

## Organization Request for Rapid Testing Devices Submission template

Thank you for your interest in providing asymptomatic rapid screening for COVID-19 in Alberta. Please complete the following information to formally submit a request for rapid tests. Your submission will be reviewed by Alberta Health and you may be contacted by an Alberta Health representative for additional information.

### Section 1: Organization information

Please provide more information about your organization.

<b>Organization Name (Corporate Entity for Legal Agreement)</b>	
<b>Location (s)</b>	
<b>Key contact (please provide a phone number and email)</b>	Name:  Job Title:  Phone:  Fax:  Email:
<b>Key contact for legal agreement execution with Alberta Health (if different than above)</b>	Name:  Job Title:  Phone:  Fax:  Email:
<b>Organization's primary business</b>	

## Section 2: Screening project details

1. Provide a high-level description of the screening program, including the screening setting.
2. List the physical locations where screening will be performed.

Name of location	Address

3. Provide a description of the population to be screened (e.g., employees).
4. Provide the number of individuals to be screened.
5. Describe the frequency that each individual will be screened (e.g., once a week).
6. Provide the number of tests requested per month.

7. Provide the number of months the screening program will be run (maximum up to December 2021).

### Screening process

8. Provide an overview of the screening processes. This includes details on eligibility criteria (including screening for symptoms and exposure to COVID-19), when and where screening will occur, how it will be conducted, who will be conducting it (sample collection, screening, interpreting and communicating results), and how results will be delivered. You can attach supporting information such as SOPs if required (please refer to appropriate page number or section).

### Section 3: Positive case management

9. Test results must be communicated confidentially to each individual by the trained test administrator or a designated individual, such as a manager or person responsible for overseeing the rapid testing program. Messaging delivered to individuals must include the following information:
  - Your Rapid Test for COVID-19 was **positive**. These results are considered preliminary and require further confirmatory testing through a public health lab. Please arrange for a COVID-19 test through Alberta Health Services. Appointments can be booked by calling 811. Because of this preliminary positive result, you are legally required to isolate for 10 days or until you are tested through a public health lab receive a negative result and have not developed any symptoms.
  - Your Rapid Test for COVID-19 was **negative**. Rapid tests are not as accurate in people without symptoms and a negative result does NOT rule out COVID-19. You must continue to follow all public health guidelines.

If you have additional comments on delivering results, please provide them below:

10. Provide a plan for the management of presumptive positives, and identification and notification of close contacts in the workplace.

### Section 3: Program reporting

11. Weekly reporting to Alberta Health (not AHS) on the screening program is required every Wednesday. The weekly report will be submitted every Wednesday in a template provided by Alberta Health that includes the number of tests performed, the number of presumptive positives identified, and, where possible, the number of positives confirmed by PCR. No individual information will be provided. Alberta Health may also request information on the operations of the program for informing future work.

If you have additional comments on reporting, please provide them below:

### Section 4: Privacy considerations

12. Provide a description of how individuals will be registered for screening and the process for obtaining consent to participate.
13. Describe the privacy and security considerations the organization has undertaken to protect confidentiality of screening results, including how tests will be conducted, results will be delivered and records will be stored.

Please attach any supplemental or additional information to support your submission.

For more information or if you have any questions, please contact [rapidtesting@gov.ab.ca](mailto:rapidtesting@gov.ab.ca).