



This document outlines the use of BinaxNOW Antigen Self-Test kits provided by Minnesota Opera, along with eMed test monitoring and test result verification and sharing via the NAVICA app. For information on other MNOP COVID policies, including what to do if you test positive or are feeling unwell, please see the current COVID-19 Preparedness Plan posted here: <https://callboard.mnopera.org/covid-plan/>. If you have questions concerning MNOP's testing protocols, please contact our COVID Help Desk at covid@mnopera.org or (612) 342-9573 (voice calls only, no text messages). Messages sent to the COVID Help Desk will be forwarded to the current on-call COVID Plan Supervisor or COVID Safety Manager.

COVID-19 BinaxNOW Antigen Self-Test

The MNOP “rehearsal cohort” is currently required to use the Abbott BinaxNOW Antigen Self-Test for regular COVID screening. The “rehearsal cohort” is defined as the group of individuals who participate in rehearsals, coachings, recordings, and performances utilizing the Minnesota Opera Center and other designated venues, including resident artists, company artists, guest artists, staging and music staff, orchestra, and any other personnel who will interact with this group in rehearsals, backstage/onstage, in costume fittings, make-up calls, etc. The Abbott BinaxNOW test has been authorized for emergency use by the FDA. Testing schedules will published via one of the following methods: 1) via Prepared schedules, for Performers, Staging, & Music Staff; 2) by your direct Supervisor, for Costume and Scene Shops or other MNOP staff as needed; 3) in a project specific testing schedule, for short-term projects/events.

Test kits will be distributed to individuals as follows:

- Guest Artists: Initial kits delivered to hotel with your welcome packet OR distributed in-person by your MNOP staff liaison. Subsequent kits distributed to your Opera Center mailbox by the COVID Safety Manager.
- Resident and Company Artists: Kits distributed to Opera Center mailboxes by Sal Vasta or the COVID Safety Manager.
- Chorus, Youth Chorus, and Dancers: Kits distributed to Opera Center mailboxes by COVID Safety Manager.
- Orchestra: Kits distributed by Roxy Stouffer-Cruz (Opera Center pick-up, mail, or other arrangements with Roxy).
- MNOP Staff: Kits distributed at Opera Center by Production Management or the COVID Safety Manager.

Each box contains materials to conduct one test. **IMPORTANT: for your test to be administered by eMed and the results verified, DO NOT BREAK THE SEAL ON THE TEST KIT until you begin your telehealth visit with the eMed Guide.** Your test will be invalid for eMed testing if you break the factory seal before instructed to do so in the presence of the eMed Guide.

NAVICA Account & Connection to Minnesota Opera

Abbott has developed a system called NAVICA for test participants to view and share results from the BinaxNOW test. You will receive an automatically generated email from NAVICA inviting you to create an account and providing a unique “connect code” to connect your account with Minnesota Opera for the purpose of sharing test results. If you do not find the email in your inbox, please check your spam folder. You may wish to add noreply@navica.abbott to your safe senders list to ensure to ensure you receive messages from NAVICA.

You will need to take the following actions to set-up your NAVICA account and connect it to Minnesota Opera.

Step 1: Create Account

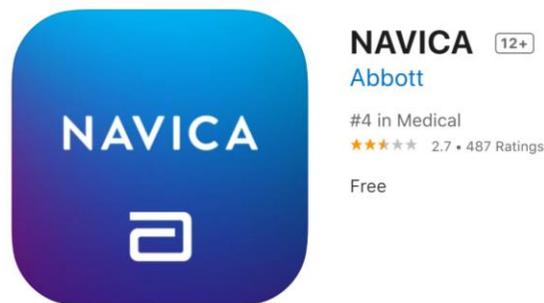
Go to <https://www.mynavica.abbott/> and click “create an account.” Enter the required information to set-up your account and password. See the **NAVICA Website Create an Account Guide** at the end of this document for step-by-step instructions with screen shots. Note: If you already have a NAVICA account, you may skip this step and follow the instructions in Step 2 to connect your existing account with MNOP.

Step 2: Connect Your Account to Minnesota Opera

Log-in to your NAVICA account. Select your profile from those listed. In the “connected organizations” panel, click “add a connection.” Enter the unique “connect code” you received in your invitation email from MNOP’s NAVICA account. Click “continue.” Confirm that the information is correct, and you are connecting to MNOP’s NAVICA, then click “create connection.” See the **NAVICA Connect to an Organization Guide** at the end of this document for step-by-step instructions with screen shots.

Step 3 (Optional): Download the NAVICA App

If you wish to use NAVICA on your mobile device, the NAVICA app by Abbott for your smartphone or tablet is a free download available in the Apple or Google Play app stores.



Guided Testing with eMed

Minnesota Opera has contracted with eMed to provide guided testing via a telehealth video call and to verify and report your results to MNOP via NAVICA.

Items You Will Need to Test:

- One BinaxNOW test kit, provided by MNOP, with an **unbroken seal**. **DO NOT** break the seal on your test kit until you are connected to a Guide on your telehealth call. Breaking the seal prior to your call will make it invalid for use for eMed verification.
- Valid Photo ID
- A computer or mobile device meeting the technical requirements listed below

Technical Requirements:

To complete your guided test, you will need access to an internet connection with a minimum bandwidth of 650 kbps, plus an internet-enabled device with a microphone, speakers, front-facing camera or webcam, and a supported browser. Click this link for a list of supported browsers: <https://www.emed.com/technical-requirements>.

When you have gathered the above items and are ready to test, complete the following steps:

Step 1:**Option A, test via a computer:**

Go to eMed's website at www.emed.com. Click on the "start testing" button at the top right of the screen. You will be prompted to log-in with your NAVICA account and answer a series of questions, then will enter the queue to connect with a telehealth Guide. Wait times to connect with a Guide can vary, we recommend calling when you are able to wait as needed. Once connected, the actual testing and results reading process will take about 20 minutes.

OR Option B, test via the mobile app: Log-in to your NAVICA mobile app. Click "I have a test," then scan the barcode or QR code on your test box. Click the "Test with eMed" button and follow the instructions to connect with an eMed guide. Wait times to connect with a Guide can vary, we recommend calling when you are able to wait as needed. Once connected, the actual testing and results reading process will take about 20 minutes.

Step 2: The Guide will walk you through the test and will verify your results. The BinaxNOW test involves placing a specified amount of a reagent solution into the test card, taking a nasal swab of both nostrils, and inserting the swab into the card following the instructions provided by the Guide. You will then wait 15 minutes until your test result can be read on the test card.

Once your test is completed and verified, your results will automatically be added to MNOP's NAVICA portal for one of our COVID Plan Supervisors or COVID Safety Manager to review. You do not need to take any further action to share your results with MNOP, assuming you have completed the process to connect your NAVICA account to Minnesota Opera.

What info will be shared with Minnesota Opera?

In our NAVICA administrator portal, the MNOP COVID Plan Supervisors and COVID Safety Manager will be able to view your name, your most recent test date and test result, and confirmation that the test result was verified by an eMed Guide. We do not have access to any other personal information you provide in your NAVICA account.

Disconnecting NAVICA Account from MNOP

After your work with MNOP ends (or if you have a period off contract before your next production) you may wish to stop sharing results with MNOP from other BinaxNOW tests taken for non-MNOP purposes. To disconnect, log-in to your NAVICA portal. In the "connected organizations" panel, click the "remove" button underneath the Minnesota Opera connection. You will be asked to confirm that you wish to disconnect your account from MNOP.

Alternate Testing Options

Some team members may also be following a COVID testing regimen for another organization. If this situation applies to you, you may choose to share your results from outside testing with MNOP by emailing them to covid@mnopera.org. Results from an Antigen or PCR test which is professionally administered/verified will be accepted. Antibody tests are NOT a valid form of testing in accordance with MNOP's current testing plan. Your initial test must be administered no more than 72 hours before your first in-person call at MNOP, and you must be testing at least twice per week in evenly spaced intervals. If your testing regimen for other organizations does not meet these criteria, please use the MNOP BinaxNOW tests as instructed.



NAVICA™ WEBSITE: CREATE AN ACCOUNT

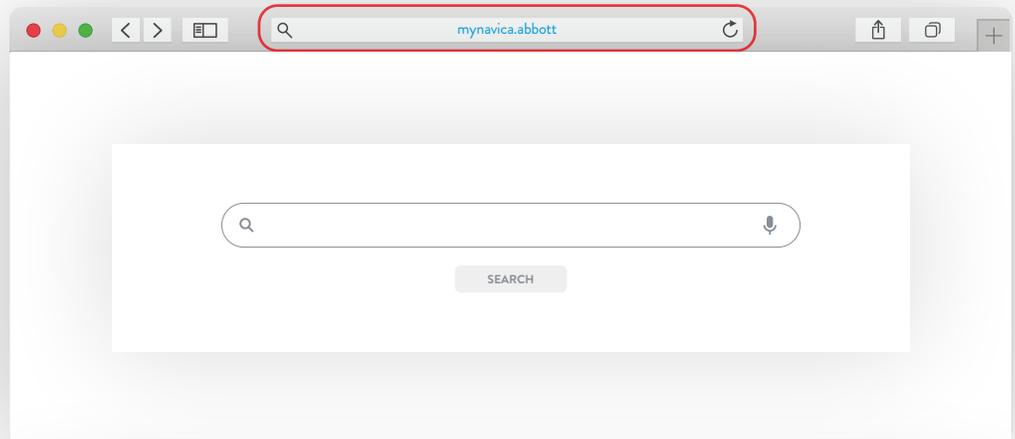
Create a NAVICA™ account to display results from select Abbott COVID-19 rapid tests and help you and others make informed decisions.



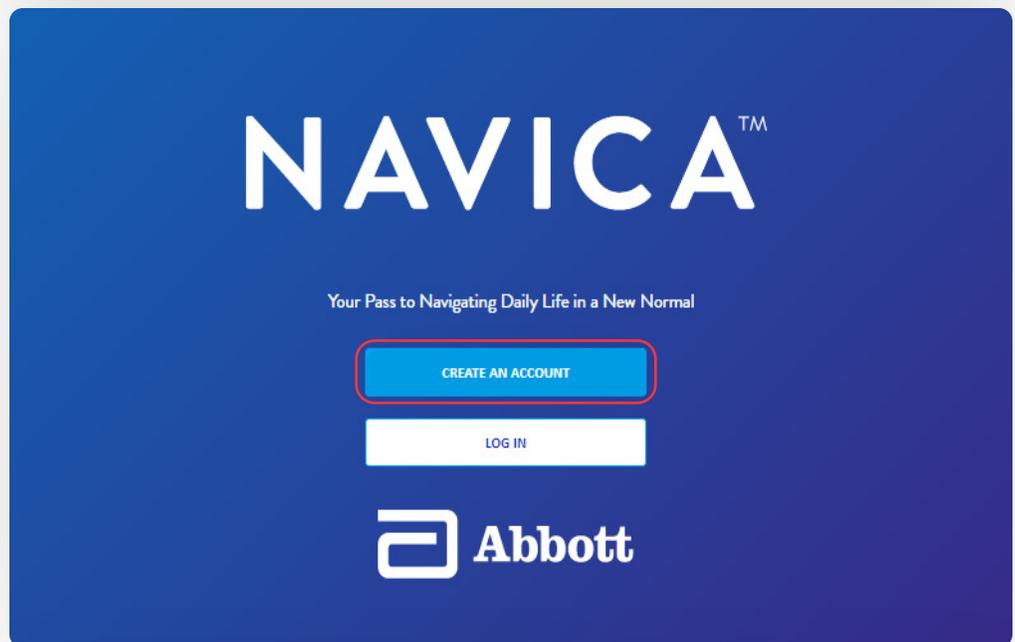
HOW TO CREATE A NAVICA™ ACCOUNT

- 1 Using a web browser, navigate to the NAVICA™ Website at mynavica.abbott.

You may use a computer, tablet, or mobile device to access the NAVICA™ Website to complete this process.

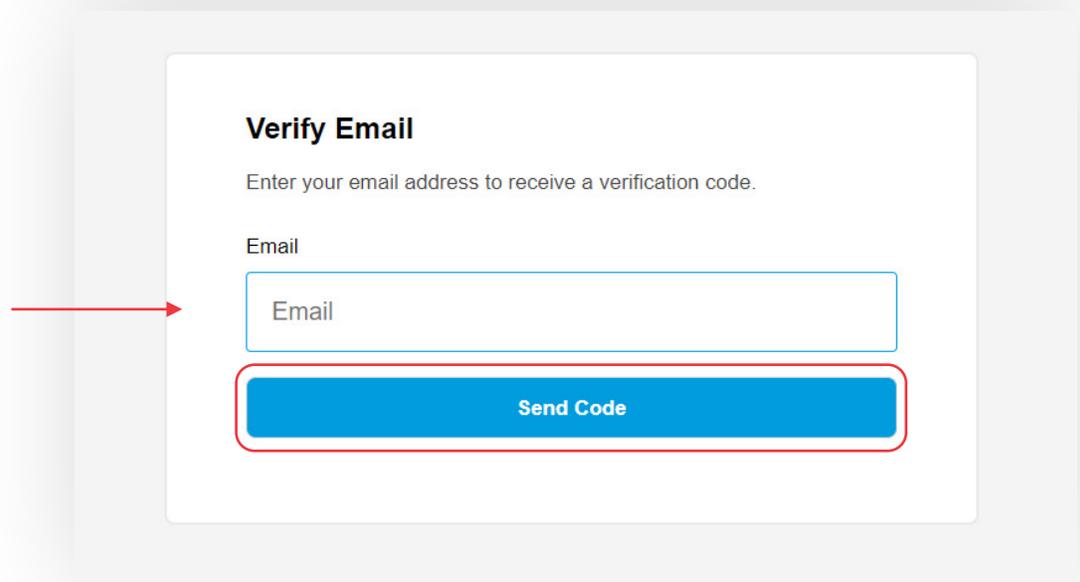


- 2 Select the **Create An Account** button and review the NAVICA™ Consumer End User License Agreement and Terms of Use as well as the NAVICA™ Privacy Notice Summary. Then, select **Agree and Continue** to both.



- 3 Enter an email address in the field provided and select the **Send Code** button.

A verification code from noreply@navica.abbott will be sent to that email address.



HOW TO CREATE A NAVICA™ ACCOUNT

- 4 Obtain the **Verification Code** sent to your email address and enter it into field provided. Then, select the **Verify Code** button. Or, if you need a new code, select the **Send New Code** button.

Enter Verification Code

Check your email for a verification code and enter it below.

Email

Jane.doe@org.com

Verification Code

Verification Code

Verify Code

Send New Code

- 5 Create an account password and select the **Set Password** button.

Passwords must be 8-24 characters and contain:

- 1 lowercase letter
- 1 uppercase letter
- 1 number
- 1 symbol – Accepted symbols are:

@#\$%^&*!_-+=
[]{}|\:‘,?/~“() ;!]|.?

Create Your Password

Password Requirements

- 8 to 24 characters

Must contain 3 of the 4 following:

- 1 lowercase letter
- 1 uppercase letter
- 1 number
- 1 symbol

Create Password

Create Password

Confirm Password

Confirm Password

Set Password

6 Enter the required personal information in order to **Create Your Profile**. Then, select the **Next** button.

All informational fields are required.

Create Your Profile

You may be asked to confirm this information with a valid photo ID to receive a COVID-19 test.

First Name

Last Name

Date of Birth (MM/DD/YYYY)

Mobile Phone

Next

7 Enter your address and select the **Next** button.

Address Details

This information is required by state and US government to track the spread of COVID-19.

Address

City

State

Zip

Next

8 Enter **Additional Details** which are required information to track the spread of COVID-19. Then select the **Create Account** button.

Additional Details

This information is required by state and US government to track the spread of COVID-19.

Gender

Gender

Ethnicity

Ethnicity

Race

Race

Primary Use

Primary Use

These labels are defined by the US government and may not describe everyone.

Create Account



NAVICA™ WEBSITE: CONNECT TO AN ORGANIZATION

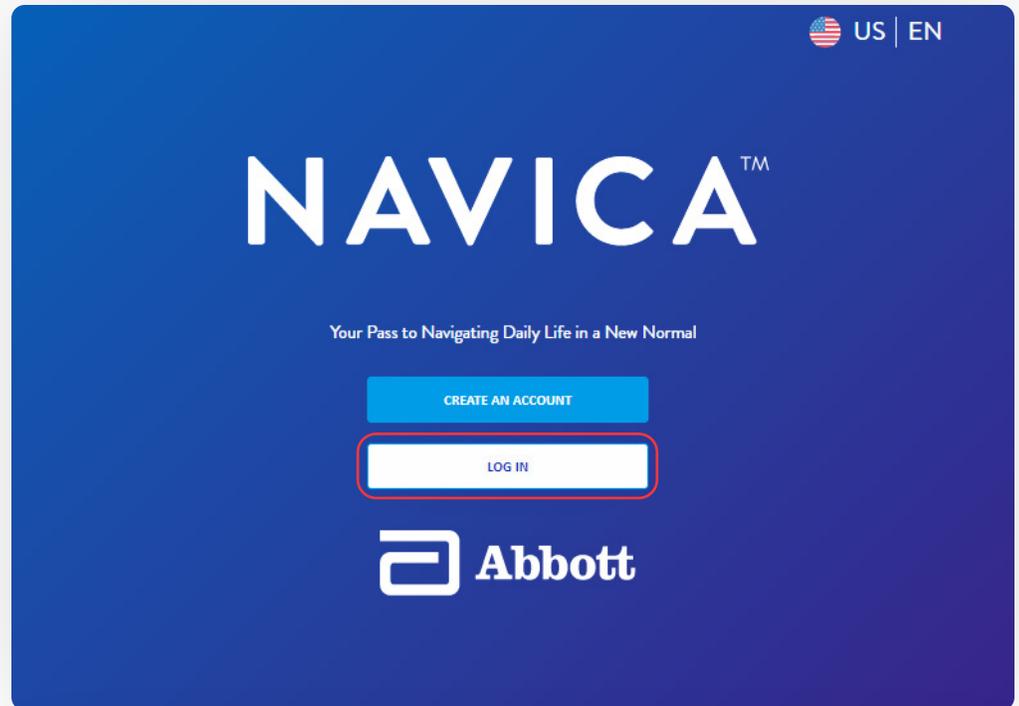
Connect your profile to share your test results with a NAVICA™-enabled organization.



CONNECT TO AN ORGANIZATION

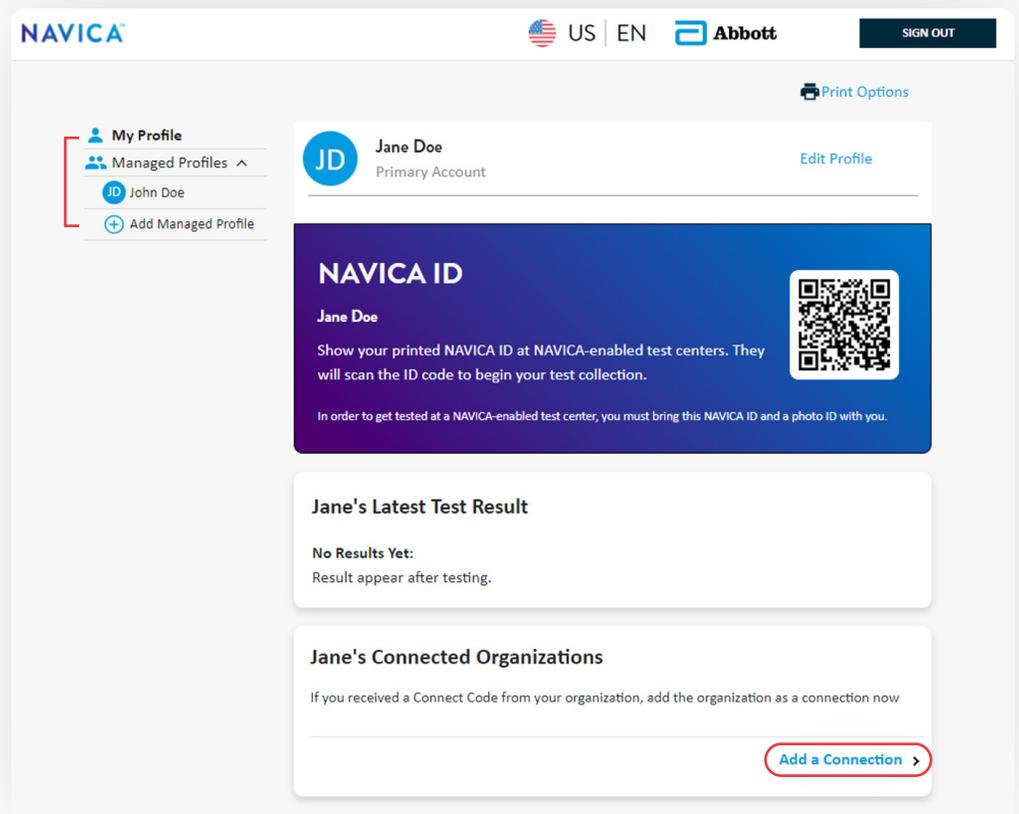
1 Log into the NAVICA™ Website at mynavica.abbott using your email address and password.

You may use a computer, tablet, or mobile device to access the NAVICA™ Website to complete this process.



2 On the home screen, select a profile from those listed. Then, select **Add a Connection** in the **Connected Organizations** panel for the selected profile.

Refer to step 5 for connecting to more organizations, if applicable.



CONNECT TO AN ORGANIZATION

- 3 Open the email received from noreply@navica.abbott and retrieve the **Connect Code** from your organization.

The Connect Code is unique to a specific individual and can only be used once.

EXAMPLE EMAIL AND CONNECT CODE:

Hello,

Test Abbott Org has invited Jane to join its COVID-19 testing program. The program uses a mobile app called NAVICA™ so that you can receive COVID-19 results electronically.

Use the Connect Code below to enable Jane to participate in the program and automatically share COVID-19 test results with Test Abbott Org. This code can only be used once. It is unique and should not be shared.

Connect Code:

K1P9-RTXE-GG6A

Connects Jane to Test Abbott Org

- 4 Return to the NAVICA™ Website and **Select a profile to connect** from the dropdown list. Then, in the space provided, enter the connect code specific to the profile. Finally, select the **Continue** button.

If the individual's name does not appear, **Create a new Managed Profile**.

NAVICA™ US | EN Abbott SIGN OUT

< Back

1 2 3

Add a Connection to an Organization

Select a profile to connect *

Jane Doe

Enter connect code *

K1P9-RTXE-GG6A

Don't see the profile you're looking for? [Create new Managed Profile](#)

What's a Connect Code?

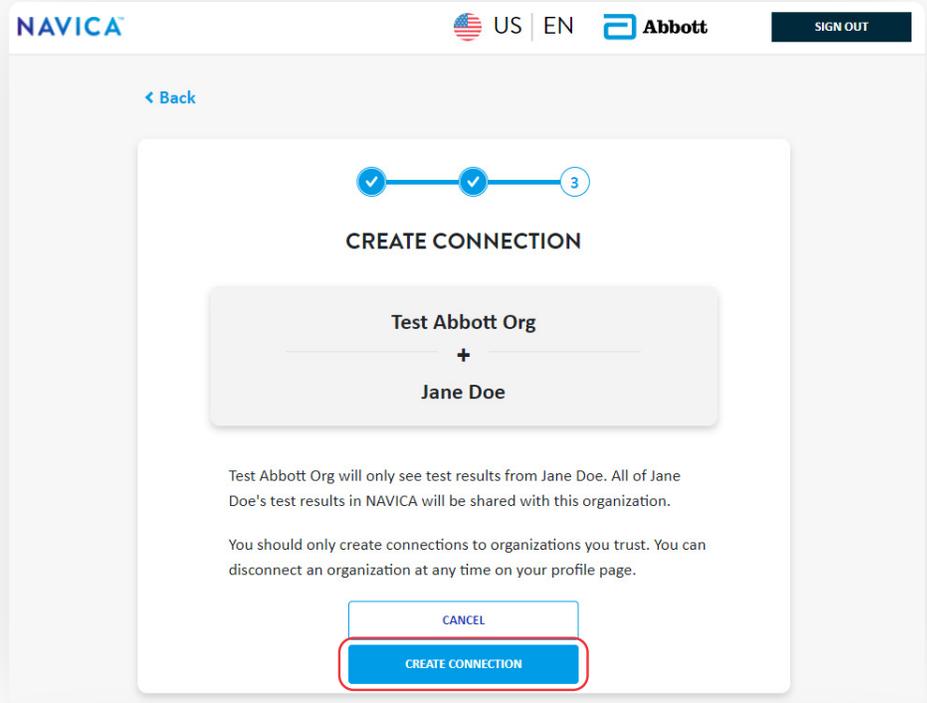
A NAVICA Connect Code is an invitation to connect your NAVICA profile to an organization.

A Connect Code will be provided to you by the organization, usually delivered in an email from NAVICA. This code is unique to you and will only work to connect your profile.

CONTINUE

CONNECT TO AN ORGANIZATION

- 5 Confirm that the connection is accurate. Then, select the **Create Connection** button.



The connection will now be visible in the **Connected Organizations** panel on the home screen for the selected profile.

You may now add more organizations after this first one is connected, if applicable. To do this, select the **Add** button for the selected profile and follow steps 3-5 in this quick reference guide. In addition, you may also remove organizations for a selected profile using the **Remove** button.

