

<b>Sunbeam Community &amp; Developmental Services</b>	
Manual: Administration Manual	Number: AD-ge-070
Issued by: Chief Administrative Officer Category: General	Issue Date: December 24, 2021 Date First Issued: June 16, 2021 Last Revision Date: December 24, 2021 Pages: 1 of 5
Policy Name: Covid19 Rapid Antigen Testing	

**GUIDING PRINCIPLE**

*Sunbeam Community & Developmental Services is dedicated to preventing and/or reducing the spread of infection related to COVID-19 among its persons served, employees, contracted service providers, students, volunteers and visitors.*

*Sunbeam is committed to an enhanced screening process applicable to all sites, which includes following a surveillance swabbing rapid antigen testing protocol per this policy.*

*An enhanced COVID-19 screening process aids in protecting the health and safety of employees and persons supported from exposure to and transmission of COVID-19. Preventing COVID-19 infection in Sunbeam employees through enhanced screening will also ensure that its workforce does not become dangerously depleted.*

**SCOPE**

This policy applies to all Sunbeam employees, contracted service providers, volunteers, students, and visitors (including but not limited to families / advocates / guardians of persons served), and in specified circumstances to persons supported by Sunbeam, and other stakeholders as specified.

Sunbeam reserves the right to confirm rapid testing results through random sampling, while ensuring that the protection of privacy and personal health information is upheld.

## **POLICY**

All persons within the scope of this policy will comply with the policy.

**The minimum required frequency of Rapid Antigen Testing by individual / role / target group is as specified in the accompanying “Rapid Antigen Testing – Frequency DASHBOARD”.**

The organization’s “COVID-19 Rapid Testing” portal will be used by Sunbeam staff to record the performance and outcome of all rapid testing for all parties within the scope of this policy.

Frequency of Rapid Testing by individual / role / target group is set and periodically updated / communicated based on assessed risk level involved. This will consider factors including but not limited to:

- vulnerability, complexity and vaccinated status of persons supported, by site and/or overall,
- vaccinated status of all other individuals / roles / target group within the scope of this policy by site and/or overall where known,
- community risk levels related to prevalence and infection rates of COVID-19,
- guidelines, recommendations and direction from Public Health, MCCSS, Ministry of Health and any other government or health authorities,
  - all such authorized guidelines, recommendations and directions a considered as supplemental guidance to this policy,
  - Sunbeam reserves the right to set its policy and frequency dashboard based on its assessment of risk, which may require more frequent rapid antigen testing than such authorized guidelines, recommendations and directions,
- and any other relevant risk factors as determined by Sunbeam.

## **PROCEDURE NOTES**

1. All individuals self-administering a Rapid Antigen Test, or administering a Rapid Antigen Test to another person, will have received authorized direction / training on proper test administration protocol.
2. For persons served, Rapid Antigen Testing requires one-time prior written consent of the individual being tested, or their substitute decision maker as applicable.
3. Individuals for whom Rapid Antigen Testing is not recommended, based on test kit manufacturers’ guidance and/or recommendations from health and government authorities, are excluded from the scope of this policy provided that documentary evidence is provided to Sunbeam to support the reason for exclusion.
4. Other stakeholders as specified may be permitted to participate in Rapid Antigen Testing at Sunbeam depending primarily upon the availability of resources (such as rapid test kits and availability of staff to support rapid testing) and safety / risk considerations. Such stakeholders may include: family members of staff residing in the same household, and other family members of visitors residing in the same household. Only requests for Rapid Antigen Testing by other stakeholders which have been approved by the Manager, Clinical Support Services, or designate, will be permitted. The decision is subject to change based on current resource, safety / risk considerations.

5. The collection / self-collection of specimens, proper handling of specimens, documentation and reporting of results, required actions depending upon results, and appropriate disposal of specimens, kits and other contaminated materials must follow the authorized protocols per the Rapid Antigen Test manufacturer's instructions, and directives per Ontario Health and Ontario Public Health. These resources will be made available at every site / location where Rapid Antigen Testing is offered.
6. Sunbeam staff will follow the rapid antigen self-reporting protocol as directed, including reporting their own rapid testing occurrences as well as reporting the rapid testing of any other parties within the scope of this policy who they direct / assist / enable to undergo rapid testing at a Sunbeam location.
7. All personal and health information that is collected as part of rapid antigen testing will be collected, used, and disclosed in accordance with relevant legislation, including the Personal Health Information Protection Act (PHIPA). This information will be retained securely and will be destroyed when no longer useful.
8. The Rapid Antigen Testing Program runs in cooperation with Ontario's Ministry of Health. A component of the program involves regular reporting to the ministry of non-identifying information. Any personal information collected in as part of rapid antigen testing will not be shared with the Ministry of Health.
9. Sunbeam reserves the right to adjust Rapid Antigen Testing requirements at any time depending upon assessed risk related a specific site, individual, activity or local pandemic conditions.
10. Staff must consult the DASHBOARD (per Appendix A) to verify testing frequency; the DASHBOARD is posted internally for use / reference by all employees.

## **DEFINITIONS**

- Community outreach programs and amenities – in-person community programs such as day programs, summer camps, passport activities, therapeutic pool and spa, seating clinic, specialized dental clinic
- Community risk level –Rapid Antigen Testing frequency, based on the MCCSS COVID-19 precaution level and / or Sunbeam's local COVID-19 risk assessment, is to be the greater of:
  - Sunbeam's assessment of COVID-19 risk based on known regional, local community and site-specific risk factors,
  - MCCSS COVID-19 precaution level in effect.
- Congregate living settings – Group homes, respite locations, host family sites operated by Sunbeam, and sites of Outside Paid Providers (OPRs) contracted by Sunbeam that may be attended in-person by Sunbeam staff.
- Contracted service providers – service providers engaged by Sunbeam, but not employees of Sunbeam (examples: employees of external staffing / resource agencies, employees of lab services; employees of oxygen providers; employees of various trades companies; etc).
- Employees of the organization – all employees of Sunbeam Community & Developmental Services, including employees of the Sunbeam Developmental Resource Centre (SDRC) and Developmental Services Ontario (DSO) Central West Region.

- PCR test - A polymerase chain reaction (PCR) test is performed to detect genetic material from a specific organism, such as a virus. The test detects the presence of a virus if you are infected at the time of the test. The test could also detect fragments of virus even after you are no longer infected. For COVID-19, a PCR test for viral infection detects the virus or a component of the virus and tells you if you have a current COVID-19 infection. This is done using a swab from your nose or throat, or in some cases a saliva sample.
- Privately engaged third party caregivers – individuals having no legal relationship with Sunbeam; most often these are third party caregivers who have been engaged by persons served or their families to provide one-on-one care and support to the person served. The third party caregiver may provide such services at a Sunbeam location, or elsewhere.
- Rapid antigen test - A rapid antigen test, or rapid test, is a rapid diagnostic test suitable for point-of-care testing that directly detects the presence or absence of an antigen. It is commonly used for the detection of SARS-CoV-2, the virus that causes COVID-19. At the time of the writing of this policy, the Abbott Panbio Rapid Antigen Test is the preferred test in use at Sunbeam, although other approved Rapid Antigen Test systems exist.
  - Rapid Antigen Testing for persons supported, under this policy, applies on a best efforts / as tolerated basis, recognizing the unique needs of persons supported.
- Support Providers – all employees, contracted service providers, students, and volunteers of the organization.
- Week – for the purpose of this policy, a week is defined as Sunday to Saturday inclusive.

**APPENDIX A:**  
**Rapid Antigen Testing - Sunbeam Frequency DASHBOARD (sample)**  
**Per Sunbeam's COVID-19 Rapid Antigen Testing Policy**

Recommended Testing Frequency Per Week	Persons Served	Employees	Contracted Services	Volunteers	Students	Visitors	Privately Engaged Third Party Caregivers	Remarks / Examples
Medically Fragile / Technologically Dependent Programs	n/a	#	#	#	#	#	#	MFTD group homes
All Other Residential / Group Home Programs	n/a	#	#	#	#	#	#	Community group homes
All Other In-Person Client Service Provision at any Sunbeam site	Community Participants - every visit	#	#	#	#	#	#	In-person program/service delivery such as at Kingsway Centre, SDRC and DSO offices
Respite MFTD Programs	PCR Test	#	#	#	#	#	#	Respite MFTD sites
Other Respite Programs	PCR Test	#	#	#	#	#	#	All other respite sites
Community Outreach / Day Program and Other Therapeutic Amenities and Services	Community Participants - every visit	#	#	#	#	#	#	Day program, therapeutic pool and spa, snoezelen room, seating clinic, dental clinic
All Other Sunbeam Kingsway Administrative Centre	Community Participants - every visit	#	#	#	#	#	#	Kingsway Centre areas , excluding in-person service provision
All Other Sunbeam Developmental Resource Centre Sites	Community Participants - every visit	#	#	#	#	#	#	All SDRC program sites, excluding in-person service provision
All Other DSO Central West Region Sites	Community Participants - every visit	#	#	#	#	#	#	All DSO program sites, excluding in-person service provision
<b>OTHER:</b>								
Sunbeam Site #1	As specified	#	#	#	#	#	#	As specified
Sunbeam Site #2	As specified	#	#	#	#	#	#	As specified
Etc	As specified	#	#	#	#	#	#	As specified
<i>Where there may exist a discrepancy between policy and this DASHBOARD, the requirements of the policy will prevail.</i> <i>Last Updated: &lt;date&gt;</i>								

Always consult most current version of DASHBOARD as made available to all staff.