

COVID-19 Rapid Antigen Testing: Information Package

TBRHSC COVID-19 Vaccination Program Policy

Definitions of Vaccination Status:

Full vaccination: Means having received the full series of a COVID-19 vaccine and having received the final dose of the vaccine at least 14 days ago.

Unvaccinated: Any individual who does not provide proof of full vaccination for COVID-19, whether by personal choice or medical exemption

If Occupational Health and Safety does not receive proof of full vaccination, the worker is considered unvaccinated and will be required to submit rapid antigen testing results. Those who are medically exempt must submit a valid COVID-19 Vaccination Medical Exemption Form in addition to rapid antigen testing.

Rationale

Unvaccinated health care workers pose an immediate risk to patients and other health care workers as well as to the health system capacity due to the potential introduction of COVID-19 into the health care setting.

**The TBRHSC COVID-19 Vaccination Program Policy is aligned in accordance with the Public Hospitals Act 1990, Regulation 965 and the Ministry of Health, Directive 6.*

Workers Responsibilities

Individuals who have been identified to perform rapid antigen testing by the TBRHSC are the sole individuals who are permitted to use them. These rapid antigen tests cannot be used or sold for profit to any other person. Failure to comply with these terms will be managed in accordance with the TBRHSC collective agreements, applicable legislation and human resources policy HR-t-04 Discipline

Screening/Reporting

- In addition to completing your regular RedCap COVID-19 self-screening tool, you will be **required to complete a secondary screening tool** to provide the result from your rapid antigen test. This process must be followed regardless of your test result; negative, positive or invalid.

Scan the QR code to access the result reporting tool.

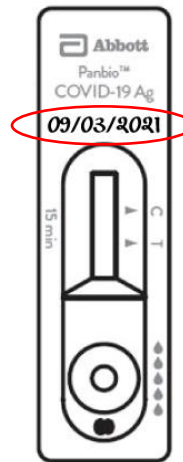


Link: <https://redcap.sjcg.net/surveys/index.php?s=HELT4MKNX8>

- The rapid antigen testing must be completed **weekly**. You may choose to perform the rapid antigen test either on **Sunday or Wednesday**.
****Based on the COVID-19 response levels at the TBRHSC, intervals for rapid antigen testing is subject to change and will be determined by the Hospital**

Auditing

- To ensure compliance with this process you are required to **keep a photo record** of each of your rapid antigen test results (negative, positive or invalid). The photo must include the result and date (mm/dd/year) written on the front of the test with the sharpie provided in your testing kit. You may be asked to provide the photo for proof of compliance during regular audits performed by Occupational Health and Safety (OHS)



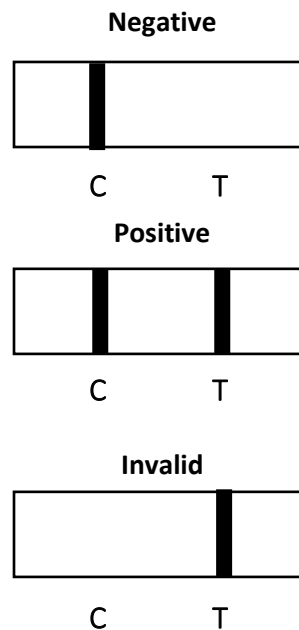
- You must call OHS and report if your rapid antigen test result is positive or invalid:
 - Occupational Health and Safety: (807) 684-6240 (**Monday-Friday 0800-1600**)
- If the rapid antigen test result is positive or invalid, you must immediately self-isolate until further instruction is given. **See Appendix A** for self-isolation information

Where do I go to receive my testing kits?

- As an individual identified who requires rapid antigen testing, **you will need to go to Occupational Health and Safety to receive your testing kit(s)**. If after hours and you need additional rapid antigen tests, call the Administrative Coordinator

What is Rapid Antigen Testing?

- Self-administered at home.
- The rapid antigen testing is **only for screening purposes** and for those that are **asymptomatic (have no symptoms)**. Symptomatic (displaying symptoms) individuals are to contact OHS and follow existing swabbing processes.
- Results appear within **15 minutes**.
- Easy to determine if results are negative, positive or invalid:



What is the Difference between a Rapid Antigen Test and a PCR test?

Asymptomatic Individuals (Those who DO NOT have symptoms)

- Rapid antigen testing is for screening purposes and only for those that are asymptomatic. If the test result is positive, it is considered a preliminary positive, as a rapid antigen test cannot diagnose COVID-19. The positive result is due to the detection of a protein from COVID-19.

Symptomatic Individuals (displaying symptoms) / Confirmation of a Positive or Invalid Rapid Antigen Test

- A PCR test is required for those that have symptoms of COVID-19 or followed by a positive or invalid rapid antigen test result within 24hrs. The Assessment Centre performs swabbing for PCR testing. A PCR test has the ability to amplify the virus' genetic material. This gives a more accurate picture whether someone is positive for COVID-19.

What do I do if my test result is negative?

- If your rapid antigen test is **negative**, you are able to come to work for your upcoming scheduled shift

What do I do if my test result is positive or invalid?

- If your rapid antigen test is positive or invalid, you must immediately self-isolate and call Occupational Health and Safety. An appointment will be arranged for you to have a COVID-19 PCR test at the Assessment Centre.

Occupational Health and Safety: (807) 684-6240 (**Monday-Friday 0800-1600**):

Performing the Test

How to Perform a Rapid Antigen Test

See Appendix A for written instructions for step by step process

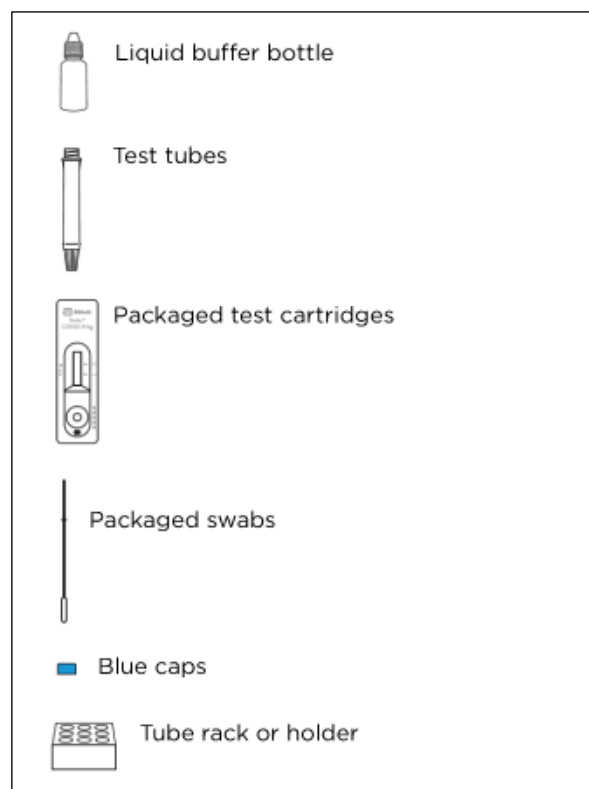
OR

Scan the QR code to watch the video for step by step process



<https://www.youtube.com/watch?v=XP3aqwO5rJo>

Familiarize yourself with the contents included in your kit.



Legend

Appendix A



Panbio™ COVID-19 Antigen Rapid Test - How to test yourself

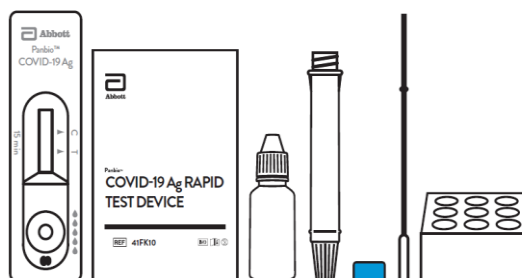
This handout explains how to use a COVID-19 rapid test kit on yourself. You may also be given more instructions by the person who gives you the test kit. Please read the kit instructions carefully before using it.

Note: If you have ANY symptoms or if you have been exposed to someone with COVID-19, do NOT use this test kit, and instead seek testing with a laboratory test at an assessment centre or community lab.

Materials you need to check in your kit before you test yourself

Your test kit will include the following materials:

- Panbio™ liquid buffer bottle
- 25 Test tubes that have soft, flexible sides
- 25 Packaged test cartridges
- 25 Packaged swabs
- 25 Blue caps for test tubes
- Tube rack or holder



Make sure your kit has all the materials listed above and that none of the materials are expired or damaged. If any materials are damaged, get a new kit.

To avoid damage to the items in the kit, store it at room temperature (**not** in the fridge or freezer) and away from direct sunlight.

You should also have the following items close by:

- Facial tissues
- Handwashing sink

- Garbage bag and bag holder (e.g. garbage can)

Getting ready for testing

Find a clean area to do the test.

- The area must be free of any clutter, food, or drink.
- The surface of your test area should be flat and easy to clean if you spill something.
- Avoid slippery or absorbent surfaces like carpets or fabrics on furniture near your test area.

While you are doing the test, do not:

- Eat or drink
- Smoke or vape
- Put in contact lenses
- Put on make-up
- Touch your eyes or mouth in any way

The liquid in the buffer bottle can irritate (bother) your eyes and skin. The liquid is toxic (dangerous) if swallowed. Try not to splash the liquid while doing the test. If you spill liquid, clean it up well with a disinfectant.

Although the small amount of liquid used for the test is not likely to cause harm, follow the safety measures below:

- If the liquid touches your skin, wash your skin with plenty of water for at least 15 minutes.
- If the liquid touches your eyes, immediately flush your eyes with plenty of water for at least 15 minutes. Contact your health care provider or the Ontario Poison Centre (1-800-268-9017, or 416-813-5900) for assistance.
- If you swallow the liquid by mistake, immediately rinse your mouth with water. Contact your health provider or the Ontario Poison Centre for assistance.

How to test yourself using the rapid test

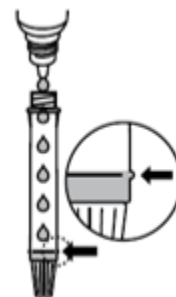
After checking your kit for damage, you can go ahead and use the kit to test yourself. The steps on how to test yourself are described here.

1. Blow your nose and wash your hands

- Before you start, gently blow your nose into a tissue.
- Wash your hands with warm, soapy water for 20 seconds. If soap and water are unavailable, use hand sanitizer.

2. Fill the test tube with liquid

- Uncap the liquid buffer bottle and fill an empty test tube up to the ridged line (around 10 drops).
 - If you use too little or too much liquid, you may get an incorrect test result.
 - Do not touch the liquid itself, the bottle dispenser tip, or the test tube opening with your hands.
 - Use only the liquid provided in the kit. Do not replace the liquid with any other liquids (e.g. tap water) otherwise the results may not be correct.
- Put the cap tightly on the liquid buffer bottle. Place the bottle away from the testing area so that you do not contaminate (get any other materials in) the rest of the liquid in the bottle.



3. Open the test cartridge and nasal swab

- Peel open a new sealed test cartridge.
- Remove the cartridge from the package and place it on a clean and flat surface. Do not touch the round well or the rectangular result window with the visible test strip with your hands.
- Peel open a new sealed swab wrapper.
- Remove the swab from the package by holding the swab by the handle. Do not touch the soft tip with your hands.

4. Swab both nostrils

- Tilt your head back.
- Insert the soft tip end of the swab about 2.5cm* (~1 inch or the length of the top knuckle of your thumb to your thumb tip) straight back (not up) into one nostril.
 - Stop when you reach 2.5cm or when you start feeling slight resistance.
- Rotate (turn) the swab slowly against the inside wall of your nose 5 to 10 times. Then leave the swab in place for 2 to 3 seconds.
- Remove the swab from your nose and insert it in your other nostril.
 - Repeat the same steps as above, using the same swab.



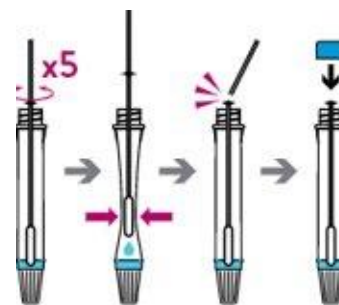
*Note: Suggested length applies for adults only. Swab insertion distance is shorter in children.



2.5cm

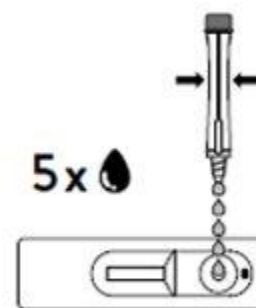
5. Put the swab in the test tube filled with liquid

- Gently insert the soft tip end of the swab into the test tube.
- Swirl the swab in the liquid for 15 seconds and press the soft tip into the inside walls of the tube a few times.
- While leaving the swab inside the tube, pinch the outside of the soft test tube with your fingers to get the remaining liquid out of the soft tip of the swab.
- Throw out the swab in a garbage bag.
 - Alternatively, you can snap the swab handle at the indented breaking point. Throw out the snapped part in the garbage bag, and keep the rest of the swab in the tube.
- Place a blue cap on the test tube and screw it on tightly to avoid leakage.



6. Put drops of liquid on the test cartridge

- Gently remove the white nozzle cap at the bottom of the test tube. Be careful not to squeeze the tube while removing the nozzle cap, or the liquid may accidentally drip out.
- Once the nozzle cap is removed, hold the tube upright over the round well of the test cartridge.
- Gently squeeze the tube to put 5 drops of liquid into the well (not in the rectangular result window).
 - Make sure that the drops are flowing normally. Bubbles may sometimes clog the opening of the nozzle. If this happens, keep the tube upright and shake it gently to release the bubbles.
- Put the white nozzle cap back on and screw it tightly.

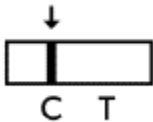
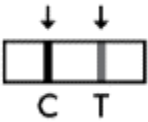
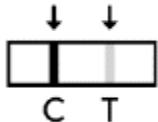
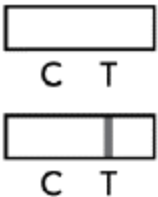


7. Read your result (see the table called *How to read your result*)

- You **must** read your result between 15-20 minutes after putting the liquid in the cartridge well.
 - Your result may not be correct if you read your results less than 15 minutes or more than 20 minutes after putting the liquid in the cartridge.
- Make sure you see a visible line next to the **C** (control) marker.
 - The **C** line tells you that the right amount of liquid was put in the cartridge well. If there is no visible C line on your cartridge, your test is not working properly. Check the instructions and repeat the test again with a new swab and new test cartridge.
- Check if there is a visible line next to the **T** (test) marker.
 - If you see a **T** line, the test is **positive**, which means you may have COVID-19. Your result is considered preliminary since antigen screening tests may occasionally produce false positive results. You must seek a regular test at an assessment centre or community lab within 48 hours to confirm your result, and self-isolate until the regular test result comes back.

- If you do not see a **T** line, the test is **negative**, which means it is less likely that you have COVID-19 at this time. You can resume your daily activities but be aware that you may still catch COVID-19 and transmit it to others. Continue to follow public health measures such as symptoms checks, appropriate distancing, use of PPE, and handwashing.

How to read your test result

If:	Then:
<p>Only the control line (C) is present.</p> 	<p>The result is negative.</p> <p>If you only see the control line (C) and no test line (T) in the result window, then the test is negative.</p>
<p>The control line (C) and the test line (T) are present.</p> 	<p>The result is positive.</p> <p>If you see the control line (C) and the test line (T) in the result window, then the test is positive. It does not matter which line appeared first.</p>
<p>The control line (C) is clearly present but the test line (T) is faint.</p> 	<p>The result is positive.</p> <p>If you can see any test line (T), no matter how faint, the result is positive.</p>
<p>The control line (C) is NOT present.</p> 	<p>The test has not worked properly.</p> <p>If you cannot see the control line (C) within the result window after doing the test, the result is not valid.</p>

	Read the test instructions and repeat the test using another swab and test cartridge. You will need to swab your nose again according to the instructions.
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8. Wash your hands and throw away the packaging

- Throw away any packaging and waste from the testing process.
- Clean your test area well with a disinfectant.
- Wash your hands with warm water and soap for 20 seconds or use hand sanitizer.

Additional resources

- Public Health Ontario:
 - [How to Self-Isolate](#)
 - [You were tested for COVID-19: What you should know](#)
 - [When to Self-isolate for Household Members](#)

Disclaimer: This document was developed by Ontario Health for training and guidance purposes. The application and use of this document is the responsibility of the user. Ontario Health assumes no liability resulting from any such application or use. Last updated June 23, 2021.

Appendix B



Coronavirus Disease 2019 (COVID-19)

How to self-isolate

Follow the advice that you have received from your health care provider.
If you have questions, or you start to feel worse, contact your health care provider, Telehealth (1-866-797-0000) or your local public health unit.

Stay home

- Do not use public transportation, taxis or rideshares.
- Do not go to work, school or other public places.
- Your health care provider or public health unit will tell you when it is safe to leave.



Limit the number of visitors in your home

- Only have visitors who you must see and keep the visits short.
- Keep away from seniors and people with chronic medical conditions (e.g. diabetes, lung problems, immune deficiency).



Avoid contact with others

- Stay in a separate room away from other people in your home as much as possible and use a separate bathroom if you have one.
- Make sure that shared rooms have good airflow (e.g. open windows).



Keep distance

- If you are in a room with other people, keep a distance of at least two metres and wear a mask that covers your nose and mouth.
- If you cannot wear a mask, people should wear a mask when they are in the same room as you.



Cover your coughs and sneezes

- Cover your mouth and nose with a tissue when you cough or sneeze.
- Cough or sneeze into your upper sleeve or elbow, not your hand.
- Throw used tissues in a lined wastebasket, and wash your hands.
Lining the wastebasket with a plastic bag makes waste disposal easier and safer.
- After emptying the wastebasket wash your hands.



Wash your hands

- Wash your hands often with soap and water.
- Dry your hands with a paper towel, or with your own cloth towel that no one else shares.
- Use an alcohol-based hand sanitizer if soap and water are not available.



Wear a mask over your nose and mouth

- Wear a mask if you must leave your house to see a health care provider.
- Wear a mask when you are within two metres of other people.



Contact your public health unit:

Learn about the virus

COVID-19 is a new virus. It spreads by respiratory droplets of an infected person to others with whom they have close contact such as people who live in the same household or provide care.

You can also access up to date information on COVID-19 on the Ontario Ministry of Health's website: ontario.ca/coronavirus

The information in this document is current as of February 14, 2020

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Ontario 

References

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