STOP THE SPREAD AND STAY SAFE!

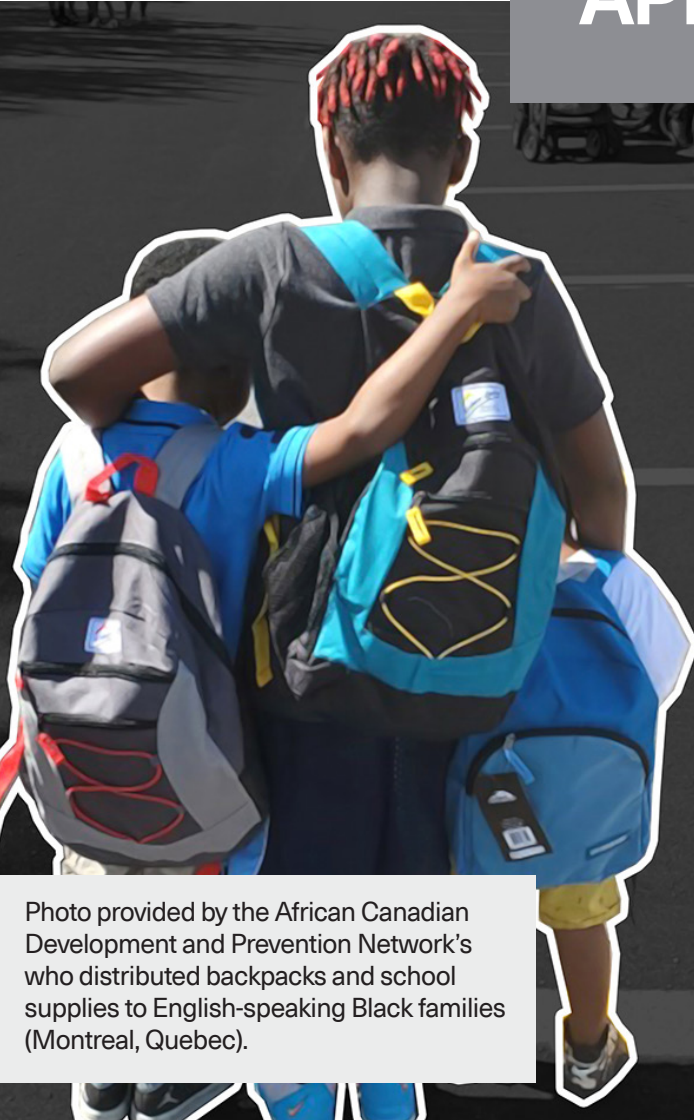## COVID-19 SCREENING PROGRAM FOR COMMUNITY ORGANIZATIONS

APPLICATION GUIDELINES

Photo provided by the African Canadian Development and Prevention Network's who distributed backpacks and school supplies to English-speaking Black families (Montreal, Quebec).

Canada

Canadian Red Cross   Croix-Rouge canadienne

WELCOME AND CONTEXT

The Canadian Red Cross is partnering with the Government of Canada to help community organizations access COVID-19 rapid antigen tests and set up screening programs for their personnel.

Your organization can gain access to easy and free COVID-19 rapid tests to implement as part of a screening program to mitigate risk to your staff and the community your organization supports. You will also be contributing to the collective response to COVID-19 through screening and rapid action.

Key terms:

"Registered charities" are defined in this Guideline charitable organizations, public foundations, or private foundations registered with the Canada Revenue Agency (CRA) with a Registration Number. Only registered charities in good standing will be considered for this program.

"Non-profits" are defined in this Guideline as community organizations, associations, societies or trusts that are (whether incorporated or unincorporated) organized and operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit and exclude registered charities, other qualified donees, and for-profit businesses (**"Non-profits"**).

What does my organization get if we are eligible?

- Free **rapid antigen tests** provided by the Government of Canada.
- **Training** on how to administer rapid antigen tests.
- **Guidance on how to set up a screening program** to administer the rapid antigen tests – tips, tools, training and support for implementing a screening program in your organization.
- Access to call centre and **tailored supports by a team of experts** including webinars with experts to support your program.

Charlene and Sylvia are two participants in a home canning lesson hosted by Wapna'ki Kewi'skwag - Women of First Light (Cape Breton, Nova Scotia).

ELIGIBILITY

Eligible applicants

✓ **Community Groups** – including charities and non-profit organizations (including Indigenous organizations)

    ✗ Government bodies including municipalities are not eligible organizations

✓ **Located in Canada** – demonstrated by being incorporated or established in Canada (including unincorporated organizations) or having a principal registered office address in Canada

✓ **Undertaking frontline or direct service delivery** – of critical or essential services or supports and includes organizations operating in high-risk settings where public health measures can't be easily/ consistently implemented.

✓ **With at least 5 personnel** (volunteers and staff) working in close contact and/or front line

Priorities within eligibility

A key objective of this program is to reduce collective risk to COVID-19 through testing and mitigative action.
As such, priority will be given to organizations:

• Operating in hot-spots, high-risk areas and/or outbreak settings
• Working in a context where public health measures can't be easily or consistently implemented
• Working with vulnerable populations or populations with disproportionate impacts from or risks to COVID-19
• With personnel undertaking front line service delivery

When you are talking about program eligibility for organizations, what do you mean by the concepts of 'front facing', 'front line' and 'close contact'? What do you mean by 'organizations operating in a high-risk setting'?

The program focused on organizations working in higher risk contexts where the risk of transmission is higher. This includes community organizations that are currently undertaking direct service delivery of critical services or supports.

"Front line" or "front facing" means working directly and in "close contact" (where the services or the context makes it difficult to maintain social distance) with other personnel or clients (not remotely or virtually) including, but not limited to, food delivery/ distribution, personal services, sheltering support, etc.

"Organizations operating in a high-risk setting" includes organizations working in contexts where public health measures can't all be implemented.

What to consider before applying

In order to set up and implement a COVID-19 Screening program for your organization, please consider the following things:

- You will need to set up a screening program for the administration of the tests. The CRC will be providing manuals, tip sheets and support to assist you with this

- Testing is not mandatory for anyone, but it is strongly encouraged. The more consistently testing occurs, the higher the impact of the program.

- Testing should occur twice per week for person. Ensure that personnel are aware of this if they want to participate in your screening program.

- You are required to report the results of the rapid tests as well as any follow-up PCR tests to the Canadian Red Cross as part of this program every two weeks. This is critical to supporting the collective COVID-19 response efforts Reporting templates (online) will provided!

- Your organization must be able properly dispose of the used tests, which are considered bio-waste. The Canadian Red Cross can also support with this.

Required eligibility documents

If you are not sure if your organization is a charity or a non-profit, please contact us by email for support.

If you are a **charity** please provide your Canada Revenue Agency Registration Number in your application form.

If you are a **non-profit organization**, the following documentation will be required as part of the application process, to validate organization eligibility:

✓ **Governance documents**, such as:

- Incorporation documentation, if incorporated (i.e. Certificate, Articles or Letters Patent, by-laws)
- Trust Deed, if a trust of constitution or similar document, if an unincorporated association
- Provincial Registry document, if applicable

✓ **Company reports speaking to your activities and work**, such as:

- Last annual report
- Donor report
- Member's report
- Reporting to Stakeholders on activities
- Most recent report from Annual General Meeting

✓ **Website of the organization, social media pages or accounts** (Facebook, Instagram or Twitter handle), if any, where the mission/vision and services of the organization are listed. If this isn't available online, a one-page document listing this information.

Questions? See our Frequently Asked Questions document or contact us for help.

Ineligible applicants

The following are ineligible for this program, but can access rapid testing through other channels.
Please email us if you fall into one of these groups and want to know more.

- Individuals
- For-profit businesses
- Government bodies and municipalities

PROCESS & TIMELINE

1	Applicants apply via [SM Apply](#)
2	CRC validation of organization type and eligibility
3	CRC review of applications based on the priorities set out in these Guidelines
4	Approval of applicants
5	Information shared and applicants start to set up screening program
6	Rapid tests are shipped to organizations
7	Screening programs begin!
8	Reporting back to the CRC on a bi-weekly basis
↻	Ongoing support and replenishment of rapid tests as required

Review and selection of applications

The [Fundamental Principles](#) will be considered when assessing all applications. As noted in this Guideline, organizations and their activities must align to the Canadian Red Cross charitable objects and adhere to the Fundamental Principles and humanitarian values of the Canadian Red Cross.

A young beneficiary looks at the household goods that have been provided to her family by the Shiloh Centre For Multicultural Roots. (Edmonton, Alberta).

HOW TO APPLY

Please review these Guidelines in full. When you are ready to apply:

✓ **1. Registration**

Register for the online application portal.

✓ **2. Eligibility**

Complete the eligibility form and upload your supporting documents.

✓ **3. Application**

Complete the application form and request your rapid tests.

✓ **4. Please ensure you hit Submit!**

You will be able to save and return to your eligibility or project application forms as many times as you wish before submitting.

Please ensure your application is complete!

Incomplete applications unfortunately cannot be considered, and you will not be able to edit the application once submitted.

We are here to help!

If you have any questions during the application process, please get in touch with us **1-888-381-8246**. You can also check the Frequently Asked Questions here.

All applications must be submitted online.

The application platform is available in English and French. For support, or if you are unable to submit an application online, please contact us at **1-888-381-8246** or email us at COVID19ScreeningProgam@redcross.ca

Important things to note

- If you are an organization that wishes to set up screening programs in **multiple** locations, please note that you should submit an application for each location separately. This is because we will need to set up shipping and reporting for each location independently.

- Please ensure you hit the Submit button when ready.

- Submitted applications will be treated as confidential, however they will be reviewed internally by the Canadian Red Cross and may be shared with Health Canada and provincial ministries of Health.

- At any time during the application and review process, the Canadian Red Cross reserves the right to decline or remove from further consideration any application, for any reason that it deems appropriate.

WHAT CAN I EXPECT IF MY APPLICATION IS SUCCESSFUL?

Approval

Once your application has been reviewed, you will receive a confirmation that it has been approved.

Information package

Once your organization's application has been approved, you will also be sent a detailed information package that will guide you to set up your screening program for your personnel.

Program waiver

The terms and conditions under which the Canadian Red Cross is distributing rapid tests and supporting with your screening program will need to be reviewed and agreed upon by your organization.

Compliance with regulations

It is the responsibility of all recipients to comply with all applicable legislation, regulations, provincial health guidelines, Canada Revenue Agency rules and guidelines, health and safety standards including COVID-19 guidelines, and privacy legislation relevant to the organization and the screening program.

Reporting

All recipient organizations will be required to submit bi-weekly reporting and a final report on test results for those personnel that are screened. The reporting tool will be made available online through the application platform at https://redcross.smapply.ca. Recipient organizations may be required to provide contact information of members of the board of directors and/or management of the organization so that they can participate in a survey, interview, case study or other data collection exercise initiated by the Government of Canada.

The photos featured in this document have been provided by community organizations across Canada that participated in the COVID-19 Emergency Community Support Fund program.

Canada

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