

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.

Organization name	
Location (s)	
Key contact (please provide a phone number and email)	Name: Phone: Email:
Organization's primary business	

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.
3. Provide a description of the population to be screened, including the number of participants.

4. Describe the frequency that each individual will be screened (e.g., once a week).

5. Outline the timeframe for the screening program and the total number of rapid tests being requested. [This can be for the entire program if it is projected to be 2 months or less or a monthly amount and the number of months planned.]

Screening process

6. 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

7. Describe how screening results will be communicated to individuals. Please include the messaging that will be provided to individuals who screen negative and those who screen positive.

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

Section 3: Program reporting

9. Weekly reporting to Alberta Health (not AHS) on the screening program is required every Wednesday. Weekly reporting should include the number of tests performed, the number of presumptive positives identified, and, where possible, the number of positives confirmed by PCR (no individual information should be reported). Alberta Health may also request information on the operations of the program for informing future work. Provide a reporting plan for the screening program.

Section 4: Privacy considerations

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

Section 5: Additional information

12. If applicable, list and provide details on other rapid testing projects the organization is leading in other jurisdictions.

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