
* Do not freeze or refrigerate.
* Once test is removed from pouch it must be used immediately.
* Do not use kit if foil pouch is damaged.

All employees, staff, volunteers and students will need to complete the self-swab and obtain test results three times per week on Mondays, Wednesdays and Fridays. It is required to write the date on the test strip with a marker or pen.

Once the Required Individual obtains their test results a picture of the test strip will be taken. The picture will be emailed to the Human Resources Department at [hr@mvacl.ca](mailto:hr@mvacl.ca) and to [jfabian@mvacl.ca](mailto:jfabian@mvacl.ca) immediately. Test results need to be emailed before 15:30 each testing day.

HR or designate will track results in order to report these results to M.O.H. and M.C.S.S, as required.

If there is a positive result on a rapid antigen test the person is considered to have Covid. The person is required to send the picture of results to the 2 email addresses. The positive person must also call and speak to their assigned Manager about testing positive.

* The Required Individual will have to contact RCVTAC at 1-844-727-6404 and have a lab-based PCR test completed as soon as possible (ideally within 24-48 hours).
* This Required Individual must also self-isolate immediately.
* A positive laboratory result will be uploaded into the Ontario Laboratories Information System (OLIS) and Renfrew County District Health Unit will be notified.
* If PCR test is negative, the Required Individual can return to work.

After an employee, staff, volunteer or student has tested positive for Covid-19, they cannot use the Rapid Antigen Testing for 30 days from the date of their positive test. They will resume regular Rapid Antigen Testing three times per week after 30 days. The date for the person to resume testing will be provided to them by H.R.

**Reporting: Ministry of Health**

As required, MVACL will report on a weekly basis to the Ministry of Health through the Provincial Web Portal the following information (all data is de-identified and no personal health information will be shared). MVACL will assign a designate to enter the following information:

* The type of rapid test used.
* Number of rapid antigen tests used.
* Number of invalid rapid antigen test results.
* Number of individuals who tested positive with a rapid antigen test.
* Number of individuals who tested negative with a rapid antigen test.

When required, this information will be reported no later than each Friday by 11:59pm.

**Reporting: MCCSS**

As required - Non-identifiable data is reported through the MCCSS web-portal:

* Total number of staff / student placements / volunteers that performed duties within the organization within the reporting period.
* Total number of staff / student placements / volunteers that performed duties within the organization during the reporting period and that provided proof that they have been fully vaccinated.
* How many medically exempt AND it is still valid.
* How many unvaccinated after education program.