Contact Tracing in the Workplace

Employers must report positive employees to the Kent County Health Department (KCHD) by calling 616-326-0606 or using our secure online portal: https://www.accesskent.com/Health/covid-19-case-reporting.htm. KCHD's Employer Contact Tracing Team is able to assist with contact tracing. 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 them 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	Asymptomatic 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	Employee tests positive **and has NOT had symptoms.**
Date symptoms started: ___ /___ /_____ 2 days prior to this: ___ /___ /_____	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.*	**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 close contacts are those who were in proximity to the infected person for a total of 15 minutes or more in a 24-hour period and within 6 ft with or without a mask.*	**Close contacts on those dates:** *People in the workplace who are close contacts are those who were in proximity to the infected person for a total of 15 minutes or more in a 24-hour period and within 6 ft with or without a mask.*

Close contacts need to quarantine for 14 days after last contact to the person who tested positive for COVID-19. Quarantine means the employee should stay home, stay away from others as much as possible and watch for symptoms. Individuals cannot test out of quarantine because it can take up to 14 days for the virus to incubate after contact with someone who is infected.

For further information go to www.accesskent.com/returntowork. Topics include quarantine periods for household contacts, critical infrastructure workers, and those who have been vaccinated for COVID-19

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?

*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 regarding the use of masks should be followed.

Information current as of April 27, 2021