

Employee Contact Tracing Guidance



DOC ID HHCMPA282020v1

Effective Date: 10/20/2020

Page 1 of 4

Purpose	<p>This guidance provides the process for performing contact tracing of employee's who have received a COVID-19 positive test.</p> <p>Please note, all guidance is subject to change as additional information becomes available.</p>												
Scope	NYC Health + Hospitals Acute and Ambulatory Care Facilities												
Requirements	<p>Centers for Disease Control and Prevention (CDC)</p> <p>New York State Department of Health (NYSDOH)</p>												
Definitions	<p>Case employee – An employee with a positive COVID-19 test.</p> <p>Contact – Anyone who had contact with a case employee.</p> <p>Contact Tracing – The process of contacting all people who have had contact with someone who tested positive for COVID-19. Contact Tracers have been hired and trained to gather information on the spread of the infection. All participation is confidential.</p> <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width: 30%;">Exposure Type</th> <th>Definition</th> </tr> </thead> <tbody> <tr> <td>COVID-19 Positive Employee to Patient</td> <td>1. Employee was not wearing a facemask (or respirator) and protective eyewear (face shield or goggles) and was within 6 feet of a COVID-19 positive patient for more than 10 minutes.</td> </tr> <tr> <td>COVID-19 Positive Employee to Employee</td> <td>1. Employee and other employee were not wearing a facemask (or respirator) and protective eyewear (face shield or goggles) and were within 6 feet of each other for more than 10 minutes. Example: Employees without mask in breakroom or common area together for more than 10 minutes.</td> </tr> <tr> <td>Family member or friend to employee</td> <td> 1. COVID-19 positive family member or friend(s) lives in the same home as the employee. 2. COVID-19 positive family member or friend(s) kissed or had sex with employee. </td> </tr> <tr> <td>Employee to family member or friend</td> <td>1. COVID-19 negative family member or friend(s) was within 6 feet of COVID-19 positive employee, for greater than 10 minutes without wearing a mask.</td> </tr> <tr> <td>Employee to visitor</td> <td>1. COVID-19 positive Employee and/or negative visitor were not wearing a facemask or respirator and were within 6 feet of each other for more than 10 minutes.</td> </tr> </tbody> </table>	Exposure Type	Definition	COVID-19 Positive Employee to Patient	1. Employee was not wearing a facemask (or respirator) and protective eyewear (face shield or goggles) and was within 6 feet of a COVID-19 positive patient for more than 10 minutes.	COVID-19 Positive Employee to Employee	1. Employee and other employee were not wearing a facemask (or respirator) and protective eyewear (face shield or goggles) and were within 6 feet of each other for more than 10 minutes. Example: Employees without mask in breakroom or common area together for more than 10 minutes.	Family member or friend to employee	1. COVID-19 positive family member or friend(s) lives in the same home as the employee. 2. COVID-19 positive family member or friend(s) kissed or had sex with employee.	Employee to family member or friend	1. COVID-19 negative family member or friend(s) was within 6 feet of COVID-19 positive employee, for greater than 10 minutes without wearing a mask.	Employee to visitor	1. COVID-19 positive Employee and/or negative visitor were not wearing a facemask or respirator and were within 6 feet of each other for more than 10 minutes.
Exposure Type	Definition												
COVID-19 Positive Employee to Patient	1. Employee was not wearing a facemask (or respirator) and protective eyewear (face shield or goggles) and was within 6 feet of a COVID-19 positive patient for more than 10 minutes.												
COVID-19 Positive Employee to Employee	1. Employee and other employee were not wearing a facemask (or respirator) and protective eyewear (face shield or goggles) and were within 6 feet of each other for more than 10 minutes. Example: Employees without mask in breakroom or common area together for more than 10 minutes.												
Family member or friend to employee	1. COVID-19 positive family member or friend(s) lives in the same home as the employee. 2. COVID-19 positive family member or friend(s) kissed or had sex with employee.												
Employee to family member or friend	1. COVID-19 negative family member or friend(s) was within 6 feet of COVID-19 positive employee, for greater than 10 minutes without wearing a mask.												
Employee to visitor	1. COVID-19 positive Employee and/or negative visitor were not wearing a facemask or respirator and were within 6 feet of each other for more than 10 minutes.												

Employee Contact Tracing Guidance



DOC ID HHCMPA282020v1

Effective Date: 10/13/2020

Page 2 of 4

Contact Tracing Case Intake Information

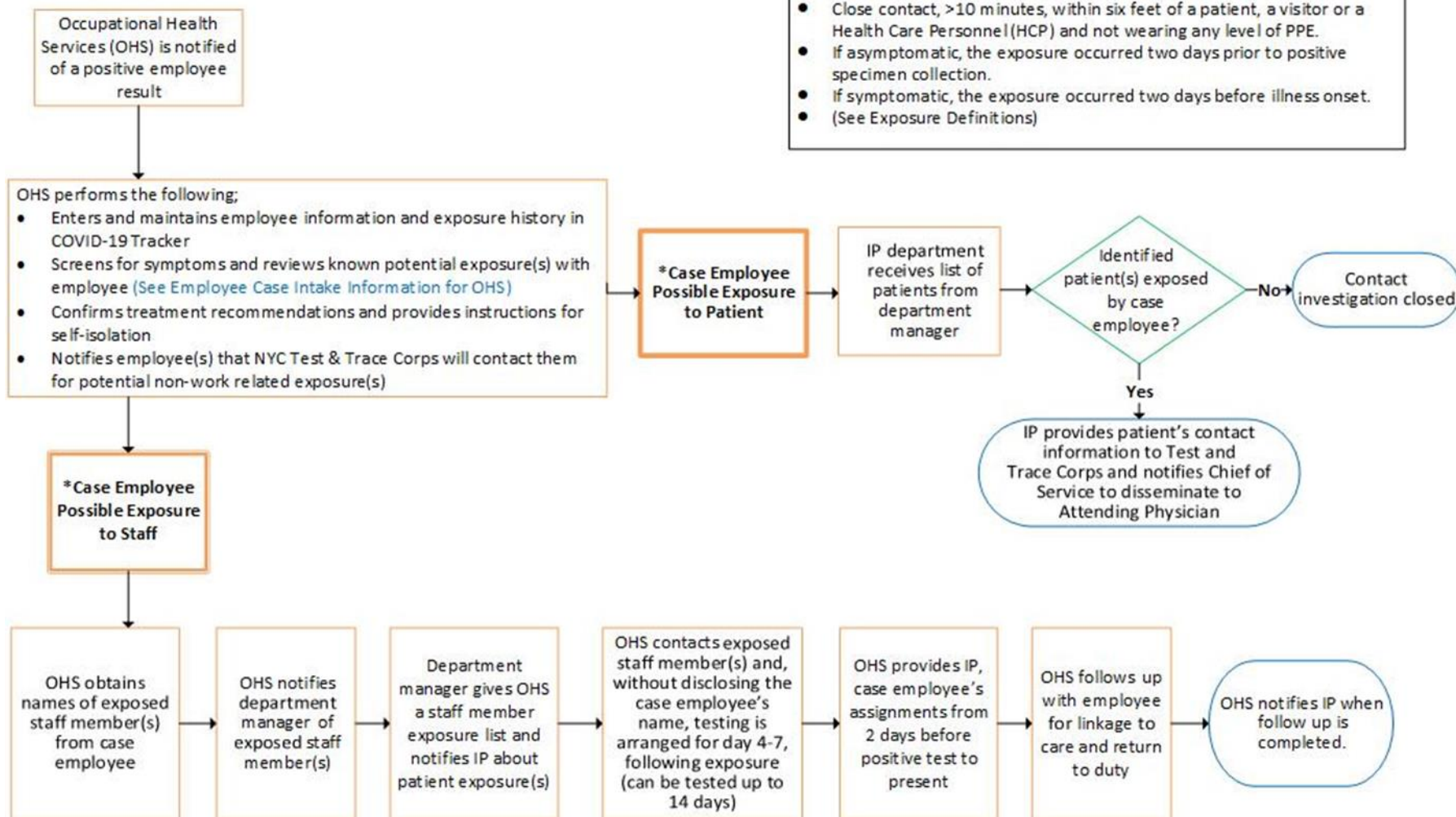
1. Verification of identity of case (address, phone number, sex, DOB, job title)
2. Case – Personal information
 - a. Contact information
 - b. Emergency contact information
 - c. Current symptoms if any, including fever, cough, chills, difficulty breathing/shortness of breath, sore throat, muscle aches, diarrhea, headache, vomiting or nausea, abdominal pain, loss of taste or smell, fatigue, sinus congestion, or chest pain and the date of onset
3. Brief description of exposure (type of PPE worn, any work restrictions, duration of exposure, date of exposure)
4. Calculation of infectious period, and the time period to look back for close contacts
5. Close contacts and contact information, including:
 - a. household close contacts such as family members, roommates, housemates, or a spouse
 - b. any service providers in the home, including a home health aide, childcare aide, nurse, or maintenance provider
 - c. possible people outside of the household that a case may have had close contact with during their infectious period
 - d. include names, phone numbers, residence and email addresses
 - e. indicate if DOH was notified
6. Exposure by setting where the case may not know the names of the people they exposed
 - a. Work
 - b. Health Care Facility
 - c. Schools
 - d. Places of Worship
 - e. Etc.
7. Recommendation for all close contacts to be tested (encourage employee to have testing done at H+H or Gotham Health testing site)
8. Guidance provided for period of self-isolation for case
9. Education regarding hoteling/wrap services offered by the city - Take Care pillar
10. If issues regarding contact tracing of positive individuals that are not employees, refer the case to the Test and Trace Corp.
11. If there is difficulty validating an exposure with the employee, refer the case to Test and Trace Corp.

Process for COVID-19 Positive Employee Contact Tracing and Testing

These steps may be executed in collaboration with Infection Prevention (IP), Department Manager and Occupational Health Services

What is Considered a COVID-19 Positive Contact within H+H?

- Close contact, >10 minutes, within six feet of a patient, a visitor or a Health Care Personnel (HCP) and not wearing any level of PPE.
- If asymptomatic, the exposure occurred two days prior to positive specimen collection.
- If symptomatic, the exposure occurred two days before illness onset.
- (See Exposure Definitions)



Employee Contact Tracing Guidance



DOC ID HHCMPA282020v1

Effective Date: 10/13/2020

Page 4 of 4

References:

NYSDOH: Guidance for Contact Tracing an Update for NYS Healthcare Providers on COVID-19 accessed at <https://coronavirus.health.ny.gov/system/files/documents/2020/09/nysdoh-hcp-webinar-9.10.20.pdf>

NYSDOH: New York State Contact Tracing; accessed at <https://coronavirus.health.ny.gov/new-york-state-contact-tracing>

CDC: Contact Tracing for COVID-19 accessed at <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/contact-tracing.html>

Reviewed and/or Revised

Prepared

by: Reba Williams MD/ *Reba Williams, MD* Medical Director OHS 10/20/2020
Name/Signature Title Date

Approved by:

Machelle Allen SrVp - CMO 10/26/2020
Name/Signature Title Date