



Covid-19 Case Investigation and Tracing Procedures

Covid-19 Case Investigation and Tracing is the identification and investigation of persons with confirmed and probable diagnoses of COVID-19, and tracing is the subsequent identification, monitoring, and support of their contacts who have been exposed to, and possibly infected with the virus. Prompt identification and monitoring of these COVID-19 contacts can effectively break the chain of Covid-19 transmission and prevent further spread of the virus in our workplace.

Purpose

To prevent further transmission of Covid-19.

Procedures

- HR will contact the employee who has tested positive to elicit the following information:
 - Based on the dates of their symptoms, advising them how long they should be in isolation and next steps.
 - Name and contact information for any Rising Ground employee or person supported they were in direct contact with for more than fifteen minutes without being six feet apart and wearing a face mask during their infectious period and specific location where this took place.
 - Check in with employee twice per week for an update, status of their symptoms and advise next steps.

- HR will contact the employee who has been identified as someone who was exposed to a positive case to have the following conversation:
 - You have been identified as someone who has been exposed to a person who tested positive for Covid-19 because you made direct contact when you were in their presence for more than fifteen minutes without practicing social distancing of six feet or more.
 - Are you exhibiting any symptoms?
 - If yes, identify when the symptoms started in order to calculate their infectious period and advise them to quarantine while they make an appointment to get tested. Advise the employee not to return to work at this point and that their supervisor will be informed.
 - If no, advise them of the timeframe they must be on the lookout for developing symptoms. They will be asked to self-monitor for symptoms for 14 days after the exposure, but may continue to work, wearing appropriate PPE and following other safety guidelines. For anyone monitoring symptoms, in the event any respiratory symptoms or fever develop, they should stop working immediately, inform their supervisor and go home. Their supervisor will inform HR of this event. The employee should contact their medical provider immediately to get tested and update HR. If they do not develop symptoms in that time frame, there is no further action to be taken for this situation.

- HR will contact the administrative director of any program who has been identified as having persons supported exposed to a positive case to have the following conversation:
 - The following persons supported have been exposed to a person who tested positive for Covid-19 because they made direct contact when they were in their presence for more than fifteen minutes without practicing social distancing of six feet or more.
 - Are they exhibiting symptoms?
 - If yes, identify when the symptoms started to calculate their infectious period. Advise them to quarantine immediately while an appointment is made to have them tested. During this time, the person supported and anyone coming in direct contact with them must ensure that they wear appropriate PPE and follow other safety guidelines.

HR will contact the program's VP to inform them of any persons supported who may have been exposed and advise the following:

- (The individual/s) have been identified as being exposed to a person who tested positive for Covid-19 because they made direct contact when they were in their presence for more than fifteen minutes without practicing social distancing of six feet or more.
- Are they exhibiting any symptoms?
 - If no, advise them of the timeframe they must look out for developing symptoms. The person supported and anyone coming in direct contact with them must ensure that they wear appropriate PPE and follow other safety guidelines.