

Rhode Island's COVID-19 Business Testing Program: Next Steps

Thank you for enrolling in the Business 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 Business Testing Playbook. If you cannot find an answer to your question in the provided materials, contact your designated account manager.
- The Business Testing Playbook should be printed and handed out to anyone who is facilitating testing.

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

- Email your completed CLIA waiver to Floyd Salerno at Floyd.Salerno@health.ri.gov and RIDOH.COVID19BizTesting@health.ri.gov.
- If your facility is already CLIA certified, please submit a copy of the certification to the above email addresses.
- If you have any questions, please refer to the provided CLIA waiver instructions document. If you cannot find an answer to your question in the provided materials, contact your designated account manager.

3. Finish setting up your workplace'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 workplace'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 do not receive the link within 72 hours of submitting your paperwork, or if you have any issues accessing the result portal, please email RIDOH.COVID19BizTesting@health.ri.gov.

4. Determine the appropriate number of tests for your workplace.

- RIDOH recommends you request enough supplies to test your employees for two weeks.
- Each request will be carefully audited to ensure all negative and positive test results are being reported.
- If your testing volume increases, you can submit a request to get more test kits.

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5. 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.
- Email the number of test kits you are requesting and the date and time you will be picking them up to RIDOH.COVID19BizTesting@health.ri.gov.
- **The test kit supply warehouse is open from 8 a.m. to 3 p.m. on Mondays and Thursdays.**
- **Please make sure you have been granted access to the results portal prior to scheduling pick-up.**

6. 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. Once a testing schedule is established, please report the information to the Business Testing Team by emailing RIDOH.COVID19BizTesting@health.ri.gov.

7. Report all test results to RIDOH.

- You are required to enter all results (positive, negative, and invalid) into the portal immediately following swabbing.
- RIDOH recommends confirmatory testing if you do not have symptoms and get a positive result on a rapid antigen test, or if you do have symptoms and get a negative result on a rapid antigen test.
 - I. Your confirmatory test must be a lab-processed nucleic acid amplification test (NAAT) or polymerase chain reaction (PCR) test. You cannot use a rapid NAAT or PCR test or an at-home NAAT or PCR test to confirm your rapid antigen test result. If you have an existing relationship with a lab, send confirmatory tests to that lab for processing.
 - II. If you do not have an existing relationship with a lab, you can go to any State-run test site in your community to get a free confirmatory PCR test. Learn more at covid.ri.gov/testing.

8. Schedule a biohazardous waste pick up.

- The used testing card or tube, and the used nasal swab are considered biowaste.
- Biohazard waste pickups should be conducted 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 or **914-664-4791** (main line) or **914-652-4726** (cell) to schedule a pick up at the frequency stated above.

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