

Guidelines for Rhode Island's COVID-19 Community Testing Program

Thank you for enrolling in Rhode Island's COVID-19 Community Testing Program. Your participation helps prevent the spread of COVID-19 in Rhode Island. This document has information about what to do after you receive your onboarding package.

1. Read all enclosed onboarding and training information.

- If you have any questions about training or protocols, please refer to the onboarding documents. If you can't find an answer to your question in the provided materials, contact your designated account manager Sam Chionuma or Portia Jacobs. You can email them at samuel.chionuma.ctr@ohhs.ri.gov or Portia.Jacobs.CTR@ohhs.ri.gov.
- All guidelines for the COVID-19 Community Testing Program should be printed and distributed among staff. These guidelines should be readily accessible to anyone who is administering tests, or testing themselves.

2. Please refer to the **Clinical Laboratory Improvement Amendment (CLIA) COVID-19 Workplace Factsheet** to determine if your facility is required to have an active CLIA Certificate of Waiver: <https://www.cms.gov/files/document/clia-covid-fact-sheet.pdf>

3. Submit your signed memorandum of understanding (MOU) and Clinical Laboratory Improvement Amendment (CLIA) waiver application to the state.

- Email your completed CLIA waiver to Diane Pelletier at diane.pelletier@health.ri.gov and your designated project manager.
- If your facility is already CLIA certified, please submit a copy of the certification to the above email address.
- If you have any questions, please refer to the CLIA waiver instructions document provided in your onboarding documents. If you can't find an answer to your question in the provided materials, contact your designated account manager.

4. Finish setting up your organization's account on the COVID-19 Test Result Reporting Portal.

- After you have submitted your onboarding documents, the Rhode Island Department of Health (RIDOH) will begin setting up an account for you to report your organization's test results. When your account is ready, you will receive an email from RIDOH.donotreply@health.ri.gov. Please monitor your inbox for an email from this address. The link provided in this email will expire in 24 hours.
- If you don't get the link within 72 hours of submitting your paperwork, or if you have any issues accessing the result portal, please email your designated project manager.

5. Determine the appropriate number of tests for your organization.

- RIDOH recommends you request enough supplies to conduct testing for two weeks.
- You can submit your order request through RIDOH's online COVID-19 test kit request portal.
- Each request will be reviewed by the COVID-19 testing team to ensure all test results are being reported to the State.
- If your testing volume increases, you can submit a request to get more test kits.

6. Schedule a time to pick up your supply of rapid antigen test kits.

- Test kits are distributed at the Rhode Island Emergency Management Agency, located at 2700 Plainfield Pike in Cranston. Additional information is provided in the onboarding package.
- The test kit supply warehouse is open from 8 a.m. to 3 p.m. on Mondays and Thursdays. You can schedule your pick-up through RIDOH's online COVID-19 test kit request portal.
- **Please make sure you have been granted access to the results portal prior to scheduling your pick-up.**

7. Train your staff on how to properly administer tests and report results.

- Designate the staff person(s) that will be in charge of testing. You are not required to train everyone in your facility. Please be sure to designate the correct point person to ensure all positive and negative test results are captured and reported in the portal.

8. Conduct testing.

- To ensure test results are accurate, follow all protocols included in the onboarding package and training documents.
- Choose designated testing days and times for your staff members.

9. Report all test results to RIDOH.

- You are required to enter all results (positive, negative, and invalid) into the State's reporting portal as soon as possible.
- If you have symptoms of COVID-19 and get a negative result on a rapid antigen test, RIDOH recommends you get tested again to confirm your result. Contact your primary care provider, or make an appointment at a local pharmacy, respiratory clinic, or State-run test site in your community. Learn more at covid.ri.gov/testing

10. Schedule a biohazardous waste pick up.

- The used testing card or tube, and the used nasal swab are considered biowaste.
- Biohazard waste pick-ups should be scheduled on a bi-weekly basis.
- RIDOH's vendor for biohazard waste is Approved Storage & Waste Hauling Inc. Please contact Joanne Spaziante at js@approvedmedwaste.com, **914-664-4791** (main line), or **914-652-4726** (cell) to schedule a pick-up at the frequency stated above.

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