

HUMAN RESOURCES PROCEDURE



HR-PR01 COVID-19 Rapid Antigen Testing Procedure

COVID-19 Screening Procedure

This Procedure explains how Bedford will use Rapid Antigen Tests to screen our Workforce as an additional precaution against COVID-19.

1. PURPOSE

The purpose of this Procedure is to make our Workforce aware of the processes for using Rapid Antigen Tests at Bedford as an additional precaution against the introduction and spread of COVID-19 in the Workplace.

2. SCOPE

This Procedure applies to Bedford's entire Workforce and Volunteers. This Procedure does not apply to Contractors or Visitors.

3. DEFINITIONS

Employee – A person employed by Bedford who is supported by Bedford to maintain that employment through an NDIS service agreement or is someone with a disability who has been supported by Bedford under a state-based support arrangement who remains in the same role and capacity but did not transfer to the NDIS, whether or not they use other non-employment services at Bedford.

Frequent Staff - Staff working in or across CAL, Day Options or at Balyana and performing three or more shifts per week.

Infrequent Staff – Staff working in or across CAL, Day Options or at Balyana who work less than three shifts per week.

Invalid Result – The 'control' strip has not reacted or has reacted incorrectly meaning the RAT result, positive or negative, on the 'test' strip cannot be relied upon and the result must be reported as invalid.

Negative Result – When a valid result is received for a RAT and the 'test' strip indicates that the person taking the test does not have COVID-19.

Past Positive Case – A person who has tested positive to COVID-19 and is not deemed a Close Contact for a period of time as determined by SA Health.

Positive Result – When a valid result is received for a RAT and the 'test' strip indicates that the person taking the test does have COVID-19.

Published Advice – Directives and policy settings that are made by authorities and made publicly available through those authority's websites, social media channels and official documents. Specifically, announcements made via media outlets, newspaper articles or press conferences are not published advice unless the above publications have been made previously.

Rapid Antigen Test (RAT) – A test taken for the purposes of reasonably identifying the presence of COVID-19 infection. Only valid tests count. Invalid tests must be reported and retaken.

Screening – A regular and systematic testing method to ensure our Staff do not introduce COVID-19 to a setting where significant complex support is required.

Staff – All people employed by Bedford who are not Employees.

Supplementary Advice – When Bedford receives official directives or policy settings from authorities that are not made publicly.

Surveillance – A testing method that minimises the spread of COVID-19 at Bedford through early detection.

Valid Result – The 'control' strip has reacted correctly meaning the RAT result, positive or negative, on the 'test' strip can be relied upon and the result must be reported as either positive or negative.

Volunteers – A person who attends Bedford who is not a Client, Staff member or Employee and performs some duties similar to those performed by Staff or Employees.

Workforce – The combination of both Staff and Employees.

4. PROCEDURE

Rapid Antigen Tests (RATs) are effective as an additional screening mechanism for the early detection of COVID-19. Bedford will use RATs in accordance with published advice from SA Health. There may be times during a pandemic where Bedford is provided additional advice or direction from SA Health due to rapidly changing situations. Where SA Health provides supplementary advice that conflicts with published advice, Bedford will adopt the supplementary advice relevant to the situation. If this occurs, Bedford will explain to our Workforce the reason for this as best we can. When Bedford does this, it is expected that the Workforce will follow the direction of Bedford.

Variants of COVID-19 will vary in their transmissibility and severity of illness. The purpose of our Screening and Surveillance programs is to do reasonable and practical things to keep Bedford as free from COVID-19 as we can.

RATs will be used at Bedford through methods we will describe as 'Screening' or 'Surveillance'. These two methods will be applied to various work environments at Bedford, according to the risk of that work area.

4.1. Screening Program

Applies at all times to Staff working in:

- Supported Independent Living (e.g. Balyana)
- Day Options
- Community Access and Lifestyle

Frequent Staff will take a maximum of four RATs per week according to the following standards:

1. Take a RAT before every shift, unless:
 - a. They have been a past positive case, or
 - b. They have taken a RAT at Bedford in the previous 24hrs and reported this using the ['reportmyrat'](#) tool
2. When a RAT is not taken due to b) above, then a repeat RAT must be taken prior to their next shift.

To clarify and avoid doubt:

- a) a Staff member who is not a past positive case who works Monday, Tuesday, Wednesday and Thursday would take a RAT on Monday, and Wednesday but not Tuesday and Thursday
- b) if the Staff member in a) above had worked the Sunday before Monday, then they would test on Tuesday and Thursday but not Monday and Wednesday
- c) a Staff member who works Monday, Wednesday, Friday, Saturday and Sunday would take a RAT on Monday, Wednesday, Friday and Sunday but not Saturday
- d) if the Staff member in c) above worked the preceding Sunday, then they would test on Wednesday, Friday and Sunday but not Monday and Saturday

Infrequent Staff will take a RAT before every shift but not more than one test on the same calendar day.

To clarify and avoid doubt:

- a) a Staff member who works from 1500–2200 on Monday and works from 0700–1300 on Tuesday would take a RAT before each of these shifts
- b) a Staff member who worked from 0700–1000 and 1800–2100 on the same day would only take one RAT

Roster Changes

Where at the start of the week Staff member's roster indicated they were an Infrequent Staff but during the week they accumulated more shifts so that they become Frequent, then they are to adhere to the Frequent Staff protocol.

Staff members who commence the week as Frequent but have shifts reduced for any reason so that they become classified as Infrequent will continue to adhere to the Frequent Staff protocol.

4.2. Surveillance Program

Applies at all times to our Workforce that are not included in the Screening Program (4.1).

Proactive Focus

Bedford will apply a Surveillance program that is proactive in supporting the purpose of this procedure. This means that we will distribute RATs to our Workforce based on the contemporary risk of COVID-19 to Bedford. We acknowledge that there will be times when SA Health or another authority has scope to provide one of our people with a RAT, but that person may not be able to access a RAT because of their disability or where they live (i.e. in a regional area). Similarly, our people may not be defined as a close contact, however, the presence of potential COVID-19 infection indicates that early identification is warranted.

4.2.1 Scenarios where a Surveillance program will commence

- a) They are a household member or intimate partner of a COVID-19 positive person during their infectious period AND they can separate from them in the house
- b) They have received a text from SA Health advising that they are a close contact
- c) They have been at an exposure site listed on the SA Health website

- d) They have been in close contact with a confirmed case of COVID-19 who is not a member of their household
- e) They have signs and symptoms of COVID-19
- f) They are a household member or intimate partner of a COVID-19 positive person during their infectious period AND they cannot separate from them in the house
- g) Working with a confirmed case at Bedford
- h) Working at a site where a cluster of cases are identified at Bedford
- i) Working at more than one Bedford Site on a single day
- j) Travelling from a Regional Site to a Metro site, or vice versa
- k) Returning from leave for a period of 5 days or more

Surveillance Program A – Applies to 4.2.1 a) to 4.2.1 e)

Bedford will provide RATs so that any Staff or Employee can comply with the SA Health requirements where they are unable to reasonably and quickly access SA Health or authority-provided tests. Quarantine and isolation requirements remain as per SA Health guidelines. Additional testing, as required by SA Health, must be undertaken where required.

Surveillance Program B – Applies to 4.2.1 f)

Bedford will provide one RAT on request to any Staff or Employee who is required to quarantine as per the SA Health guideline for this scenario.

Surveillance Program C – Applies to 4.2.1 g) and 4.2.1 h)

In these scenarios the Staff or Employee are not deemed a close contact (as if they were Surveillance Program A would apply). In this program, the person has been in contact (but not close contact) with COVID positive people at Bedford. Therefore, spread is indeed possible, but unlikely according to official guidelines.

In these scenarios, the Staff or Employee is to receive and undergo two (2) RATs at least 48 hours apart. For Staff who can adequately perform their role from home, they must do so for 48 hours. Other Staff and Employees do not have to isolate between these tests but may choose to do so.

This program aims to identify infection as early as possible and prevent COVID-19 spreading through Bedford. People in this program who develop signs or symptoms of COVID-19 must isolate immediately and get a PCR diagnostic test from SA Health as soon as possible.

Surveillance Program D – Applies to 4.2.1 i) and 4.2.1 j)

Bedford will provide one RAT to any Staff or Employee who is required to travel to more than one site on a single day. A Staff member or Employee who has taken a RAT at Bedford in the previous 24hrs **and** reported this using the '[reportmyrat](#)' tool does not need to repeat a RAT until the following day (i.e. 48 hours after the first RAT was reported).

This program aims to identify infection as early as possible and prevent COVID-19 spreading through Bedford. People in this program who develop signs or symptoms of COVID-19 must isolate immediately and get a PCR diagnostic test from SA Health as soon as possible.

Surveillance Program E – Applies to 4.2.1 k)

Bedford will provide two RATs to any Staff or Employee who has returned from leave for a period of 5 days or more. Staff and Employees are required to undertake one RAT on Day 1 and another on Day 3. All Bedford supplies RAT results must be reported via the [‘reportmyrat’](#) tool.

This program aims to identify infection as early as possible and prevent COVID-19 spreading through Bedford. People in this program who develop signs or symptoms of COVID-19 must isolate immediately and get a PCR diagnostic test from SA Health as soon as possible.

4.3. Rapid Antigen Test Administration

RATs are designed to be self-administered. Bedford will provide reasonable guidance and advice from SA Health or manufacturers of the RATs so they can be used appropriately.

Where an Employee cannot self-administer a RAT, Bedford may be able to provide assistance, but it will be the responsibility of the Employee to obtain assistance if required.

Where required for Screening (4.1 above), to ensure the result is directly related to the Staff member, RAT is to be conducted immediately before commencing work by either completing the RAT:

- a) At home as immediately as practicable before work, and providing either:
 - i. Their negative result physically to their Supervisor or Manager on arrival at work, or
 - ii. Their positive result by taking a photo of their RAT with the test date written on the RAT casing so that it is clear when the test was taken,

or
- b) On arrival at work, in which case work is to be commenced while waiting for the test result. Where Staff are taking a RAT at work, they must leave their mask and other PPE on while awaiting the test result. Where a valid result is positive, Staff will be asked to leave the premises ASAP.

4.4. Supply of Tests

Bedford will take all reasonable and necessary steps to acquire and supply RATs. Bedford will only seek to supply our Workforce with RATs that are approved by the Therapeutic Goods Authority. However, there may be times where Bedford is unable to supply RATs.

If Bedford is unable to supply a RAT and the Staff member supplies their own RAT, then Bedford will reimburse the Staff member the cost of the test used on provision of the tax invoice. Where multiple tests are purchased on a single tax invoice, Bedford will reimburse for each test used. To be clear, where Bedford cannot provide a test, and the Staff member provides their own, and the tax invoice they provide is for a box that cost \$20 and contained 2 tests, then Bedford will reimburse \$10 per test used.

If Bedford is able to supply a RAT but the Staff member chooses to use their own RAT, Bedford will not reimburse the Staff member.

4.5. Reporting Results

For any RAT Bedford distributes, we are responsible for reporting the result (Positive, Negative or Invalid) to SA Health. Therefore, ANY person who uses a RAT provided by Bedford MUST provide the result of their RAT to Bedford as soon as possible. This is

easiest by providing the necessary information via the '[reportmyrat](#)' tool. If the person reporting does not have internet access, they can call the Bedford COVID Line on (08) 8256 4140.

5. RESPONSIBILITIES

- **Executive Manager People, Communications, Strategy and Quality** – updating and execution of this Procedure
- **General Managers of respective areas** – ensuring compliance with this Procedure in their area
- **General Manager People and Culture** – assisting with sourcing and fact checking changing information relevant to the Procedure
- **Workforce** – complying with this Procedure at all times

6. ASSOCIATED DOCUMENTS

Bedford COVID-19 Decision Making Tool

Bedford Report a Rat Tool

Bedford Contact Tracing Tool

WHS02 – Work Health and Safety and Injury Management Policy

WHS02-P03 – WHS Risk Management Procedure

7. REFERENCES

<https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/conditions/infectious+diseases/covid-19>

<https://www.covid-19.sa.gov.au/>

<https://www.police.sa.gov.au/police-news/covid-19>