

<b>Sunbeam Community &amp; Developmental Services</b>	
Manual: Community Living Manual	Number: CL-ic-077
Issued by: Chief Executive Officer Category: Infection Control	Issue Date: <b>September 23, 2021</b> Date First Issued: June 16, 2021 Last Revision Date: <b>September 23, 2021</b> Pages: 1 of 9
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.

Per the “*Ministry of Children, Community and Social Services (MCCSS) COVID-19 Vaccination Policy Guidelines for Implementation*” accompanying the “*MCCSS COVID-19 Updates*” memo from MCCSS dated August 31, 2021, compliance with this COVID-19 rapid antigen testing policy is:

- **REQUIRED** for employees, contracted service providers, students and volunteers who do not provide proof of being fully vaccinated against COVID-19; such persons fall into any of the following categories:
  - are not fully vaccinated,
  - are accommodated as a result of a medical reason (medical contraindication to receiving the COVID-19 vaccine) or other protected grounds, and / or
  - have not provided Sunbeam with evidence of being fully vaccinated against COVID-19, and
- **VOLUNTARY** and encouraged for all other persons within the scope of this policy.

For persons **REQUIRED** to comply with this policy, based on the requirements within the aforementioned MCCSS guidelines, 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.

## LEGEND

Req	Target Group & Activity	Prog Area
1	Support Providers & privately engaged third party caregivers, all activities and services	All
2	Support Providers & privately engaged third party caregivers, MFTD-specific congregate living, & day program	CLS
3	Support Providers & privately engaged third party caregivers, all activities and services	All
4	Visitors	CLS
5	Exclusions from #1 through #4	All
6	Administrative and Support Services staff who do not enter program areas and whose job functions do not require any in-person interactions with persons served	Admin
7	Employees working permanently from home	All
8	Persons Supported, residential / group home programs	CLS, SDRC
9	Persons Supported, respite programs	CLS
10	Persons Supported, community outreach program / service / amenity sites	All
11	Visitors, outings / absences	CLS, SDRC
12	Authorized Direction / Training	All
13	Consent of Persons Served	All
14	Other Exclusions	All
15	Courtesy extension of Rapid Antigen Testing to other specified stakeholders	All
16	Procedure, Protocol, Resources	All
17	Staff requirement to follow self-reporting protocol and to do reporting of rapid testing of others within the parameters	All
18	Record Keeping	All
19	Provincial Reporting	All
20	Sunbeam's right to adjust requirements & availability of testing frequency DASHBOARD	All

## POLICY

1. **Support providers** of the organization and any **privately engaged third party caregivers** that provide in-person services to people supported by Sunbeam at any Sunbeam location (**congregate living settings**, and / or other in-person service / amenity areas):
  - a) They will undergo Rapid Antigen Testing per the frequency recommended based on **community risk level** (see definitions);
  - b) In the event that they provide in-person services to people supported less frequently than the testing frequency specified in 1.a) , then they will undergo Rapid Antigen Testing at each in-person service provision occasion in that **week**.
2. Notwithstanding the policy requirement #1, where such in-person services are provided to people supported in programs categorized as serving medically fragile / technology dependent (MFTD) individuals (regardless of location), or in community outreach programs (specifically, day program):
  - a) When the community risk level is at **normal / additional precautions (lower risk)**, the they will undergo Rapid Antigen Testing per the frequency specified in requirement #1.
  - b) When the community risk level is at **enhanced / comprehensive precautions (higher risk)**, they will undergo Rapid Antigen Testing per the “frequency + 1” recommended based on community risk level. Eg. if the recommended frequency per community risk level is 2 times per week, then Rapid Antigen Testing will occur 3 times per week.
  - c) In the event that they provide in-person services to such people supported less than the set number of times a week, then they will undergo Rapid Antigen Testing at each in-person service provision occasion in that week.
3. For further clarity, Rapid Antigen Testing referred to in requirement #1 and #2 is approached as:
  - A precautionary requirement for **employees**, contracted service providers and privately engaged third party caregivers who may proceed with site entry and / or service provision prior to Rapid Antigen Test results being known;
  - A screening requirement for volunteers and students – Rapid Antigen Test results must be known prior to proceeding with site entry and / or service provision.
4. For visitors (eg. family / friends) to congregate living program sites (including group homes and respite programs), all pandemic precautions in effect at Sunbeam for the existing precaution level as determined by the Ministry of Children Community & Social Services (MCCSS) will apply:
  - eg. precautions and eligibility for visits by: Essential Visitors, Designated Visitors and Friendly (non-Essential) Visitors
  - eg. MCCSS precaution levels: Normal, Additional, Enhanced, Outbreak / Comprehensive

In addition to these precautions, for indoor visits or non-distanced outdoor visits, such visitors are strongly encouraged, though not required, to undergo Rapid Antigen Testing prior to entry to the premises at each visiting occasion.

5. Regardless of the requirements stated in requirements #1 through #4, individuals who may need to enter any Sunbeam location for reasons including listed below will be exempt from Rapid Antigen Testing requirements:
  - emergency / first responders,
  - contracted service providers and privately engaged third party caregivers who require immediate site access due to an urgent health / support issue involving an occupant of the site,
  - contracted service providers who require immediate site access due to an urgent facility (plant / property / equipment) issue, such as could cause health and safety risks to all occupants if not immediately addressed,
  - contracted service providers who may be attending to facility (plant / property / equipment) issues while the site has been vacated of all other occupants.
6. Administrative and Support Services staff who do not enter program areas and whose job functions do not require any in-person interactions with persons served, will be required to be rapid testing at least once per week while working onsite at a Sunbeam administrative location.
7. Employees who are working permanently from home can request a review for exemption to this policy from their manager / director.
8. There is no requirement for Rapid Antigen Testing of persons supported at group home sites, with the exception of outings / absences addressed later in this policy; standard COVID-19 pandemic precautions and PCR testing protocols apply per guidance from government and health authorities.
9. For persons supported at respite sites, evidence of recent (within the past 5 days) PCR test results must be provided prior to program admission.
  - If, due to circumstances beyond the control of the person supported and/or their family, PCR testing has been completed within the past 5 days but results are pending at time of admission, the person supported may be granted admission to the program if they undergo Rapid Antigen Testing pending results of the PCR test.
10. For persons supported (and their guests, if applicable) who wish to attend in-person community outreach programs (such as day program) and / or other in-person service / amenity sites (such as swimming pool, seating clinic, specialized dental clinic, service appointments at SDRC or DSO, etc.)
  - If the person supported is from a Sunbeam congregate living site (group home or respite), no Rapid Antigen Testing requirement applies.
  - All other persons supported (living in community, living at other congregate living sites, etc.) will undergo Rapid Antigen Testing prior to entry to the in-person program, service or amenity site at each occasion.
  - For the purpose of requirement #7, persons supported also includes persons who may be awaiting assessment for / confirmation of eligibility and/or who may be awaiting in-

person / in-office appointment of services from Sunbeam (eg. such as with some SDRC and DSO services).

11. For outings and absences for persons supported in congregate living sites (group home or respite), all pandemic precautions in effect at Sunbeam for the existing precaution level as determined by the Ministry of Children Community & Social Services will apply.

For such outings / absences with visitors (including but not limited to families / advocates / guardians of persons served), regardless if same day return or overnight absence, the visitor(s) are strongly encouraged, though not required, to undergo Rapid Antigen Testing prior to departure from the congregate living site at the commencement of the outing.

12. 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.
13. For persons served, Rapid Antigen Testing requires one-time prior written consent of the individual being tested, or their substitute decision maker as applicable.
14. 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.
15. 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.
16. 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.
17. 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.

18. 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.
19. 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.
20. 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.

Staff may 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 per week, 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**

<b>Recommended Testing Frequency Per Week</b>	<b>Persons Served</b>	<b>Employees</b>	<b>Contracted Services</b>	<b>Volunteers</b>	<b>Students</b>	<b>Visitors</b>	<b>Privately Engaged Third Party Caregivers</b>	<b>Remarks / Examples</b>
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.