



Contact Tracing Checklist

- Review with employee all close contacts that have occurred in the workplace:** Ask the employee who tested positive to identify all coworkers and members of the public with whom the employee has had close contact for the 48-hour period before onset of the first symptom (see definition of “close contact” below). Assure the employee who tested positive that they will not be personally identified when other impacted employees are notified. Please remember to ask about close contact with coworkers who may be in another Division or Department.

- A “close contact” is any of the following people who were exposed to someone with a positive diagnostic COVID-19 test while they were infectious. A person with COVID-19 is considered to be infectious from 2 days before their symptoms first appeared until the time they are no longer required to be isolated, in accordance to LA County’s Isolation Order.

- An individual who was within six (6) feet of the infected person for a total of 15 minutes or more over a 24-hour period, or

- An individual who had unprotected contact with the infected person’s body fluids and/or secretions, for example, being coughed or sneezed on, or providing care without appropriate protective equipment.

- Review with employee all workspaces (shared and individual) used:** Ask the employee who tested positive to identify all workspaces used for the 48-hour period before the onset of the first symptom. Please remember to ask about vehicles, restrooms, locker rooms, meeting rooms, and breakrooms.