

Steps to Conduct Contact Tracing for a COVID-19-positive Case

Guidance for Long-term Care Facilities

Process for contact tracing if the case is a resident:

- Record COVID-positive resident demographic and exposure data in the 'Resident' tab on the COVID-19 Symptomatic Line List Template (Excel) available at <https://paltc.org/COVID-19>
- **Critically important:** Identify the first day of symptoms for the resident. If the resident's symptom onset is not clear, use the earliest suspected date of symptom onset.
- For each day the resident was symptomatic, identify all locations the resident visited within the facility (e.g. resident room, dining room, activity room) or if the resident was hospitalized or in another facility (e.g. hospital and unit, dialysis facility). You may use the attached Contact Tracing Location Tracking Form.
- For each location, make notes about each person or types of people that could have been in contact with the resident including visitors, other residents, staff and volunteers.
- Identify contacts at each location during the symptomatic period
 - An excel spreadsheet is available to track staff and other residents who were in contact with the case (HEALTHCARE FACILITY COVID 19 TRACKING LOG). This spreadsheet includes variables that may be important to understanding the risk to healthcare workers and other residents.
 - For each person exposed, investigate the interaction between the case-patient and the exposed contact.
 - Was the resident wearing a mask?
 - Was the resident able to wear the mask consistently?
 - Was the resident coughing?
 - What was the nature of the interaction?
 - What was the duration of interaction? How close were the case-patient and the exposed person?
 - For staff, were they wearing a mask or other PPE?
- Assign a risk category to each exposed person.
 - **Staff:** Utilize CDC guidance for risk assessment to determine whether a staff person would be considered High, Medium, or Low risk. The actions necessary to prevent transmission in your facility based on the risk identified to healthcare workers may differ from situation to situation. CDC guidance for assigning risk is available at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assesment-hcp.html>. Consult with your local health department to discuss the most appropriate strategy.
 - **Residents:** Residents who have been in close contact¹ with the case-patient during the symptomatic period would be considered exposed and should be quarantined for 14 days and monitored via active screening every 12 hours.
- **Notify all exposed healthcare workers and residents of their exposure and the required monitoring and movement restrictions.**

Process for contact tracing if the case is a staff person:

- Record case-person demographic and exposure data in the 'Staff' tab on the COVID-19 Symptomatic Line List Template (Excel) available at <https://paltc.org/COVID-19>
- **Critically important:** Identify the first day of symptoms for the case-person. If the symptom onset is not clear, use the earliest suspected date of symptom onset.
- For each day the staff person was in your facility, identify the staff person's resident assignment and all locations the staff person visited within the facility (e.g. resident room, dining room, activity room). You may use the attached Contact Tracing Location Tracking Form.
- For each location, make notes about each resident and other types of people that could have been in contact with the resident including visitors, staff and volunteers.
- Identify contacts for each day during the symptomatic period
 - An excel spreadsheet is available to track staff and residents who were in contact with the case (HEALTHCARE FACILITY COVID 19 TRACKING LOG). This spreadsheet includes variables that may be important to understanding the risk to residents and healthcare workers.
 - For each person exposed, investigate the interaction between the case-person and the exposed contact.
 - Was the staff person wearing a mask?
 - Was the staff person able to wear the mask consistently?
 - Was the staff person coughing?
 - What was the nature of the interaction?
 - What was the duration of interaction? How close were the case-person and the exposed person?
 - For any of the interactions, was the exposed person wearing a mask or other PPE?
- Determine if exposed persons meet the definition of a close contact¹. A person in close contact with the case-patient during the symptomatic period would be considered exposed and should be quarantined for 14 days and monitored via active screening every 12 hours.
- **Notify all exposed healthcare workers and residents of their exposure and the required monitoring and movement restrictions.**

¹ Close contact is defined as—

a) being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a health care waiting area or room with a COVID-19 case

– or –

b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).

