

COVID-19 Rapid Testing Program under Policy A1701: COVID-19 Vaccination

Administrative Policy A1701: *COVID-19 Vaccination*, requires all employees to be fully vaccinated (two weeks after receiving the final dose of a COVID-19 vaccine) by November 15, 2021. COVID-19 rapid antigen testing (“rapid testing” or “rapid test”) begins on **November 1, 2021** for all employees that have not provided proof that they will be fully vaccinated by November 15.

Purpose: This document is to be used by leaders to have a conversation with each employee that is required to participate in the COVID-19 rapid testing program.

Rapid Testing Program Requirements

1. Employees must complete a rapid test within 72 hours of the start of every shift and provide proof of a negative result by completing the electronic [Rapid Testing & Pre-Shift Screening Checklist](#).
 - a. This requirement applies whether the employee is working on site or at home as they could be required to attend the workplace for operational reasons.
 - b. Employees must inform their supervisor immediately if they cannot produce a negative test result and therefore cannot report for work.
 - c. Rapid testing is a workplace control measure. Leaders and branch management will know whether an employee is on the testing program and will have access to information to ensure that the employee is complying.
2. At-home, third-party provider, virtually supervised testing is acceptable starting December 1 only if the third-party provider produces a written result that meets the City’s Rapid Testing Program requirements. Employees may continue to attend testing at a pharmacy or by a qualified private provider. Rapid tests must be a Health Canada approved COVID-19 rapid antigen test.
 - a. Employees are responsible to pay for their own COVID-19 rapid antigen testing and attend for the test on their own time.
 - b. **Please note:** many rapid testing providers require advanced booking and do **NOT** perform rapid antigen testing as a drop-in service. Employees are encouraged to call their provider of choice to discuss their testing protocols. It is recommended that employees book their appointments well in advance to ensure no disruption in receiving a negative test within the required timeframe.
3. Employees who fail to comply with providing proof of a negative COVID-19 rapid antigen test will not be allowed to work that shift and will be coded as leave without pay.
 - a. If an employee fails to provide proof of a rapid test result on a second occasion without reasonable explanation, they will be placed on leave without pay. Employees may only return from leave without pay in these circumstances if they commit to becoming fully vaccinated, provide proof they have received at least one vaccine injection and comply with rapid testing until they are fully vaccinated.
4. Employees must keep a copy of their most recent test on them at all times during working hours. If an employee is asked to show proof of rapid testing and they cannot produce the record, the employee will be sent home without pay.
5. Employees are required to report accurate and truthful information. Employees knowingly providing false or misleading information may be subject to discipline up to and including termination.
6. If an employee becomes fully vaccinated, they must submit their vaccination record through the [COVID-19 Vaccine Intake Form](#). Once the submission has been verified, they will no longer be required to comply with the Rapid Testing Program.
7. The Rapid Testing Program is subject to continuous review as circumstances warrant. The City reserves the right to revise or end the Program at any time.



8. Employees who do not comply with the testing requirements will be deemed unfit for work and will be placed on leave without pay. If an employee does not intend to comply with the Rapid Testing Program on November 1st they must advise their supervisor.

Further details are in the Rapid Testing Program [document](#) and the [FAQ](#), that employees on the Program must read.

Example Schedules - Employees must have taken a rapid test within 72 hours of the start of every shift

Work Schedule	Example Rapid Testing Schedule	Tests per week
Monday to Friday	Sunday and Wednesday	2
Sunday to Thursday	Saturday and Tuesday	2
Saturday	Friday	1
Hybrid Work Arrangement Monday to Tuesday at home Wednesday to Friday in the office	Sunday and Wednesday	2

Summary of Actions for Rapid Test Results

Test Result	Employee Action	Supervisor Action
Negative	<ul style="list-style-type: none"> • Complete the Checklist and proceed to work as long as the Pre-Shift Screening confirms you may do so. • Keep a copy of the negative test result with you at all times. 	<ul style="list-style-type: none"> • Visually confirm employee test result is negative and has been completed within the past 72 hours before their shift.
Positive	<ul style="list-style-type: none"> • Do <u>not</u> proceed to work. • Contact your supervisor immediately regarding the positive test result. • Begin isolation, and follow AHS guidance. • Book a confirmatory PCR test with AHS. If PCR test result is positive, Employees must provide proof from Alberta Health Services to Disability Management. 	<ul style="list-style-type: none"> • Complete the COVID-19 Employee Intake Form. • Code the employee as IWP for that shift. • Once the AHS confirmatory PCR test is received, update the COVID-19 Employee Intake Form to capture results and code time accordingly.
Inconclusive / Invalid	<ul style="list-style-type: none"> • Repeat the rapid test. • If the second test is inconclusive, do <u>not</u> proceed to work. • Contact your supervisor regarding the inconclusive test result. • Follow guidance from the test provider regarding further testing. 	<ul style="list-style-type: none"> • Require the employee to send proof of the two inconclusive test results. • Code the employee as IWP for that shift. • Confirm that the employee is following the guidance from the test provider regarding further testing.

Key Messages

- The health and safety of employees and Edmontonians remain a top priority.
- As one of Alberta's largest employers, the City of Edmonton has a duty to support provincial efforts to reduce the spread of COVID-19 and bring an end to the pandemic.
- Getting vaccinated against COVID-19 helps protect yourself, other employees and Edmontonians. Information on how to book your free COVID-19 vaccine can be found [here](#).
- By stopping the spread of COVID-19, we can keep our facilities open, our services running and our employees safe and healthy.
- Rapid testing is an additional workplace control measure to minimize the hazard of COVID-19 in our workplaces for those employees who have not provided proof they are fully vaccinated.
- Rapid testing does not replace public health measures such as physical distancing, masking, hand hygiene, staying home when sick, and the mandatory isolation of COVID-19 cases.

Related Information COVID-19 Vaccination Administrative [Policy](#), [Procedure](#) and [FAQ](#)