

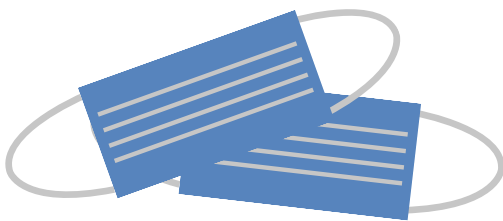
# Supporting your local health department with COVID-19 CASE INVESTIGATION & CONTACT TRACING

*For employers, schools and other large institutions*

When someone tests positive for COVID-19, the local health department (LHD) will interview that individual (or case) and initiate contact tracing to contain the spread of the virus. COVID-19 case investigation and contact tracing are local health department functions. However, large institutions—such as employers and schools—can support their local health department by doing the following:

## MONITOR HEALTH & WELL-BEING OF STAFF

with daily temperature checks and symptom monitoring.

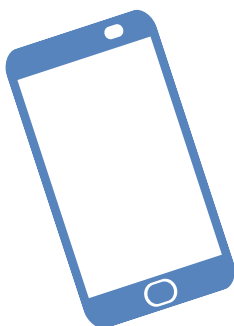
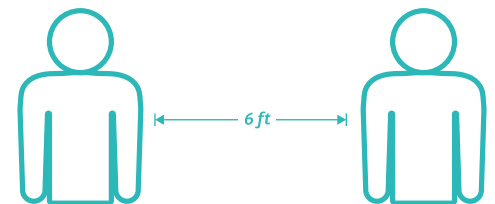


## PROVIDE ACCESS TO PROTECTIVE EQUIPMENT & SUPPLIES

such as masks, face shields, or other personal protective equipment (PPE), as needed.

## ENFORCE THE USE OF PROTECTIVE MEASURES

for all personnel, including visitors and other non-employee roles, while on employer's premises.



## CONTACT & ENGAGE THE LOCAL HEALTH DEPARTMENT

immediately if there is a known or suspected case of COVID-19.

## KEEP COMPLETE & TIMELY RECORDS

of the specific facilities where employees work, and where and when they move through those facilities, so it is easier to determine whom positive cases may have come into contact with during the course of a day.

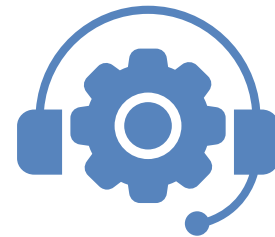


## ASSIST THE LOCAL HEALTH DEPARTMENT WITH RISK ASSESSMENTS

including a list of potentially exposed persons (name, phone number, email address, county of residence, date of last potential exposure), along with other information as requested by the LHD.

## SUPPORT EMPLOYEES

in complying with public health recommendations as it relates to testing, isolation, quarantine, and stay-home or return-to-work rules.



## FACILITATE CLEAR COMMUNICATION

with employees and coordinate with employees on behalf of local public health.

## ROUTINELY MEET WITH LOCAL PUBLIC HEALTH

during an identified exposure event to discuss challenges and barriers to testing, contact tracing and isolation.

