

**Confirmed COVID-19 Case - Response Flowchart - Office Locations**

**Close Contact** means-Working with, socializing with or caring for an individual with a confirmed case of COVID-19 for a prolonged period of time (greater than 15 minutes) within 6 a foot distance without the use of approved personal protective equipment (fitted N-95 mask and face shield) OR is living with someone who has COVID-19 OR has come in direct contact with bodily fluids of an infected person (e.g. was coughed on, sneezed on or shared food and/or drink).

**Secondary Contact** means-Working with or socializing with an individual with a confirmed case of COVID-19 at a distance greater than 6 feet and has not come in direct contact with bodily fluids of an infected person (e.g. was coughed on or sneezed on or shared food and/or drink).

**Confirmed COVID-19 Case** means-An individual who has been tested for COVID-19 and has received a positive result (has the virus).

**Contact Tracing Form**-This form will assist teams to determine who has had close contact and who has had secondary contact with the confirmed case. The form will also help determine what areas require a deep cleaning.

Governing officials do not need to be notified at this time

