

**DEPARTMENT OF FAMILIES CIRCULAR**

**Date:** March 16, 2022

**CIRCULAR NUMBER:** COVID-19 2022-04r(2) **(New information appears in bold.)**

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**To:** Community Living disABILITY Services service providers  
Child and Family Services Authorities, agencies and group care providers  
Homeless shelters  
Family violence shelters

**Subject:** Rapid tests for symptomatic staff

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**Type:**  Policy  
 Procedure

**Effective Date:** Immediately

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**Highlights of updates to this circular include:**

1. **Orders for rapid tests must now be sent to [Carolyn.Kosheluk@gov.mb.ca](mailto:Carolyn.Kosheluk@gov.mb.ca), and the email copied to [Kathleen.Pahkala@gov.mb.ca](mailto:Kathleen.Pahkala@gov.mb.ca).**
2. **Outdated information has been removed.**

Service providers can provide staff who are symptomatic with rapid antigen kits. Tests are not to be used for serial testing of healthy staff.

Each symptomatic staff should be supplied with three tests. Organizations may wish to make arrangements to provide symptomatic staff with rapid tests that do not involve them entering the building (e.g., outdoors or through their vehicle window).

Areas eligible include Community Living disABILITY Services (CLDS) service providers, Child and Family Services (CFS) group care providers, and homeless and family violence shelters.

If a staff person working in a congregate living setting (family violence and homeless shelters, CFS group homes, and CLDS residential shift-staffed homes) tests positive for COVID-19 on a rapid test, they are eligible to go for a confirmatory PCR test at a provincial testing site. For more information, see: <https://manitoba.ca/covid19/testing/testing-eligibility.html>.

Test Kit Supply

**All Manitobans can access rapid antigen tests free of charge for use if they become symptomatic in the future. Pick up locations include [provincial testing sites](#), retail establishments and Winnipeg public libraries, among others. Further information is**

available at [www.gov.mb.ca/covid19/testing/rat.html](http://www.gov.mb.ca/covid19/testing/rat.html). Picking up tests at these locations eliminates the need to wait seven to 10 days for MDA to process an order, plus shipping time.

Service providers should use kits on hand prior to ordering more. We suggest ordering when you have only a two week supply remaining.

Organizations can order rapid test kits directly from MDA by completing the electronic order form (attached). **These forms are to be emailed to [Carolyn.Kosheluk@gov.mb.ca](mailto:Carolyn.Kosheluk@gov.mb.ca), and the email copied to [Kathleen.Pahkala@gov.mb.ca](mailto:Kathleen.Pahkala@gov.mb.ca), not the address listed on the form.**

MDA supplies tests for symptomatic individuals in packages of three tests each.

Orders must be completed as follows: **in the “ACCOUNT NUMBER” box, enter 700250 and indicate “approved by the TTF”.**

Please allow for 7- 10 business days for your order to be processed.

Thank you for your continued commitment to caring for, supporting and protecting vulnerable Manitobans during these challenging times. The Department of Families sincerely appreciates service providers’ ongoing efforts and hard work.

Attachment: Order form in English