

# 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.

1. 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]*.

September 3, 2021