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Department of Health Services

**DIVISION OF PUBLIC HEALTH**

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This standing prescription order is issued by Dr. Ryan Westergaard, Chief Medical Officer and State Epidemiologist for the Department of Health Services of the State of Wisconsin. This order authorizes personnel to collect and send for analysis a COVID-19 testing analysis in accordance with the conditions of this order. To be valid under this order, the COVID-19 test must be conducted in accordance with requirements related to patient eligibility, staff training, and an appropriate plan of care.

Patient Eligibility:

1. Individuals ages 5 and older who have symptoms suggestive of COVID-19, including any one of the following:
  - a. Fever, defined as a measured temperature greater than 100.4°F
  - b. Subjective fever, for example if a person feels unusually warm to the touch, or reports sensations similar to previous experiences of fever
  - c. Cough
  - d. Shortness of breath or difficulty breathing
  - e. Sore throat
  - f. Headache
  - g. Chills or rigors (repetitive shaking chills)
  - h. Myalgia (muscle aches)
  - i. New loss of taste or smell

*OR*

2. Individuals ages 5 and older without symptoms who have been referred to a testing site by a clinician or representative of a state or local public health agency, as part of a public health investigation

Staffing Requirements:

A COVID-19 test can be obtained under this order only by personnel who have received appropriate training from DHS or another organization using DHS-approved materials. The training must include (1) appropriate specimen collection methods; (2) data collection and reporting requirements; and (3) patient education about safe isolation, quarantine and follow-up.

## Plan of Care Requirements

DHS-supported community testing programs must ensure that the following requirements are met for all individuals receiving a COVID-19 test.

1. Patients must provide verbal consent attesting to their eligibility for testing and understanding of the testing process, which will be documented by Staff.
2. Parental consent must be obtained for patients ages 5-17 years.
3. Patients must be provided a copy of the privacy notice.
4. Testing staff must complete a DHS-approved patient information form and ensure information is entered into the Wisconsin Electronic Disease Surveillance System (WEDSS).
5. Data collected from patients must include accurate contact information, as detailed in DHS-approved forms, to enable successful contact tracing.
6. Patients must be provided educational materials about the meaning of COVID-19 test results, and the importance of isolation while symptomatic.
7. Test results must be reported to the patient within 48 hours of the testing unit's receipt of the test result, with assurance of appropriate follow-up by local public health regarding isolation and contact tracing, if positive.

## Instructions for Staff

1. Eligibility Determination and Intake:
  - a. Assess whether the patient is eligible for testing pursuant to the criteria above.
  - b. If the patient is eligible for testing:
    - i. Collect all patient information on the patient information form, which contains data elements required by DHS for disease reporting purposes.
    - ii. Conduct the verbal consent process with the patient and complete the consent form.
  - c. If the patient is not eligible for testing, explain the reasoning to the patient and direct the patient to exit.
2. Specimen Collection Procedures:
  - a. Ensure appropriate personal protective equipment for the individual administering the test: gloves, gowns, surgical mask (or respirator) and eye protection (goggles or face shield).
  - b. Follow the specimen collection, storage and transport instructions included with the testing supplies.
3. Education and Follow-Up:
  - a. Provide the patient with informational sheets designated by DHS.
  - b. Ensure that the patient has all questions answered.

- c. Advise the patient that he or she should self-isolate until test results are received in three to five days.

This Order is effective as of the date below and shall remain effective until withdrawn by Dr. Westergaard, Secretary-designee Palm, or either's designee. Dr. Westergaard retains the right to modify or supplement this Order as needed, so long as such modifications or supplements are in compliance with the April 29, 2020 directive.



**4-29-2020**

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**Dr. Ryan Westergaard**

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**Date**

Chief Medical Officer and State Epidemiologist for Communicable Diseases  
Wisconsin Department of Health Services