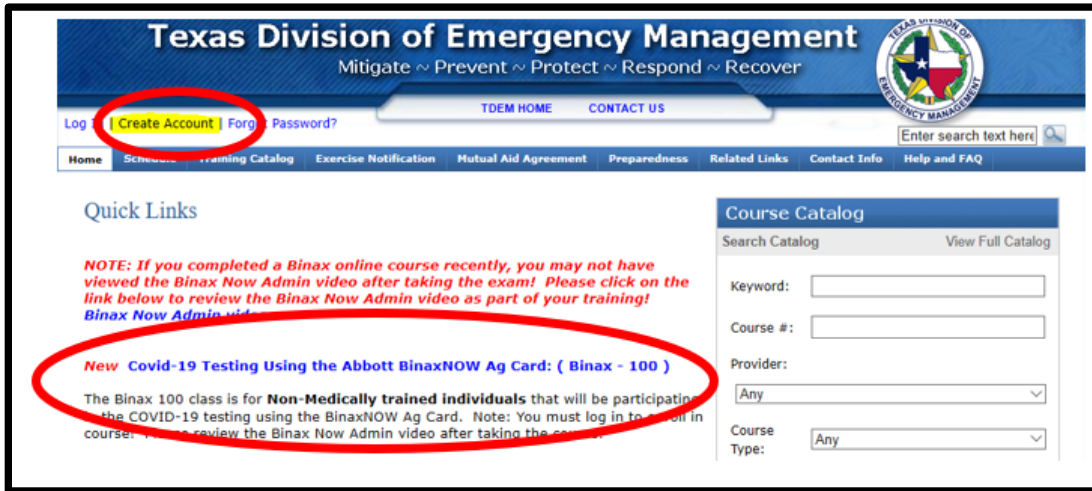


Test Administrator Responsibilities

Preparatory Duties Before Test Day

Login and register for www.preparingtexas.org



In preparingtexas.org registration, in the space for "Agency or Organization Name," put the Chamber of Commerce or Business Name.

Register for a User Account Step 2/6

Enter the name and address of the agency or organization you are associated with. The information you provide here will be used to pre-populate class registrations and applications. Please make sure the information is correct and as you would want it to appear on other forms (i.e. proper capitalization, spelling, etc.).

Work Address

Agency or Organization Name:

Address 1: ***Phone:** ###- ext.
 ###-####

Address 2: **Fax:** ###-###-####

City, State: **Cell:** ###-###-####

ZipCode:

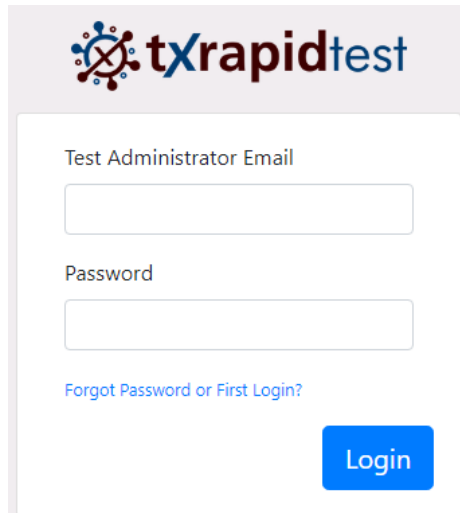
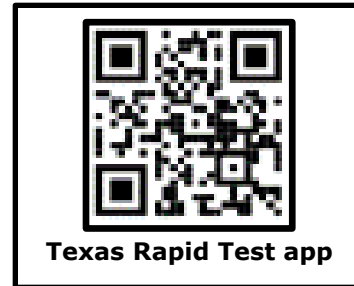
County:

Bold Denotes Required Field

Complete training course Binax-300 for small businesses Course on preparingtexas.org.

Test Administrator Responsibilities

Individuals who successfully complete the Binax-300 course receive login information for the testing application at <https://app.txrapidtest.org>. The registration process may take up to one hour before it is active. You will need this APP to report the results from each test.

A screenshot of the txrapidtest login page. At the top left is the txrapidtest logo, which consists of a stylized blue and red network icon followed by the text 'txrapidtest' in a sans-serif font. Below the logo are two input fields: the first is labeled 'Test Administrator Email' and the second is labeled 'Password'. Below the password field is a link that says 'Forgot Password or First Login?'. At the bottom center is a blue button with the word 'Login' in white text.

<https://app.txrapidtest.org>

Test Administrators must provide a certificate of completion for the Binax-300 course to the Chamber of Commerce sponsoring the business. Test Administrators who have completed the training can obtain a copy of the certificate by:

- a. Logging into <https://www.preparingtexas.org/> website
- b. In the upper right part of the webpage is a link to "View My Transcripts"
- c. Click on this link
- d. Under "Completed Online Courses" you should find the BinaxNow Course
- e. Select View under Certificate for the course.
- f. You will be able to print or download a copy of the certificate

Plan test location and flow of individuals to be tested to ensure maintaining appropriate social distancing. (6 feet minimum).

Plan materials required to conduct testing, including desks/tables, chairs, electrical outlet availability to charge iPhones, Androids, or iPads, and waste disposal cans and liners.

Every test kit that is used for quality control testing or training must be reported through the app.txrapidtest.org application. For these kits, rather than reporting positive or negative results, the test administrator should

Test Administrator Responsibilities

choose the option for "Test not Performed". The test administrator conducting the quality control test or training should use their own personal information to enter into the system.

Set up test stations in such a fashion that limits test subjects' potential to contaminate the test area.

Obtain Binax Now test materials and PPE from the chamber *Test Coordinator* before the start of testing

Obtain gloves for test administrators to wear during testing

Plan for the disposal of used test kits as medical waste as indicated in the document *Medical Waste for Schools* found on TDEM's website: www.tdem.texas.gov/chambertesting.

Businesses may request a resupply of test materials once they have reported a minimum of 70% of results for tests allocated to the business.

Testing Responsibilities Test Day

All tests should be conducted by having the individual to be tested collect their own test sample as shown in training video.

Test administrators will wear facemask and gloves while conducting testing.

When the Test Administrator supervises the test subject in collecting their own samples and inserting the swab in the test instrument, they will maintain social distancing (6 feet).

CDC recommends changing of gloves only if having direct contact with test subject or specimen. *All PPE should be changed after interaction with a test subject with a positive result.*

Suggested Testing Methodologies - Voluntary Targeted testing may be conducted, as needed, on employees who present COVID-19 symptoms while at the business and those individuals who have been in close contact (within 6 feet for more than 15 minutes) to individuals who test positive for COVID-19 in the two (2) days before the positive test. Voluntary Screening Testing may be conducted on employees as determined by the business.

Want to speed up the process?

Bring a Texas Driver License/State Texas ID *or* Make your personal QR Test Code
***Scan the QR Code, pre-populate your data, print and make access label
or save to your phone:***

Test Administrator Responsibilities



QR ID Code Generator

<https://register.txrapidtest.org/>

COVID-19 Binax Now Testing Process:

1. Enter the required information into the <https://app.txrapidtest.org> portal on each individual who is tested:
2. Scan the QR code on the Binax Now Ag test card
3. Scan the individual's driver's license or generated QR if available, or manually enter the information.
4. Ensure that every individual under the age of 18 who comes for testing has a signed parental authorization form to conduct COVID-19 testing.
5. Follow training provided by preparingtexas.org course:
 - Conduct the testing by:
 - Allowing the individual to use the swab to collect their own sample,
 - Once the reagent is dropped onto card, card must remain flat at all times until the result is determined.
 - Insert the swab into the test card by allowing the individual to insert the swab appropriate into the test card.
 - Close the test card and seal by removing the strip covering the adhesive and fold the card closed.
 - Wait 15 minutes for the test to result.
 - Results
 - Enter the result into the <https://app.txrapidtest.org> application and submit the results.
 - Notify the individual if they are present of the outcome.
 - If the test is positive, handle as directed by employer and notify local health department.
 - Post-Test Responsibilities
 - Test administrators will ensure that all test kits are disposed of as biohazardous material.
 - Ensure that the results of all testing are reported through the data portal.
 - Notify Chamber of Commerce test coordinator of any shortages of testing materials or PPE immediately.

Contact

Abbott Labs Technical Support for BinaxNOW Test Kits – 1 (800) 257-9525

Chamber Testing Information Website

Test Administrator Responsibilities

<https://tdem.texas.gov/chambertesting/>

Contact TDEM
chambertesting@tdem.texas.gov