Disclaimer: This document does not constitute medical or safety advice, nor is it a substitute for the same; nor should it be seen as a formal endorsement or recommendation of a particular response. This document was developed using clinical standard guidelines for the deregulation of rapid antigen COVID-19 tests as part of a screening strategy. COVID-19 is a dynamic and rapidly evolving situation – please consider local regulations and guidance before making any decisions.
# Table of Contents

Rapid Antigen Testing Playbook – Overview................................................................................................. 3
Screening Eligibility and Frequency ............................................................................................................. 3
Role of Management ..................................................................................................................................... 4
Roles of Testing Team .................................................................................................................................... 4
Training/Orientation of Testing Team ............................................................................................................ 5
Testing Setup .................................................................................................................................................. 5
Testing procedure .......................................................................................................................................... 6
Results reading and sharing .......................................................................................................................... 8
Result Reporting and notification .................................................................................................................. 9
Pay and Benefits ............................................................................................................................................. 9
Waste Disposal .............................................................................................................................................. 9
Third-Party Testing ...................................................................................................................................... 9
Self-Swabbing Procedure ............................................................................................................................. 9
SHA Employees ............................................................................................................................................. 10
Appendix A:.................................................................................................................................................... 11
Appendix B:.................................................................................................................................................... 14
Rapid Antigen Testing Playbook – Overview

The goal of Rapid Antigen testing is to identify individuals who are not experiencing symptoms (asymptomatic) of COVID-19 to prevent them from spreading the COVID-19 virus in the workplace, at home and in the community.

This Rapid Antigen Testing Playbook is a best practices guide to help set up an asymptomatic screening program in your organization to test employees, clients, residents etc.; COVID-19 Rapid Antigen Tests

- Are for screening purposes only
- Are NOT to be used for diagnosis of acute COVID-19 infection
- Utilize a nasal swab
- Are used only on people who DO NOT have symptoms
- Should be used with other public health measures such as symptom screening, physical distancing, masking and hand hygiene
- Do not replace requirements to protect the health and safety of workers
- Do not ensure that the individuals are free from or will not contract COVID-19, it simply means that at that time, they are not producing COVID antigens that can be detected by the test.

Screening Eligibility and Frequency

To be eligible for this program, individuals must:

- Be asymptomatic (do not have any symptoms of COVID-19).
- Have not had any contact with a known positive case of COVID-19.
- Be persons who have not had COVID-19 within the last 90 days. The screening test may pick up results from the previous infection.

Individuals with COVID-19 symptoms are not eligible for this program. If a participant has or develops symptoms as shown below they should immediately self-isolate, contact HealthLine 811 and arrange for PCR testing.
Role of Management

- Identify personnel who will support testing in your organization: site lead, screeners, volunteers, testers
- Determining how many testers you will require:
  - Each tester can do approximately 6 tests/hour
  - Confirm the number of tests requested at the site by calculating:
    - The number of people to be tested
    - The capacity of space to support testers as well as those to be tested, ensuring safe distancing practices can be met
    - The number of tests per week (minimum weekly is recommended as a standard, but testing 2-3 times a week adds increased protection for those who frequent the workplace or multiple settings in the week)
  - Plan the number of testers and hours required to meet this demand. This can range from one person that will complete all roles (small organization) to having many people to complete the testing. It is all dependant on the demand in your organization.
- Determine the location you want to set up for testing.
- The testing schedule should be determined by the organization or by recommendation of the Medical Health Officer (MHO)
  - Tests may be scheduled before or after school/work, during scheduled breaks, as part of the workplace routine or periodically throughout the day.

Roles of Testing Team

The following roles are examples of the type of team you can build depending on the size of your organization. They are not mandatory roles. They are to help guide your set up.

Site Lead

- Responsible for ensuring that the screening area is appropriately set up before each shift along with guidance from setup checklists (See ‘Appendix A: Site Setup)
- Provides leadership
- Ensuring all components of the program are assessed in advanced and trialed
- Ensures work standard for WebForm reporting has been reviewed

Screeners/Volunteers

- Roles and responsibilities
  - Greet participants as they arrive
  - Note their attendance at testing
  - Reviews COVID screening questions with participants
  - Manage traffic, social distance and mask compliance
Point of Care User/Tester

- Training
  - Training is provided online by the Saskatchewan Health Authority. [Instructions for Accessing Online training](#)
  - Training takes less than 30 mins to complete and shows you how to complete the testing process from start to finish, including how to prepare your testing space, appropriate PPE, conduct the test, interpret the test results, action and report the results.
  - Only those who have completed the training should conduct the test. You must retain a copies of training certificates for all who are providing the test.
  - Any qualified tester in your organization may provide testing to employees

- Roles and Responsibilities
  - Identifies person tested and maintains ID continuity through the testing process
  - Educates those receiving the test as to the steps of the test and the intent to use the test as a screening tool only
  - Collects the nasal swab samples required to complete the rapid test
  - Observes and guides individuals who chose to perform the nasal swab collection independently (self swabbing) Explain how to collect and the action to be taken
  - Reads the test results from the rapid tests within 15 minutes for each test obtained
  - Provides education to those tested as to their results and next steps as per tester training
  - Enters the testing event data into the SHA 0112-Antigen Test Daily log. This log is used by multiple organizations and only collect the information you require.
  - Confidentiality (personal information and results) throughout the testing process must be maintained

Training/Orientation of Testing Team

- Personnel who have been assigned to provide COVID-19 antigen tests, under deregulation status, are required to complete the SHA on-line training program. A certificate of training is provided for those who complete. The employer or organization must keep a record of all who are certified to test.
- Qualified testers must self-monitor and screen for symptoms daily for themselves and each person tested.
- Personnel conducting the tests are required to wear a medical/procedural mask, nitrile gloves (changed between tests) and protective eyewear.
- Appropriate cleaning and waste bins are required at each test station to ensure cleaning between tests/persons.
- A visible name tag with role should be provided.

Testing Setup

**Site Selection** – Needs to be a large space to allow social distancing and good flow of people (ideally unidirectional flow). Tests take roughly 10 minutes to completely administer with a 15 minute wait time for result, space should include both testing and waiting zones/areas.
Set-up – as per Appendix A

- Signage (Test to protect communication package), workstations, waste management etc.

Personal Protective Equipment (PPE) considerations

- All participants are expected to wear a face mask covering over their nose and mouth.
- Hand hygiene stations should be available
- All personnel working in the testing space are required to wear appropriate PPE; a minimum requirement is a three layer medical/procedure mask. Those supporting set up or clean up are required to wear gloves, and eye coverage as well.
- In addition to the PPE required per personnel, there should also be:
  - Sanitizer at all stations and in volunteer areas.
  - Antiviral wipes or spray and paper towels available for set-up, clean-up, and for periodic cleaning throughout the day.
  - Tissues available at all swabbing stations
  - Garbage disposal at each station as well as exits
- Please refer to the following link for PPE use in Test Assessment areas
- Steps to correctly put on PPE
  (Video Link: https://www.youtube.com/watch?v=s-AdYpLXc3s ) SHA document link
- Steps to correctly take off PPE
  (Video Link: https://www.youtube.com/watch?v=jaDuUeNwDNE&feature=youtu.be ) SHA document link

Pre-screening Procedure

Pre-screening must be completed for each participant every time they present for testing.

- As participants present themselves for screening, they must line up two metres apart in front of the pre-screening area.
- Participants must be wearing a mask covering their nose and mouth.

Testing procedure

The Abbott Panbio SARS-CoV-2 (COVID-19) or BD Veritor Plus Antigen Tests are intended for use by trained persons instructed on use of the product. Depending on the supply available and the size of your organization will determine the type of tests your will receive.

Testing consists of swab collection, sample preparation and use of the test device to obtain results.
Swab collection

Open swab provided in kit

- Carefully insert the length of the soft portion of one nostril and swirl around nasal cavity 5 times
- Remove
- Repeat by inserting the same swab into other nostril (swirl 5 times)

Sample Preparation

- Insert swab into extraction tube as directed to prepare sample for testing
- Close tube

Testing

- Prepare and inspect test device/cartridge
- Add sample
- Process test:
  - Abbot Panbio
    - Set timer for 15 minutes
    - Read result
  - BD Veritor
    - Test now
      - Set timer for 15 minutes
      - Prepare analyzer for test now mode
      - Insert test device and follow prompts
      - Result will display
    - Walk Away
      - Prepare analyzer for walk away mode
      - Label test device/cartridge
      - Insert test device
      - Result will display once test time has completed
Results reading and sharing

Handling COVID-19 Antigen Test Results

**POSITIVE** (presumptive)
- NP swab requires collection for confirmatory testing
- Instruct person to have an NP swab collected at one of the options below:
  - Instruct person to call 811 (HealthLine) OR
  - Instruct person to attend Drive Thru test location
- Person should indicate that they have screened positive with antigen testing.
- Proceed with Test Positive Script and Handout

**NEGATIVE**
- Did the person verbally screen positive?
  - No
  - Proceed with Test Negative Script and Handout
  - Yes
- Is there enough specimen extract to repeat testing?
  - Yes
  - Retest with new device
  - No
- Can a nasal swab be recollected?
  - Yes
  - Retest with new nasal swab
  - No

**INVALID**
- Instruct person to have an NP swab collected at one of the options below:
  - Instruct person to call 811 (HealthLine) OR
  - Instruct person to attend Drive Thru test location
- Person should indicate that they have screened positive with antigen testing.
- Proceed with Test Positive Script and Handout

**RESULT COUNSELLING (Test to Protect Toolkit)**

a. [Test to Protect Testing Negative Script](#)
b. [Test to Protect Testing Positive Script](#)
c. [Test to Protect Information Sheet for Patients, Residents, Clients and Families](#)
d. [Test to Protect Testing Negative Handout](#)
e. [Test to Protect Testing Positive Handout](#)
f. [Protect School toolkit addition for Grades K-12 scripts](#)
Result Reporting and notification

Data collection – For each testing location, employers are asked to report all COVID test data recorded on SHA 0112-Antigen Test Daily log submitted using the Community WebForm. The Community Webform provides direction on how to input your data. The follow link will take you to the site to enter your daily data.


Pay and Benefits

- It is the organization’s responsibility for time away from work for an employee who had a positive test.
- The agency’s HR department or person should develop sick days, paid time allowances and or outside insurance options.
- It is recommended that employers include this internally developed information regarding pay to the tester(s) for those required to isolate.

Pay and Benefits

Government of Canada Website

Waste Disposal

The manufacturer does not require biohazard waste disposal for the testing waste. While this means you can throw the testing waste in your standard garbage receptacle, if you have a biohazard waste disposal process, we would encourage you to use that process. Confidentiality is key as tests can not be disposed of with any personal information on them.

Third-Party Testing

If you are not able to secure resources to conduct the testing in your organization, please indicate as such on your intake form. Several third-party vendors have been identified and are currently being engaged to provide testing for those facilities/organizations that do not have the capacity to do so. Third-party vendors will be matched to these organizations on a priority basis focused on high-risk and high-need populations first. Coordination with the third-party contractor is available for high-risk populations through our antigentestingintake@saskhealthauthority.ca

Self-Swabbing Procedure

If an employee is uncomfortable with another employee taking their nasal swap the trained employee can over see the other employee take their own nasal swap. The employee is provided a kit upon entry to the screening area. The Employee self-administers a nasal swab following the procedure below. The trained employee is present to answer any questions and support if needed.
Employees must:

1. Sanitize their hands using provided hand sanitizer.
2. Lower their mask to expose your nose.
3. Open the package and gently take out the swab. Do not touch the fabric end of the swab.
4. Put the swab gently into each nostril – one at-a-time (insert about 2 cm or about 1 inch). Roll the swab 5 times slowly along the inside of the nostril. Remove the swab and repeat 5 times in the other nostril. Make sure the swab stays in the nostril 5-7 seconds.
5. Put the fabric end of the swab into the bottom of the extraction tube and place into the holder. The screening supervisor will take over the process at that point.
6. Dispose of trash in provided Waste receptacle.
7. Replace your mask over your nose and mouth.
8. Sanitize your hands once more using the provided hand sanitizer.

**SHA Employees**

SHA Health Care Workers and Physicians please continue to follow guidelines, procedures and Medical Directives under Testing, Screening, Treatment and Medical Directives on the SHA External website.

COVID-19 testing is fundamental to diagnosis and screening for COVID-19. The COVID-19 testing program includes Polymerase Chain Reaction (PCR) testing for diagnostic purposes through both lab and point of care testing, as well as POCT antigen testing used as a screening tool. Clarity around the standards and requirements for each ensure appropriate administration, follow up and reporting in accordance with legislation and professional requirements, where applicable.

COVID-19 testing is delivered in accordance with the *Medical Laboratory Licensing (1996) Amended Regulations, March 2021*.

As part of the SHA COVID-19 Testing Program, this authorizes SHA staff (considered qualified professionals under the *Medical Laboratory Licensing (1996) Amended Regulations, March 2021*) who have been trained to collect nasopharyngeal swabs and in the procedures for COVID-19 PCR and/or Antigen POCT to collect specimens to test for COVID-19 without a physician’s order. (*Registered Nurse, Licensed Practical Nurse, Respiratory Therapist, Paramedic, Registered Psychiatric Nurse, Physician, Nurse Practitioner Physical Therapist, Dental Assistants, Dental Hygienists, Dental Therapists, Dietitians, Occupational Therapists, Physiotherapists and Speech Language Pathologists*)
Appendix A:

**Site Setup** – this is an example of supplies and layout. It is not mandatory to have all or set up exactly.

![Image of testing setup]

**Setup Checklist – Entry or Pre-screening Area**

- □ Tape for marking where participants can line up spaced two meters apart
- □ Table for pre-screening station
- □ Chair for each person at the station (must be spaced two meters apart)
- □ Laptop & laptop charger
- □ Extension cord(s) – three pronged preferred
- □ Laminate sign listing COVID-19 symptoms
- □ Laminated sign directing participants who have not yet registered to the screening area
- □ Small table for hand sanitizer
- □ Hand sanitizer
- □ Box of masks for individuals who do not have mask or request a new mask (away from reach of person).
Testing area setup checklist

- One chair for each person at the station (2 meters apart)
- Hand sanitizer
- Waste bin for trash from kit, tissues and masks
- Gloves
- Virox wipes or spray for cleaning
- Tissue box taped to table
- Fine tip Sharpie markers (to mark test kits)
- Box of test kits – lid and side flaps removed
- Table to hold tests as they sit for 15 minutes
- Timing equipment (watch, clock, etc.) – sanitized appropriately throughout the day
- Laptop for WebForm entry
- Box of sticky notes (for marking identifiers to each test).
- Box of Sharpies (for marking personal identifiers to each test).
- Box of tape (in case sticky note has trouble adhering).
- Antigen test daily log and pen
- Communications tool kit, including scripts for sharing a positive or negative result
- Public Health Referral Form reporting tool

Informing area setup checklist

- Copies of the patient negative and positive results handout
- Computer/mobile device to enter WebForm daily
**Screening Cleanup**

At the end of each shift, complete the following activities:

- Ensure all contaminated waste is disposed of in either a biohazard bag/bin if available or in the general waste.
- Identify any items that need to be replaced or replenished (PPE and other supplies).
- Clean and disinfect tables and chairs after every use.
- If the screening site will be left without supervision, ensure that all results and computers are safely stored to ensure privacy and confidentiality.
- Clean the work area according to routine practices, between each client.

**Storage and Stability**

- The test kit should be stored at a temperature between 2-30 °C. Do not freeze the kit or its components. Note: When stored in a refrigerator, all kit components must be brought to room temperature (15-30 °C) for a minimum of 30 minutes prior to performing the test. Do not open the pouch while components come to room temperature.
COVID-19

The Buffer bottle may be opened and resealed for each test. The Buffer cap should be firmly sealed between each use. The Buffer is stable until expiration date if kept at 2-30 °C.

- Perform the test immediately after removing the test device from the foil pouch.
- Do not use the test kit beyond its expiration date.

**Supplies**

To re-order additional supplies please complete the [Antigen Testing Supply Request Form](mailto:antigentestingintake@saskhealthauthority.ca) and send it to antigentestingintake@saskhealthauthority.ca.

At times supply volumes may fluctuate, orders will be filled based on priority. The test kits are free of charge but other costs required to administer the program are the responsibility of your organization.

**Appendix B:**

**Reference documents**

**Third Party Standard Operating procedures**

*PROV71 - BD Veritor Plus COVID-19 Antigen Test - Clinical Procedure (April 6, 2021)*


[Saskatchewan Health Authority Website tool kit](https://www.saskatchewan.ca/covid19)