



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

Facility Name		Today's Date	
Staff Name		Date of Positive Test	
Public Health Notified	Y N *If no, notify Public Health right away	Date of Notification	

Identifying period of infectivity:

Is staff member 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?	

Instructions: Date of infectivity is 48 hours prior to onset of symptoms or a positive test for asymptomatic individuals (e.g. if Aug 3: symptom onset, then Aug 1st: date of infectivity onset). [See CDC Guidance on Return-to-Work Criteria for Healthcare Workers](#) to determine the potential end date of infectivity.

Establishing areas of concern:

Instructions: Determine dates and shifts worked during period of infectivity (use additional sheets as needed). **Include all shifts worked between infectivity onset and today's date.** Identify units/ neighborhoods positive staff worked in during period of infectivity. Use additional piece of paper if need more space.

Date	Units/neighborhood worked during day shift (e.g. 100 & 400 hallway)	Units/ neighborhoods worked during afternoon shift	Units/ neighborhoods worked during night shift



Identifying Potential Exposures:

Instructions: List names of all staff potentially exposed to positive individual at or outside of work (use separate sheet if necessary). Any staff that came in direct or close contact with individual during the period of infectivity should be included (e.g the staff worked on the same unit or someone giving report from last shift or someone attended a party together)

Exposed Staff Name	Any unmasked contact for 15 minutes (at least one of them not masked)? (Y/N)	Symptomatic? (Y/N)	Furloughed? (Y/N)

Instructions: List units/ neighborhoods where residents are being quarantined. In general, the units where the positive staff worked during the dates of concern are considered potentially exposed and should be placed under Yellow Zone quarantine. Use additional piece of paper if need more space

Unit/ Neighborhood (e.g. 100 hallway)	Date of start of Yellow Zone Quarantine	Expected end date (14 days from the last date of exposure in respective unit)



Next Steps:

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.

Testing guidance: At a minimum, test all staff who worked alongside the positive staff and all residents who received direct care from the positive staff during the identified shifts of concern.

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).