

Library Over the Counter COVID-19 Test Distribution Program

Program overview:

The Michigan Department of Health and Human Services (MDHHS) has procured a limited number of COVID-19 at-home (Over the counter/self-test) tests to partner with agencies who can assist us in increasing access to COVID-19 testing resources. This program aims to increase access to free COVID-19 testing resources for individuals, families, and communities who may otherwise struggle with access to healthcare resources, be hesitant to visit a COVID-19 testing location or may lack the funds necessary to purchase at-home test kits for themselves or their families.

We invite you to partner with MDHHS to help combat the COVID-19 pandemic as case rates and infections increase nationally. This is an opt-in program for select libraries we have identified in communities who meet the CDC's Social Vulnerability Index (SVI). As resources improve, we will expand the program to additional partner sites.

Below are additional details about this program.

What will MDHHS provide to the library?

MDHHS will provide the following to libraries to implement this program:

1. COVID-19 testing kits
 - a. Participating sites can order test kits by completing the Michigan COVID-19 Over-the-Counter Test Request form: <https://forms.office.com/g/79Dm9ZSW9U>. Each site will initially receive approximately 400 tests kits. After distribution data is gathered and contingent on supply availability, MDHHS will determine if an increase or decrease in test allocation is warranted. If you wish to receive less than the standard allotment (400 tests) you can note this on the order form.
2. Documented instructions on when to use the test, how to use the test, and what to do with positive and negative test results.
 - a. Libraries will be responsible for either providing the documents via a QR code or printing and providing 1-print out of these instructions to any individual receiving tests. https://www.michigan.gov/documents/coronavirus/Self-Testing_Fast_Facts_v5_744280_7.pdf
3. Tracking of test distribution
 - a. To alleviate any concerns over library privacy issues, there are no tracking requirements of patrons and MDHHS is not mandated to collect information from citizens. A voluntary anonymous survey from MDHHS will be available for patrons interested in providing feedback on the program.
 - b. Libraries will be responsible for tracking distribution of test kits in aggregate and report, via an electronic survey, the number of kits distributed monthly. This should be completed by the last Friday of each month, or once the supply is depleted.

- c. Based on available resources and the previous month's distribution, additional testing supplies will be mailed to sites as needed (sites should complete the order form each time additional test kits are needed).

Program Details and Requirements

Additional details about the program and requirements are provided below:

1. **Who can receive a test?**
 - a. Tests may be provided to anyone interested in receiving a free test.
 - b. The primary duty of libraries participating in this program is to distribute tests to the public. Libraries may utilize a small portion of test kits, as needed, to safely sustain this community resource.
2. **How many tests can one person receive?**
 - a. Library staff may provide one test per person in a household daily, up to 5 people.
Ex1: Mary states that they have 4 individuals in their household therefore, library staff can provide Mary with 4 COVID-19 at-home test kits for her household.
Ex2: Mark states that he has 8 people in his household. Library staff will be limited in providing only 5 tests to Mark for his household due to supply limitations.
3. **Do library staff have to train individuals on how to use these tests?**
 - a. No. MDHHS will provide written documentation explaining how to use, when to use, and what to do when receiving a positive or negative test result. Library staff are not to administer tests.
4. **Do we have to follow up for test results with individuals?**
 - a. No. The instructions provided by the manufacturer of the test should give them information on who to report test results to.
5. **Are there any guidelines for how each library should distribute the tests to those that need them?**
 - a. No. MDHHS is not prescriptive about how each library will distribute the test kits. Curbside services or lobby pick up are some of the ways that it can be done successfully. Taking into consideration the safety of library staff members who will be involved in distribution, libraries will need to prepare/train them in safe distribution methods.
 - b. There are no proof of residency requirements to receive a test.
 - c. For the safety of library staff and members of the public seeking tests, libraries should consider CDC guidelines in determining distribution methods.
6. **If I have questions, who should I contact?**
 - a. Questions regarding the Library Over-the-Counter Testing Program can be sent to MDHHS-COVIDTestingSupport@michigan.gov

We are grateful to the Michigan Library Association and the Library of Michigan for their help to refine our guidelines.