

### WHAT IS CONTACT TRACING AND DO I NEED TO DO IT?

- Contact tracing is a process by which an expert identifies the people an infected individual had close contact with in the two days prior to their symptoms appearing. It can stop or slow the spread of COVID-19.
- Contact tracing may lead to testing / isolating sick contacts and quarantining others who were in “close contact” (within 6 feet for more than 15 minutes) with an infected person.
- Health departments—not employers—are responsible for executing contact tracing. If you work in a healthcare setting, your staff may be asked to assist.
- While employers are generally not responsible (or prepared) for contact tracing, if an employer is aware that close contact with an infected individual has happened on the job, you should notify the exposed individual while carefully maintaining confidentiality of the infected individual.

### HOW DO I ASSIST WITH CONTACT TRACING?

- If a staff member tests positive for COVID-19, the health department may ask you to compile a list of employees that were in contact with the infected staff member.
- The contact tracer will interview the contacts to determine the level of exposure & recommended next steps.
- The employees that are identified as “close contacts” should stay home (quarantine) for 14 days and self-monitor for any COVID-19 symptoms such as shortness of breath, coughing, chills, muscle pain, fever or sore throat, headache, or loss of taste or smell. There are exceptions for “essential workers”.

### WHAT IF I AM NOT CONTACTED BY A CONTACT TRACER?

- Currently there are not enough contact tracers to follow up on every case, so it is likely that you will have a positive case among your staff, but will not be contacted by a contact tracer.
- If an employer is aware that close contact with an infected individual has happened on the job, you should notify the exposed individual while carefully maintaining confidentiality of the infected individual
  - Close contacts should be encouraged to self-quarantine for 14 days and should not be permitted to enter the workplace (there are exceptions for essential workers).
- You can inform those that are not close contacts of possible exposure in the workplace but must maintain the infected person’s confidentiality as required by the American with Disabilities Act (ADA); it is important to frequently remind employees to stay home from work when feeling ill.