

The 4 Steps of Contact Tracing

For Coronavirus Disease 2019 (COVID-19)

1



Initial notification of the person under investigation (PUI).

Contact tracing should be initiated as soon as possible after a PUI is identified.

2



Interview PUI.

Interviews should include a discussion about confidentiality and verification of demographics (e.g., age, sex, race). Walk through the entire infectious period hour-by-hour and ask the PUI to share who they were in contact with during that time. Provide the PUI with guidelines on isolation to prevent spreading COVID-19 to others.

3



Locate and notify contacts who may have been exposed to COVID-19.

Inform them of their contact status and what that means. Assess for the presence of symptoms and provide contacts with guidelines on quarantine to prevent potential spread of infection.

4



Monitor contacts.

Follow up with contacts to make sure they are following the quarantine instructions, and to track the development of any potential COVID-19 symptoms.

As a Contact Tracer, you may be involved in all of these steps, or a subset of them. Check with your supervisor to make sure you understand your role, and any steps where your team members (such as Case Investigators and Care Coordinators) may take the lead.

Adapted from Resolve to Save Lives and Vital Strategies.