



Asante employees can receive an at-home, rapid antigen test through as part of the return-to-work process. These test kits are for Asante employees only.

### Step 1 – Request an at-home, rapid antigen test

#### WHEN

**Monday-Friday:** Asante Employee Health during regular business hours. (Please do not present in-person at Employee Health locations. See below for “**HOW**” to request your at-home test.)

- Medford and Ashland: 6:30 a.m. to 6 p.m.
- Grants Pass: 7:30 a.m. to 5 p.m.

#### Saturday-Sunday:

- If you are not at work:
  - Contact Employee Health the next business day, or
  - Contact Asante Urgent Care in Grants Pass: 8 a.m. to 7 p.m., (541) 507-2170
- If you are at work in the hospital: Contact the house supervisor.

#### After hours:

- If you are not at work: Contact Employee Health the next business day or Asante Urgent Care during weekend business hours only.
- If you are at work in the hospital: Contact the house supervisor.

#### HOW

- **Doc Halo:** Employee Health Covid Communication (**This the preferred method of contact.**) Provide your name and call back number.
- **Email:** [employeehealth@asante.org](mailto:employeehealth@asante.org). Provide your name and call back number.
- **Phone:** (541) 789-3674. Provide your name and call back number. Please do not call more than once or leave multiple messages as this delays the response time.

### Step 2 – Receiving your antigen test kit

- Employee Health will return your message to schedule a return-to-work appointment for **day 5** from the onset of your symptoms.
- You will schedule a time and location to pick up your antigen test kit.
- At the time of pick-up, you must be present and show your employee ID badge.
- The kit will be delivered to you at your vehicle. Please do not come into the building.
- The kit includes:
  - Two at-home antibody test kits.
  - Two consent forms.
  - An information sheet on next steps.
  - An FAQ.

### Step 3 – The antigen test process

- Take the first test the same day you receive it, following the directions provided in the kit.
- Complete one of the consent forms.
- Once the test has resulted (negative or positive), place the test results on top of the consent form in the area indicated on the form.
- Take a photo of the form with the results and email the photo to [employeehealth@asante.org](mailto:employeehealth@asante.org).



## IF YOU TEST NEGATIVE

### Step 4A – No symptoms

- If you test negative and have no symptoms, you may be cleared by Employee Health to return to work.
- Contact Employee Health to cancel your return-to-work appointment that had been scheduled.
- Continue to monitor your health. If you begin to have symptoms, go home and contact Employee Health (**see Step 1**) for next steps.
- **Step 4A is the end of your return-to-work process.**

### Step 4A – With symptoms

- If you test negative, still feel ill and have symptoms, contact Employee Health (**see Step 1**) for next steps.
- Do not report back to work if you have symptoms or until you've been cleared by Employee Health.
- Keep your second antigen test. You may need it prior to returning to work. This will be discussed during your call with Employee Health.

## IF YOU TEST POSITIVE

There is no further action until your previously scheduled return-to-work appointment with Employee Health on day 5, which was scheduled during your first phone call.

Continue to isolate and manage your symptoms. If symptoms worsen, contact your primary care provider and seek additional medical care as needed.

### Day 5

- Employee Health will contact you for this scheduled return-to-work appointment.
- You will need to take the second at-home antigen test 15 minutes prior to your appointment.
- A follow-up appointment will be scheduled for **day 7**, when you will test again.
- During the call, arrangements will be made for you to pick up a third at-home antigen test.
- If you still have symptoms, you'll be instructed to continue to isolate, manage symptoms and seek medical care as needed.

### Day 7

- Employee Health will contact you for your return-to-work appointment.
- You will need to take the third at-home antigen test 15 minutes prior to your appointment.
- **Negative result with mild or no symptoms:** You will be cleared by Employee Health to return to work. Reach out to your supervisor for scheduling next steps. **This is the end of your return-to-work process.**
- **Positive result:** You will remain off work. An appointment will be scheduled with Employee Health for day 10. No additional at-home antigen tests will be required.

### Day 10

- Employee Health will connect with you for your return-to-work appointment.
- **Negative result with mild or no symptoms:** You will be able to be cleared by EH to return to work.
- Reach out to your supervisor for scheduling next steps.
- This is the end of your return-to-work process.