



MANDATORY RECURRING STAFF TESTING FOR LONG-TERM CARE FACILITIES USING CURATIVE SALIVA TEST

Updated 6/3/2020

MANDATORY STAFF TESTING

Emergency Regulations / Secretary's Order

<https://regulations.delaware.gov/register/june2020/index.shtml>

- [3201 Skilled and Intermediate Care Nursing Facilities](#)
- [3225 Assisted Living Facilities](#)
- [3230 Rest \(Residential\) Home Regulations](#)

Effective June 1, 2020

All staff, vendors and volunteers who have not previously tested positive for COVID-19 must receive a baseline COVID-19 test within 2 weeks of the effective date of this regulation.

All staff, vendors and volunteers who test negative must be retested consistent with Division of Public Health guidance for the duration of the public health emergency.



MANDATORY RECURRING STAFF TESTING

- A PCR test is acceptable to satisfy the mandate of this regulation.
- Facilities can use their own resources to comply with the mandate.
- Facilities can develop their own process to satisfy the requirements of the mandate.
- The state is offering to provide facilities with **Curative saliva test** free of charge to be used for weekly testing of staff.
- To use Curative test for mandatory staff testing, following process should be followed:



STEP # 1 – REQUEST CURATIVE TESTING KITS

Return Completed Form to: SHOC@delaware.gov

SHOC Request for Supplies for Mandatory Recurring Testing for LTC Facilities		Requesting Agency Contact Information Please Use Print Only	
Date:	Time:		
Name of Facility:			
Facility Type:	Nursing Home	Assisted Living	Rest Residential Intermediate Care Other
Facility Address:			
Point of Contact Name:		Title:	
Email Address:			
Phone #:	Mobile #:	Fax #:	
Staff Testing Using Curative Saliva Test			
Current staff census (including vendors):			
Number of staff and vendors who have tested positive for COVID-19 previously:			
Number of staff who need to be tested (exclude previously tested positive):			
Staff tests per week multiplied by four (4):			
<p style="text-align: center;"><i>Staff are to be tested once per week with Curative saliva testing kits. The next request should be placed four (4) weeks after this request.</i></p>			
Alternative Testing Method			
<p><small>If the above described testing method is not being used, please use the space below to provide testing details and request for supplies from the state (include: # of staff, # of residents, type of test for each, and frequency of testing).</small></p>			
Test Pick Up Method			
Pick up in New Castle County, exact location to be determined			
Pick up in Kent County, State Health Operations Center (SHOC), Smyrna			
Pick up in Sussex County, exact location to be determined			
Other:			

- Complete **SHOC Request for Supplies for Mandatory Recurring Testing for LTC Facilities** Form
- Send Request Form to: SHOC@delaware.gov
- Make arrangements to pick up kits
- Receive 4-weeks of testing supplies



STEP # 2 – HIPAA SENSITIVE PROCESS

Determine agency policy for monitoring compliance and test results.

Consider process for obtaining test results from staff, or directly from lab if consent is provided.

Test results will be delivered to **ONE email address** for each specimen.



STEP # 3 – DESIGNATE OVERSIGHT PERSON(S)

Administrator login credentials to access Curative website drivethru.curativeinc.com:

User name / ID

Password

Each staff will need to register once by providing the following information:

First and last name

Date of birth

Sex, Race and Ethnicity


E-mail address **(WHERE THE TEST RESULTS WILL BE DELIVERED)**

Address and Phone number (personal or facility)

Staff information will be saved in the system and can be later searched under the “Use existing” tab.



CURATIVE WEBSITE



View Appointments
View Stats


[New Appointment](#)

Admin login

Username:

Password:

[Log in](#)



View Appointments
View Results
View Stats

[New Appointment](#)

New appointment

Appointment Site

Appointment Date
Appointment Time

Patient Information [Add new patient](#) [Use existing](#)

External ID

Appointment ID

First name Last name



STEP # 4 – STAFF ROSTER - OPTIONAL

- List all staff to be tested weekly
- Identify days and times for each staff to be tested.
- Remember: weekend, overnight, irregular schedule, etc.

Multi-agency staff – coordinate with other agencies/facilities. Use written agreements*

*Primary Testing Facility/Agency Designation Form

Staff Names	Week of		Week of		Week of		Week of		Week of	
	Test Date	Results	Test Date	Results	Test Date	Results	Test Date	Results	Test Date	Results



STEP # 5 – HR PROTOCOLS

Regulations:

Facilities shall amend their policies and procedures for communicable disease to include:

- Work exclusion and return to work protocols for staff tested positive for COVID-19
- Staff refusals to participate in COVID-19 testing
- Staff refusals to authorize release of their testing results to the facility
- Procedures to obtain staff authorizations for release of laboratory test results to the facility so as to inform infection control and prevention strategies
- Plans to address staffing shortages and facility demands should a COVID-19 outbreak occur.



STEP # 6 - TRAINING

Each staff must watch a 2-minute training video prior to administering test.

YouTube video:

[Delaware COVID-19 Saliva Test Instructions](#)



Each staff must review Curative test factsheet:

<http://coronavirus.delaware.gov/wp-content/uploads/sites/177/2020/05/EUA-CKorva-CoV-patient.pdf>



STEP # 7 – ADMINISTER TESTS

1. Register new staff on Curative website using Administrator account
2. “Check in” staff to be tested on the website
3. Input barcode from test kit into staff “appointment” on the website
4. Record Appointment number (from website) onto test bag using a permanent marker
5. Place specimen in their biohazard bags into a collection receptacle
6. Within 24 hours, ship all specimen to the lab



STEP # 8 – SHIPPING TO LABORATORY

- Test kits must be placed in their individual biohazard bags and collectively placed in larger biohazard bag (or a clear heavy-duty plastic bag) and sealed with a drawstring, tape, etc.
- They must be bubble wrapped and placed in corrugated fiberboard box.
- Packages should remain below 100° F to preserve viability of specimen.
- Following information needs to be on the box:
 - Date of the earliest specimen collection
 - Name of Facility
 - Person Shipping
 - Phone Number
 - Number of tests in package



STEP # 8 – SHIPPING CONTINUED

- Use FedEx Priority Overnight – check that location is accepting biohazard shipments
- Packages must be labeled as Biological Substance UN 3373, Category B.
- Ship box to:

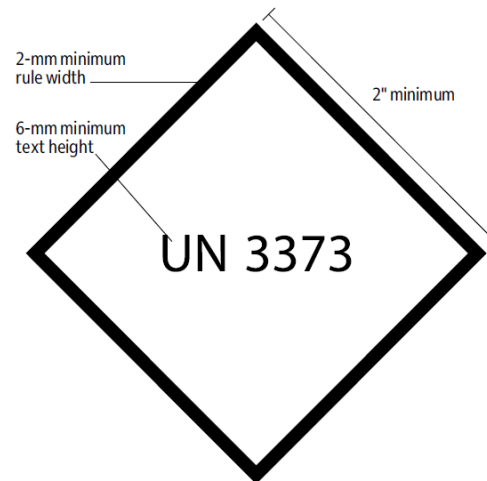
ATTN: Phillip Swart

3330 New York Avenue NE

Washington, DC 20002

954-552-8789

Biological Substance, Category B (UN 3373)
Marking Requirements



STEP # 9 – TEST RESULTS

- Obtain test results within 72 hours of shipping of specimen
- Regulation: Facilities must report all staff, vendor and volunteer testing and test results, to the Delaware Division of Public Health
- Curative test results are **automatically submitted to DPH**
 - no need to individually notify DPH of positive or negative results
 - data should be reported on SHOC Daily Status Forms
- Document results for each staff for a given 7-day period for facility tracking.



STEP # 10 – POSITIVE RESULTS RESPONSE

- Manage staff with positive results by appropriately excluding from work.
- Contact trace positive staff exposure within facility and implement appropriate exposure protocol.



QUESTIONS

DPH_PAC@Delaware.gov

1-866-408-1899 – Option # 2

