

# Contact Tracing in the Workplace

Contact tracing is a public health tool that is used to help stop the spread of certain communicable diseases. It involves identifying others that may have had recent close contact with a person confirmed to have the virus and giving those close contacts guidance on how to stay safe and healthy. This includes close contacts self-quarantining to prevent further spread of the virus. Quarantine is important with COVID-19 as a person can spread the virus before they know they are sick or if they are infected with the virus without feeling symptoms.

## Symptomatic Case

Employee tests positive **after having symptoms**.

Symptoms include:

- Cough
- Shortness of breath
- Fever (Temp > 38°C / 100.4°F)
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Date symptoms started: \_\_\_ / \_\_\_ / \_\_\_\_\_  
2 days prior to this: \_\_\_ / \_\_\_ / \_\_\_\_\_

**Dates Employee worked on or after the above calculated date:**

*\*If the employee did not work during/after the 2-day window, the need to contact trace is up to employer discretion.*

**Close contacts on those dates:**

*People in the workplace who are considered to be close contacts are those who were in proximity to the infected person for >15 minutes and within 6 ft with or without a mask.*

## Asymptomatic Case

Employee tests positive **and has NOT had symptoms**.

Symptoms include:

- Cough
- Shortness of breath
- Fever (Temp > 38°C / 100.4°F)
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Test Date: \_\_\_ / \_\_\_ / \_\_\_\_\_  
2 days prior to test date: \_\_\_ / \_\_\_ / \_\_\_\_\_

**Dates Employee worked on or after the above calculated date:**

*\*If the employee did not work during/after the 2-day window, the need to contact trace is up to employer discretion.*

**Close contacts on those dates:**

*People in the workplace who are considered to be close contacts are those who were in proximity to the infected person for >15 minutes and within 6 ft with or without a mask.*

**In general, those who are identified as close contacts should be under self-quarantine (not leave the house unless necessary) for 14 days from last time of known exposure.**

**Helpful questions to consider when identifying close contacts in the workplace:**

- Who does employee work near? (less than 6 ft)
- Who does employee spend time with during breaks? (Has there been adequate physical distancing in breakrooms & lunchrooms?)
- Are there any others at the business that live with the employee, or carpool to work with?

**Other considerations for employers when there is more than one positive case identified (to look for patterns/areas of concern):**

- Did employer already know employee had been identified as a close/household contact of someone who was positive for COVID-19?
- Is there one shift or location in the facility that seems to be more affected?
- Is there something else in common with positive cases?
- Mask adherence in the workplace? (not just while working, but during breaks and prior to shift?)

\*Please note: Cloth masks help slow the spread of the virus. Masks may keep a person from unknowingly spreading the virus to others, but it is not known how well they protect a person from contracting the virus. Guidance from public health officials in regard to the use of masks should be followed.