

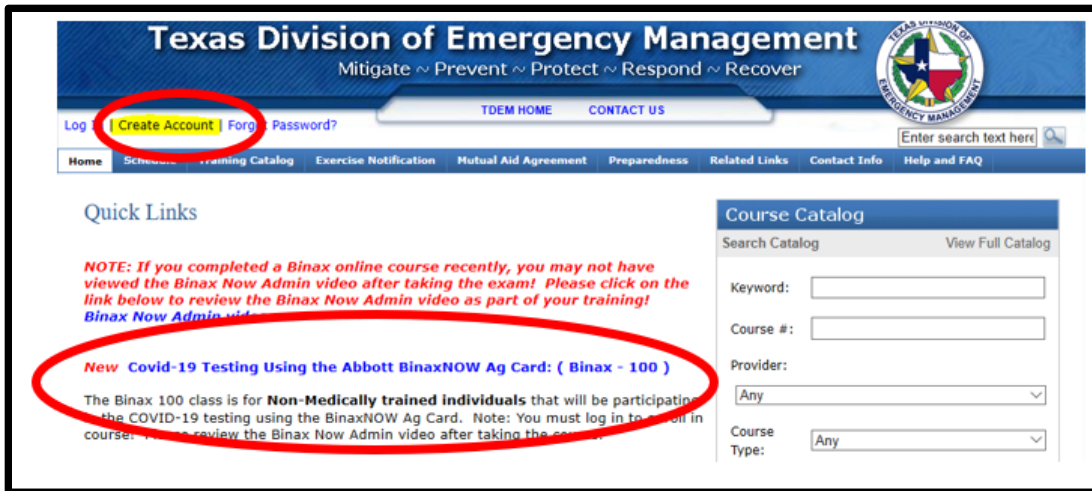
Test Administrator Responsibilities

The test administrator is a member of the organization over 18 years of age who has completed the required training, has access to the test reporting system, assists setting up the testing site as needed, conducts the actual testing, reports every test result, and disposes of used test kits as required.

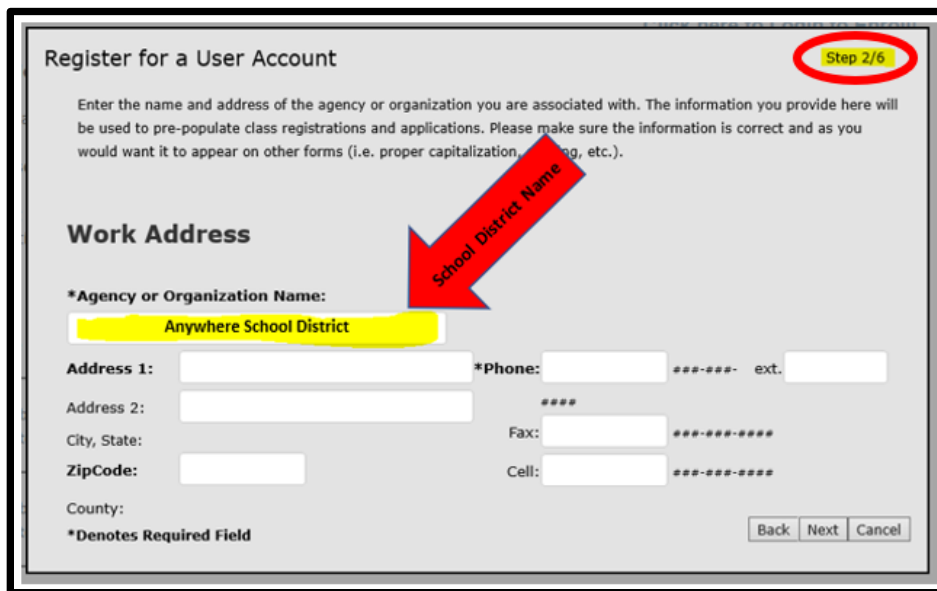
The organization may have multiple test administrators depending upon need.

Test Administrator Duties Prior to Testing

- Login and register for www.preparingtexas.org



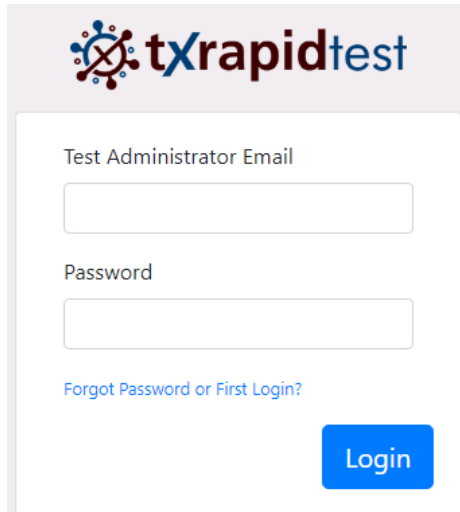
- In preparingtexas.org registration, in the space for “Agency or Organization Name,” put the full name of your organization without abbreviation and complete all items as appropriate.



- Complete training course Binax-300 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>. Please ensure that you check your junk/spam folders for the email. 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 blue gear-like icon with a red 'X' inside, followed by the text 'txrapidtest' in blue and red. Below the logo is a white login form with two input fields: 'Test Administrator Email' and 'Password'. Below the password field is a blue link that says 'Forgot Password or First Login?'. At the bottom right of the form is a blue 'Login' button.

<https://app.txrapidtest.org>

- Test administrators must provide the Test Coordinator with a copy of their certificate of completion of the BinaxNow training modules before receiving testing materials or administering tests. To obtain a copy of the certificate of completion, follow these steps: 1) Log into <https://www.preparingtexas.org/> website; 2) In the upper right part of the webpage is a link to “View My Transcripts”; 3) Click on this link; 4) Under “Completed Online Courses” you should find the BinaxNow Course; 5) Select View under Certificate for the course; and 6) 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.
- All test administrators should conduct a practice test on themselves or another individual prior to initiating wider testing to ensure that all processes are in place and that access to the testing application is in place.
- 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 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.

Test Administrator Responsibilities

- 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.

Responsibilities on Test Day

- All tests should be conducted by having the individual to be tested collect their own test sample as shown in the 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 individuals who present COVID-19 symptoms while at the facility 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 individuals as determined by your leadership.

Every BinaxNow test that is used must be reported through the app.txrapidtest.org application without exception.

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:*



QR ID Code Generator
<https://register.txrapidtest.org/>

Test Administrator Responsibilities

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

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

Contact TDEM

Chambertesting@tdem.texas.gov