National Disability Services

Rapid Antigen Tests information for Disability Providers

**1 March 2020**

This document identifies Rapid Antigen Tests (RAT) guidance, resources and recommendations shared by disability providers. It includes relevant government links.

A worker RAT/PCR test result record has also been included to assist providers collect this information for worker support, contact assessment and furlough planning.

# **Approved RAT supplies**

All RATs purchased by providers or workers must comply with Australian Therapeutic Goods Association (TGA) approvals. Providers are recommended to source through suppliers committed to these regulations.

The [TGA approved COVID-19 rapid antigen tests (RATs)](https://www.tga.gov.au/importing-covid-19-rapid-antigen-tests-rats) site includes visual identification of all RAT supplies approved for use in Australia.

# **RAT stock estimates for worker needs**

The estimate of stock to have readily available for workers is a baseline only and suggested as a result of provider discussion of needs in Victoria and consideration of recent residential aged care and Victorian Government recommendations. Providers are advised to check with local public health advisors specific-setting guidance.

Any workers who are identified as a workplace, close or other identified contact need to follow their State or Territory guidance for testing and isolation.

RAT stock estimate (suggested for surveillance testing when asymptomatic in outbreak setting)

|  |  |  |
| --- | --- | --- |
| **Number** | **Residents or** **Workers** (<72 hours between tests) | **Stock storage timeframe** |
| 2 or 3 RATs | x worker/week | Sufficient for 1 month supply or 14 days min if supplies readily available in your area. |
| 3 RATs | X Residents of disability accommodation or in home settings/ x week | Sufficient for 1 month supply or 14 days min if supplies readily available in your area. |

## Expiry considerations:

* Most RATs remain effective for 6 months from development
* Check expiry dates especially with any RATs offered at discounted rates

Depending on your state or territory ensuring a baseline of tests may involve one of the following options and the source of supply and costs recovery may change depending on outbreak needs, NDIA and State or Territory Government supports.

* Organisation organises and holds supply of the baseline stock and distributes to workers
* Workers are advised to hold for personal use the recommended baseline as in home stock

## RAT storage and transport requirements

The guidance below is sourced from the Victorian Government Department of Health in response to sector questions and concerns.

All RATs need to be stored according to manufacturer’s requirements to remain viable for use.

## Requirements for storage:

* Cool – under 30 Celsius, dark, dry and secure location
* Do not freeze
* If a climate-controlled environment is available that meets the manufacturers requirements this is the preferred option

## Requirements for transport

* Do not expose to elements especially direct sunlight
* Do not expose to excessive heat for example distribution centres or light vehicle transport
* Insulated containers that can meet the storage requirements identified above may be required for outreach workers

## Recording worker RAT and PCR results

### A template for recording worker results to support, backfill and contact assessment

NDS has available a Microsoft Forms template that was originally developed and in use by Melba Support Services, a day and accommodation service provider in Victoria. This has been shared for broader sector adaption and use to record worker COVID test results.

It can used with any IT systems that have Microsoft Office 365. [Microsoft Forms](https://forms.office.com)

* The template enables individual organisations to create a duplicate version that can be modified to suit specific state/territory and organisation needs. When adaption to local needs is completed, it can be shared from a specific management or HR individual or team email to all workers and the results will remain confidential with the team responsible for COVID tests result follow up.

# **Instructions**

## To access this template for use:

* Open and download a duplicate [NDS Template for Worker COVID test result recording](https://forms.office.com/Pages/ShareFormPage.aspx?id=k7fs3hYOWECzddhwt3xfAIzn8ya4gEROuBhVE7im0kxUQUlWSUpUVDFBREM1V0JESzRONUlUVjA2MC4u&sharetoken=00b2QboxGzM4pXn9xNTb)
* Link will open automatically within Microsoft forms with the duplicate option at the top of the form. Duplicate version is your template only

Note: No response data is carried over to a new form when someone else duplicates so there is no possibility of anyone seeing your data or NDS as the original template provider.

* Rename and save into organisational system for easy identification
* Settings option (available in top righthand corner of page three dots) enables a user to include:
* Automatically generated email to the worker to indicate the submission is successful
* Automatic email to alert team/individual responsible for oversight of the response that a PCR or RAT result record has been submitted.

## Sharing reporting record with workers

Team/ individual responsible for distribution of the reporting record can elect to use one of the following options when they click on **Share tab,** first option - sending and collecting response. This is at the top of the page. Drop down arrow allows for the response restrictions within organisation

* Copy link icon (paperclip image) into a relevant internal organisation web page for workers
* Copy the QR code link into a relevant internal organisation web page for workers
* Send an email with a copy of the URL to all workers for access.

Workers will be able to open a link to the blank form, available on PC or phone, and simply enter the required data for submission which automatically returns the information to the team/individual responsible.

## Accessing responses

Team /individual who distribute the form and are responsible for the reporting record will be able to open original survey form at any time to check responses and carry out actions as needed.

Steps to access and download spreadsheet of responses:

* Open organisation template form
* Click on responses tab
* Look for excel spreadsheet icon and download for collated responses.

## Short Microsoft forms tutorials – 2-3 minutes in length each

[Microsoft Forms | Full Tutorial - Bing video](https://www.bing.com/videos/search?q=microsoft+form+survey+results+tutorial&&view=detail&mid=A1958CE0204915CC5631A1958CE0204915CC5631&rvsmid=0A1B6F3EEED3C99F50A00A1B6F3EEED3C99F50A0&FORM=VDQVAP)

[Microsoft Forms - Share your Survey Link - Bing video](https://www.bing.com/videos/search?q=sharing+microsoft+form+survey+tutorial&docid=608053325104239330&mid=E7F8C5A79FFE656C9AF4E7F8C5A79FFE656C9AF4&view=detail&FORM=VIRE)

[Microsoft Forms - View your Survey Responses - Bing video](https://www.bing.com/videos/search?q=microsoft+form+survey+results+tutorial&docid=608003237200470712&mid=0A1B6F3EEED3C99F50A00A1B6F3EEED3C99F50A0&view=detail&FORM=VIRE)

## RAT Resources

[How to use RA test swab format ABC Journalist demonstrates use](https://www.msn.com/en-us/money/other/australians-can-use-rapid-antigen-tests-from-tomorrow/vi-AAQ8EYe)

[Rapid Antigen Testing](https://coronavirus.nt.gov.au/__data/assets/pdf_file/0003/1071534/rapid-antigen-test-guide.pdf)

[How to do a rapid antigen test with your saliva – Easy Read | Australian Government Department of Health](https://www.health.gov.au/resources/publications/how-to-do-a-rapid-antigen-test-with-your-saliva-easy-read)

## Commonwealth, State and Territory RAT testing weblinks

### **Australian Government:** [COVID-19 rapid antigen self-tests that are approved in Australia | Therapeutic Goods Administration (TGA)](https://www.tga.gov.au/covid-19-rapid-antigen-self-tests-are-approved-australia)

### **ACT:** [Rapid antigen test (RAT) - positive result registration form - COVID-19 (act.gov.au)](https://www.covid19.act.gov.au/stay-safe-and-healthy/rapid-antigen-test-rat-positive-result-registration-form)

**NSW:** [COVID-19 testing and self-isolating | NSW Government](https://www.nsw.gov.au/covid-19/stay-safe/testing)

**NT:** [Symptoms and testing | Coronavirus (COVID-19) (nt.gov.au)](https://coronavirus.nt.gov.au/stay-safe/symptoms-testing)

**QLD:** Rapid Antigen Test (RAT) - Positive Result Registration Form | Queensland Government (www.qld.gov.au)

**SA:** [Rapid antigen testing (RAT) for COVID-19 | SA Health](https://www.sahealth.sa.gov.au/wps/wcm/connect/Public+Content/SA+Health+Internet/Conditions/Infectious+diseases/COVID-19/Testing+and+tracing/Rapid+antigen+testing+RAT+for+COVID-19)

**TAS:** [Rapid antigen tests (RATs) | Coronavirus disease (COVID-19)](https://www.coronavirus.tas.gov.au/keeping-yourself-safe/testing-for-covid-19/rapid-antigen-tests-rats)

**VIC:** [Rapid antigen tests | Coronavirus Victoria](https://www.coronavirus.vic.gov.au/rapid-antigen-tests)

**WA:** [Rapid antigen test (RAT) (health.wa.gov.au)](https://healthywa.health.wa.gov.au/Articles/A_E/Coronavirus/COVID19-testing/Rapid-Antigen-Test)