

Employee COVID-19 Contact Tracing Checklist

This checklist may be used to document intake information of employee's who have received a COVID-19 positive test. Please refer to the NYC Health + Hospitals Guidance for Employee Contact Tracing for further information.

	Task	Complete	Notes
1.	Verify identity of case (address, phone number, sex, DOB, job title).	<input type="checkbox"/>	
2.	Document Case (personal information) <ul style="list-style-type: none"> 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 	<input type="checkbox"/>	
3.	Briefly describe exposure (type of PPE worn, any work restrictions, duration of exposure, date of exposure).	<input type="checkbox"/>	
4.	Calculate of infectious period, and the time period to look back for close contacts.	<input type="checkbox"/>	
5.	Determine close contacts and contact information, including: <ul style="list-style-type: none"> 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 	<input type="checkbox"/>	
6.	Determine exposures by setting, in case names of exposed people are unknown (e.g. work, health care facility, schools, places of Worship, etc.)	<input type="checkbox"/>	
7.	Recommend for all close contacts to be tested (encourage employee to have testing done at H+H or Gotham Health testing site).	<input type="checkbox"/>	
8.	Provide guidance for period of self-isolation.	<input type="checkbox"/>	
9.	Provide education and resources regarding hoteling/wrap services offered by the city (Take Care pillar).	<input type="checkbox"/>	
10.	If issues regarding contact tracing of positive individuals that are not employees, refer the case to the Test and Trace Corp.	<input type="checkbox"/>	
11.	If there is difficulty validating an exposure with the employee, refer the case to Test and Trace Corps.	<input type="checkbox"/>	

