



Best practices paper for companies that want to protect their employees and make a contribution to the containment of the pandemic

COMPANIES AGAINST COVID

Vision

We want to protect our employees and customers from infection. In addition, we want to make a contribution to containing the pandemic by regularly testing our employees.

Implementation

1) Communication strategy

- We explain the meaning and purpose of rapid-result screening tests to all employees (lowering the R-value, recognizing outbreaks early, no “testing for negatives”).
- Our managers support testing in the company through positive communication and as role models who test themselves regularly.
- We actively clarify the strengths and weaknesses of rapid tests and give clear advice on result-dependent behavior (see below).
- We emphasize that testing should include the full contact network: not only employees and anyone else entering the building (from clients to subcontracted cleaning staff), but also their families, friends, and relatives, and ideally all of their contacts as well. Only by testing regularly far beyond a company’s own employees will it be possible to reduce case numbers on a large scale and avoid negative impacts from false-negative tests.
- We openly address occasional, unavoidable false-positive results by acknowledging that a positive test is not a final verdict, but a clear imperative to isolate and seek confirmation.
- We explicitly state that stigmatizing behavior towards those who have tested positive will not be tolerated.
- Under no circumstances do we encourage employees who have tested positive to show up in-person at work.
- When a person tests positive:
 - we emphasize the obligation to isolate immediately;
 - we offer to help with this (e.g., by providing at-home grocery services);
 - we recommend that a confirmatory molecular-based test such as PCR, LAMP, or CRISPR be taken as soon as possible; and
 - we provide pertinent information on safe isolation, reporting of results, and fast PCR or other molecular re-testing.
- For negative test results, we communicate:
 - that the risk of being acutely infectious is reduced, but not zero; and
 - that all preventive and hygiene measures such as masks and distancing must be maintained to reduce the risk of both being infected and infecting others.

2) Organization:

- We aim to motivate all employees in a face-to-face work environment to perform a quick test / self-test at least twice a week (up to daily depending on the risk profile of the workplace).
- We provide employees with rapid tests for this purpose, preferably those that use anterior nasal swabs. Since AN swabs are much more pleasant than NP swabs, this promotes regular testing.
- We do not see rapid tests as a measure to re-establish in-person work immediately, but continue to promote home office solutions wherever possible.
- We create conditions that allow tests to be carried out with minimal risk to third parties: at home or in a separate, well-ventilated room (e.g., temperature-controlled test tent outside, instead of an open-plan office space).
- We personally set a good example and involve all employees—across all levels and all areas—equally in the testing.
- We name and train contact persons who are the point of contact for questions about infection protection and testing (e.g., implementation, behavior after a positive test). Since everyone benefits from this, this activity is counted as paid time.
- We support colleagues who have tested positive with creative solutions such as:
 - providing tips from employees with isolation experience;
 - sending care packages with food and other necessities;
 - checking in at regular intervals to make sure they are okay;
 - encouraging them to isolate immediately;
 - communicating clearly at all levels that isolation is in everyone's interest; and
 - ensuring that isolation brings neither financial nor career disadvantages by providing paid sick leave for everyone working in the building and assuring all employees that no one, including sub-contracted janitorial staff, will be terminated for isolating because of a positive test.
- We advise that any possible previous contacts of those who have tested positive be informed and advised to undergo testing.

We propose these steps as a blueprint for all companies that want to “do their part” against the pandemic, reaching beyond their own walls. For more information, please visit rapidtests.org, rapidtests.de, or reach out to us via [e-mail](#).

Please feel free to adapt & reuse as needed in the context of your company and/or country-specific situation. Of course we are happy to hear from you if this is helpful, or if you have any feedback!

This translation of the [German version](#) was compiled by volunteers at RapidTests Deutschland and RapidTests.org, with special thanks to Corinne Price.