



Contact/Source Tracing

Identifying the contacts or sources of a symptomatic, or positively infected employee, is critical to preventing the spread of the virus within a facility and determining work-relatedness. Sources include individuals, items and surfaces the infected employee may have been in contact with at the facility. OSHA does not expect employers to conduct in-depth contact tracing. However, there is an expectation that an employer determine if a case is work related or non-work related.

CONTACT TRACERS

The contact tracer(s) should be an individual or small group of designated employees. Tracers will need to be trained to complete the interaction safely and thoroughly. Training topics for tracers include:

- Safety Procedures including social distancing, PPE, personal hygiene, cleaning and disinfection
- PPE for interviewer and symptomatic employee – what to wear, how to - don, doff, dispose
- Procedure for isolating and interviewing a symptomatic employee in a designated room
- If symptomatic employee is not onsite contact tracing should be conducted via phone call
- Questions to ask (see – interview section below)
- How to successfully conduct an interview vs. an interrogation

INTERVIEW: SYMPTOMATIC EMPLOYEE

Once the symptomatic employee has been identified, it will be necessary to conduct an interview to gather location information. Be friendly and thorough, they are not in trouble, and use a translator if needed.

Questions to Ask:

1. When did your symptoms begin?
2. Have you been in contact with someone who is symptomatic or has tested positive? Any gatherings, parties, neighbors, family members or acquaintances?
3. Can you recall everything you have done since coming into the facility today?
 - Start with, "Which door did you come through?"
 - If the location is not clear by their answers, ask for specifics – Which bathroom? Did you use a tool, telephone or other machinery/equipment?
 - Use your own knowledge of the facility and job tasks to prompt recollection.
 - Don't forget the obvious – time clock, computer station, locker room, bathroom, meetings/huddles, vending machine, microwave, coffee machine, copier?
4. Identify close contacts (6ft) - Which coworkers did you talk to or were in close contact within the two days prior to the onset of symptoms?
5. With whom did you share breaks or lunch time?
6. How do you get to work? Do you carpool?
7. Ask them to reach out if they recall anything else after the fact – person, place or object touched.

Ensure that at the end of the interview you review the documented answers to confirm accuracy and ensure nothing was missed. Make sure to also thank them for their assistance.

WHAT TO DO WITH THE INFORMATION

- Alert potentially exposed coworkers and instruct them to quarantine (Non-essential) and/or self-monitor (Critical/Essential) – DO NOT SHARE the infected person's personal identification.
- Notify the appropriate members of the management team regarding interview findings.
- Determine which areas of operation require thorough disinfection and appropriate cleaning procedures.
- Use the documented interview questions to determine the likelihood that the infection is work related or not and preserve on a COVID log (data can be easily transferred later to 300 log if necessary).
- Document *why* the determination was made as work related or non-work related.
- If there is a reasonable belief it is work related document on the OSHA 300 log.