

Australian Capital Territory

# Corrections Management (COVID-19 Rapid Antigen Testing Program) Operating Procedure 2022 (No 2)

Notifiable instrument – NI2022-357

made under the

Corrections Management Act 2007, section 14 (Corrections policies and operating procedures)

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## 1 Name of instrument

This instrument is the *Corrections Management (COVID-19 Rapid Antigen Testing Program) Operating Procedure 2022 (No 2)*.

## 2 Commencement

This instrument commences on the day after its notification day.

## 3 Policy

I make this operating procedure to facilitate the effective and efficient management of correctional services.

## 4 Revocation

This policy revokes the *Corrections Management (COVID-19 Rapid Antigen Testing Program) Operating Procedure 2022 [NI2022-337]*.

Ray Johnson APM  
Commissioner  
ACT Corrective Services  
14 July 2022



<b>OPERATING PROCEDURE</b>	<b>COVID-19 Rapid Antigen Testing Program</b>
<b>OPERATING PROCEDURE NO.</b>	<b>S4.618</b>
<b>SCOPE</b>	<b>Alexander Maconochie Centre</b>

## STATEMENT OF PURPOSE

To provide instructions to staff, contractors and visitors on the COVID-19 Rapid Antigen Testing Program. The program aims to minimise the risk of introducing the COVID-19 virus into the AMC while balancing the need to maintain appropriate staffing levels.

## SCOPE

This procedure and supporting processes apply to all staff, contractors and visitors accessing the AMC.

The procedure does not cover the testing and/or management of detainees. For information on these arrangements, please refer to [AMC Quarantine Requirements for Detainees](#).

## PROCEDURES

### 1. ACT Health Directions

- 1.1. COVID-19 events are highly changeable in nature. This procedure must be read in conjunction with the [ACT Health Directions](#) and supporting information with reference to high-risk environments.
- 1.2. Where there is any difference between the [ACT Health Directions](#) and supporting information and this document, the [ACT Health Directions](#) and supporting information take precedence and must be followed.

### 2. Rapid Antigen Testing Program – Staff Testing

- 2.1. AMC based staff including custodial and support staff and Court Transport Unit (CTU) staff attending AMC are required to self-administer tests for COVID-19 before commencing their shift.
- 2.2. Staff may undertake the test at the Gatehouse entry at the commencement of their shift time or at home. CTU staff may undertake the test at the CTU testing area.
  - a. staff who choose to test at home will be provided with 15 Rapid Antigen Testing kits per month. In administering the test staff are to follow the manufacturer's instructions.
  - b. should a staff member require additional kits, they are to contact their line manager or CO4.

- c. CTU staff who commence shift at AMC (0630 shift start) will be provided with 1 Rapid Antigen Testing kit the Friday prior to their first shift.
- 2.3. Staff who are not identified as a high risk COVID-19 exposure must complete this testing every 48 hours while attending AMC, commencing prior to starting work as per section 2.1.
- 2.4. Staff who are identified as high risk COVID-19 exposure must complete this testing every 24 hours.
- 2.5. Staff are responsible for the safe disposal of all used Rapid Antigen Testing kits.
- 2.6. Staff attending the AMC on overtime or similar arrangements may use the testing facilities which have been provided for the testing of contractors and visitors.
- 2.7. In administering the test, staff are to follow the manufacturer's instructions and the Undertaking Rapid Antigen Testing at the AMC instruction at Attachment A.
- 2.8. If a staff member returns a COVID-19 positive test result, as soon as practical, they must contact ACTCS Coordination centre and must:
  - a. not attend the AMC
  - b. follow the current ACT Health Directions
  - c. refer to the [JACS Covid-19 intranet page](#) for information relating to leave provisions.

### **3. Rapid Antigen Testing Program – Contractor Testing (irregular attendance at AMC)**

- 3.1. All contractors are to undergo a self-administered test for COVID-19 prior to each entry into the AMC. The testing facility is located in the visitor's reception area.
- 3.2. Rapid Antigen Testing kits will be provided by ACTCS and contract managers must ensure tests have been completed.
- 3.3. In administering the test, contractors are to follow the manufacturer's instructions and the Undertaking Rapid Antigen Testing at the AMC instruction at Attachment A.
- 3.4. If a contractor returns a COVID-19 positive test result, they must report the result to the relevant contract manager and will be refused entry to AMC. The contract manager must report to the Coordination Centre.
- 3.5. All contractors who test positive for COVID-19 are prohibited from entering the AMC for a period of 14 days. Following this period, contractors who have previously tested COVID positive at the AMC are exempt from testing for the period specified in ACT Health Directions (28 days at time of writing).
- 3.6. If a contractor fails to follow the testing kit manufacturer's instructions, the Undertaking Rapid Antigen Testing at the AMC instruction (Attachment A) or other reasonable direction relating to testing, entry to the AMC may be refused.

### **4. Rapid Antigen Testing Program – Visitor Testing**

- 4.1. All visitors are to undergo a self-administered test for COVID-19 prior to each entry into the AMC. The testing facility is located in the visitor's reception area.
- 4.2. Rapid Antigen Testing kits will be provided by ACTCS. Testing and disposal of the RAT is to be supervised by Visitor Reception staff.

- 4.3. In administering the test, visitors are to follow the manufacturer’s instructions and the Undertaking Rapid Antigen Testing at the AMC instruction at Attachment A.
- 4.4. If a visitor returns a COVID-19 positive test result, they must inform the Visitor Reception Officer and will be refused entry to AMC.
  - a. the Visitor Reception Officer will advise visitors who test positive for COVID-19 they will not be permitted to enter the AMC until they have met re-entry requirements.
  - b. Visitor Reception Officer will record positive result.
- 4.5. All visitors who test positive for COVID-19 are prohibited from entering the AMC for a period of 14 days. Following this period, visitors who have previously tested COVID positive at the AMC are exempt from testing for the period specified in ACT Health Directions (28 days at time of writing).
- 4.6. If a visitor fails to follow the testing kit manufacturer’s instructions, the Undertaking Rapid Antigen Testing at the AMC instruction or other reasonable direction relating to testing entry to the AMC may be refused.

## RELATED DOCUMENTS

- A – ACT Health Directions (see <https://www.covid19.act.gov.au>)

Jason Russell  
 General Manager, AMC  
 ACT Corrective Services  
 14 July 2022

## Document details

Criteria	Details
Document title:	<i>Corrections Management (COVID-19 Rapid Antigen Testing Program) Operating Procedure 2022 (No 2)</i>
Document owner/approver:	General Manager, ACT Corrective Services
Date effective:	The day after the notification date
Review date:	One year after the notification date
Responsible Officer:	Senior Director, Detainee Services
Compliance:	This operating procedure reflects the requirements of the <i>Corrections Management (Policy Framework) Policy 2020</i>

Version Control			
Version no.	Date	Description	Author
V1	June-22	First Issued	N Adams
V2	July-22	Minor revision	S Viereck

## Undertaking Rapid Antigen Testing at the AMC Instruction

### Preparation

To minimise the potential for contamination, the surfaces and adjacent areas where a test is to be taken must be cleaned by an ACTCS staff member wearing PPE and using disinfectant products provided prior to each test being administered.

Prior to administering tests, all visitors, contractors and staff within the testing facility must be familiar with the manufacture's instruction for each testing kit used.

### Use of PPE by ACTCS staff

ACTCS staff are to wear eye protection, N95/P2 mask, a long-sleeved impermeable gown and gloves when cleaning areas used for tests or supervising tests.

Breaches in PPE, including incorrect use, increase the exposure risk and result in contacts being classified as a higher risk contact, which results in more restrictive contact management.

Resources are available to assist with PPE education on the [Clinical Excellence Commission Website](#), and in JHS as they also provide ACTCS with education on PPE use.

### Entry of Testing Subject (staff, contractors and visitors)

Upon Entry into the Rapid Antigen Testing Facility test subjects are to:

- wear an appropriately fitting N95/P2/Surgical mask
- maintain appropriate social distancing of a minimum of 1.5m
- sanitise their hands using the hand sanitiser provided.

### Pre-test screening questions

All test subjects are to be asked the following pre-screening questions by the supervising ACTCS staff member. These questions apply regardless of COVID-19 vaccination status.

1. Do you have any COVID-19 symptoms, for example, fever, coughing, sore throat, congestion or runny nose?
2. Do you live with a person who has tested positive for COVID-19 within the last 14 days?
3. Are you a high-risk contact of a person who tested positive for COVID-19 within the last 14 days?
4. Are you in isolation because you have COVID-19 or you are waiting for results of a COVID-19 test?
5. Do you live with a person who has COVID-19 symptoms and is currently waiting for results of a COVID-19 test?
6. Have you recovered from COVID-19 in the last week but have ongoing symptoms?

If a person answers yes to any of the above questions, they must not enter the AMC.

### **Administering of Test**

All tests conducted in the Rapid Antigen Testing Facility, involving contractors or visitors, are to be supervised by an ACTCS staff member. However, the visitor is responsible for monitoring their test result.

When supervising a test, ACTCS staff are to wear PPE as described above and maintain appropriate social distancing (1.5 metres).

The ACTCS staff member is to provide the test subject with clear instruction on how the test is to be administered as per the manufacturer's instruction.

While waiting for test results, test subjects are to minimise movement within the testing facility and remain seated if waiting in the visitor reception area.

### **Following the completion of the Test**

Following the completion of the test; the person taking the test is to:

- place the used testing kit in the biohazard bin provided
- sanitise their hands using the hand sanitiser provided
- replace their face mask.

All surfaces and adjacent areas must be cleaned and disinfected by an ACTCS Staff member using the product provided once testing has been completed.

### **Test Results**

Subjects who test negative to COVID-19 are permitted to enter the AMC.

Subjects who test positive to COVID-19 are not permitted to enter AMC. Positive test results relating to:

- staff – staff must report their positive result to ACTCS Coordination Centre
- contractors - will be reported to their Contract Manager
- visitors - will be reported to the Visitor Reception Officer for recording.

Subjects whose test results are inconclusive are to be retested.

ACTCS will record all COVID-19 positive test results of staff and contractors through the ACTCS Coordination Centre.