

# 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. **This information must be reported to the Kent County Health Department, call 616-326-0606.**

<p><b>Symptomatic Case</b></p> <p>Employee tests positive <b>after having symptoms.</b> Symptoms include:</p> <ul style="list-style-type: none"> <li>• Cough</li> <li>• Shortness of breath</li> <li>• Fever (Temp &gt; 38°C / 100.4°F)</li> <li>• Chills</li> <li>• Repeated shaking with chills</li> <li>• Muscle pain</li> <li>• Headache</li> <li>• Sore throat</li> <li>• New loss of taste or smell</li> </ul>	<p><b>Asymptomatic Case</b></p> <p>Employee tests positive and has <b>NOT had symptoms.</b></p>
<p>Date symptoms started: ___ / ___ / _____ 2 days prior to this: ___ / ___ / _____</p>	<p>Test Date: ___ / ___ / _____ 2 days prior to test date: ___ / ___ / _____</p>
<p><b>Dates Employee worked on or after the above calculated date:</b></p> <p><i>*If the employee did not work during/after the 2-day window, the need to contact trace is up to employer discretion.</i></p>	<p><b>Dates Employee worked on or after the above calculated date:</b></p> <p><i>*If the employee did not work during/after the 2-day window, the need to contact trace is up to employer discretion.</i></p>
<p><b>Close contacts on those dates:</b></p> <p><i>People in the workplace who are close contacts are those who were in proximity to the infected person for &gt;15 minutes and within 6 ft with or without a mask.</i></p>	<p><b>Close contacts on those dates:</b></p> <p><i>People in the workplace who are close contacts are those who were in proximity to the infected person for &gt;15 minutes and within 6 ft with or without a mask.</i></p>

**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.