

## APPENDIX E – Sample COVID-19 Rapid Antigen Testing Procedure

### RAPID ANTIGEN TESTING (COVID-19) PROCEDURE

1. During times where the Middlesex-London Health Unit (MLHU) determines that COVID-19 community incidence rates amongst those who are unvaccinated is high and/or there is an outbreak that impacts *[Organization's Name]* employees, unvaccinated staff, who work in for *[Organization's Name]*, will be required to participate in a COVID-19 Rapid Testing program.
  - 1.1. COVID-19 community incidence rates/outbreaks amongst those who are unvaccinated are monitored regularly by MLHU. MLHU can provide guidance to *[Organization's Name]* on when rapid testing is advised for unvaccinated individuals. Employees required to participate in the Rapid Testing Program will be notified by *[Organization's Name] [Organization Designate (E.g., Occupational Health and Safety (OHS))]* via e-mail.
  - 1.2. Employees who are considered unvaccinated are those who:
    - a. submitted a completed applicable exemption form; or
    - b. whose vaccination information status is incomplete.
  - 1.3. Self-tests are available for pick up *[details to be arranged by Organization]*.
  - 1.4. The self-test must be completed 24-hours prior to coming onsite for work. For employees who work five consecutive days, 3 tests will be required on alternating days, within those five days.
  - 1.5. All test results must be reported to *[Organization Designate]*. Employees participating in this program will also have to attest when they complete their active screening that they have completed a rapid test with a negative result in the last 24 hours, or other such reporting as they are directed to complete. Documentation will be kept in the *[where employee immunization records are stored]*.
  - 1.6. Employees who test positive on the rapid test must notify *[Organization Designate]* and seek PCR (polymerase chain reaction) testing at an assessment centre within 24 hours of a positive test or self-isolate for 10 days if testing is refused. Public health guidelines for self-isolation shall be followed.
  - 1.7. If symptomatic, the employee shall not complete at home rapid testing and shall seek PCR testing at an assessment centre within 24 hours.
  - 1.8. Rapid tests provided by *[Organization Designate]* are for the exclusive use of the employee and are to be used only for routine asymptomatic screening under this Procedure.
2. Failure to comply with *[name of Organization's COVID-19 vaccination policy]* and its associated appendices may result in discipline up to and including termination of employment in accordance with *[name of Organization's progressive discipline policy]*.

*PLEASE NOTE: The information provided in this document does not contain legal advice and should not be relied on or treated as legal advice. Those for whom these recommendations are intended should seek their own legal advice to address their specific workplace circumstances.*