



ICAP Contact Tracing, Testing and Quarantine (COVID-19) Guidance Worksheet for Resident Positive Test

Facility Name		Today's Date	
Resident Name		Date of Positive Test	
Public Health Notified	Y N *If no, notify Public Health right away	Date of Notification	
Resident Unit	(e.g. 100 hallway)	Resident Room #	

Identifying period of infectivity:

Is resident symptomatic?	Y N
If yes, what is the date of symptom onset?	
If yes, what is the date of infectivity onset?	
Potential end date of infectivity? (May be left blank)	

Instructions: Date of infectivity is 48 hours prior to onset of symptoms or a positive test for asymptomatic individuals (e.g. if August 3: symptom onset, then August 1: date of infectivity onset).

Potential end of infectivity can be determined by reviewing the updated [CDC guidance on discontinuation of isolation](#).

Establishing areas of concern:

Was resident admitted to or transferred out the facility during the period of infectivity? Y/N	If yes, date(s) of admission/ transfer:
Was the resident stayed in different units/hallways/neighborhood during the period of infectivity? Y/N	If yes, provide all different units that residents stayed on:
Does resident have a roommate? Y/N	If yes, Roommate(s) Name:
Does resident wander the facility halls/ other resident rooms? Y/N	If yes, list all the units and rooms exposed



Does resident participate in communal dining/ activities? Y/N	If yes, list activities (lunch, games, etc.)
Does resident wear a mask when they are out of their room? Y/N	

Identifying Potential Exposures:

Instructions: List names of all staff potentially exposed to positive resident during their shifts during the period of infectivity (use separate sheet if necessary). Any staff working in direct or close contact with positive resident during the period of infectivity should be included.

Staff Name	Date Exposed	Shift Exposed (e.g. day, afternoon, night)	Unit/ Neighborhoods worked	Any unmasked contact for 15 minutes (at least one of them not masked)? (Y/N)	Furloughed (Y/N)

Next Steps:

Zoning Recommendations: Red Zone cohort should be implemented for any confirmed positive residents immediately. Yellow Zone cohort should be implemented for any residents that were potentially exposed to the positive resident or staff. See ICAP guidance “[Cohorting Plan for LTCF](#)” on how to implement and manage zoning.

Testing guidance: At a minimum, test all staff who had a significant exposure to the positive resident during the time of concern and all other residents who may have been exposed or are in the same unit/ neighborhood of the positive resident.



Retesting guidance: Retesting of residents in Yellow Zone quarantine is recommended after 7 days and before lifting quarantine. Weekly testing is usually repeated until no new cases are detected for 14 days from the last positive case as [recommended by the CDC](#) (or at least until it is established that no new potential exposure has occurred in the last 14 days).

Staff Furlough: [See CDC Guidance on Return-to-Work Criteria for Healthcare Workers](#) to determine the potential end date of furlough for employee. All staff with a significant exposure are advised to complete quarantine, unless staffing shortages make it impossible.