

Guideline: Contact Tracing

The importance of contact tracing during a pandemic such as COVID-19 cannot be understated. As soon as an individual returns a positive result for COVID-19 or has been in contact with a COVID-19 positive person, contact tracing will assist in preventing the infection spreading further through your company or community, especially if the infected person had been in a crowded area and had interacted with several people.

There are two types of 'contacts' – close contacts and casual contacts. Here's how to classify the two:

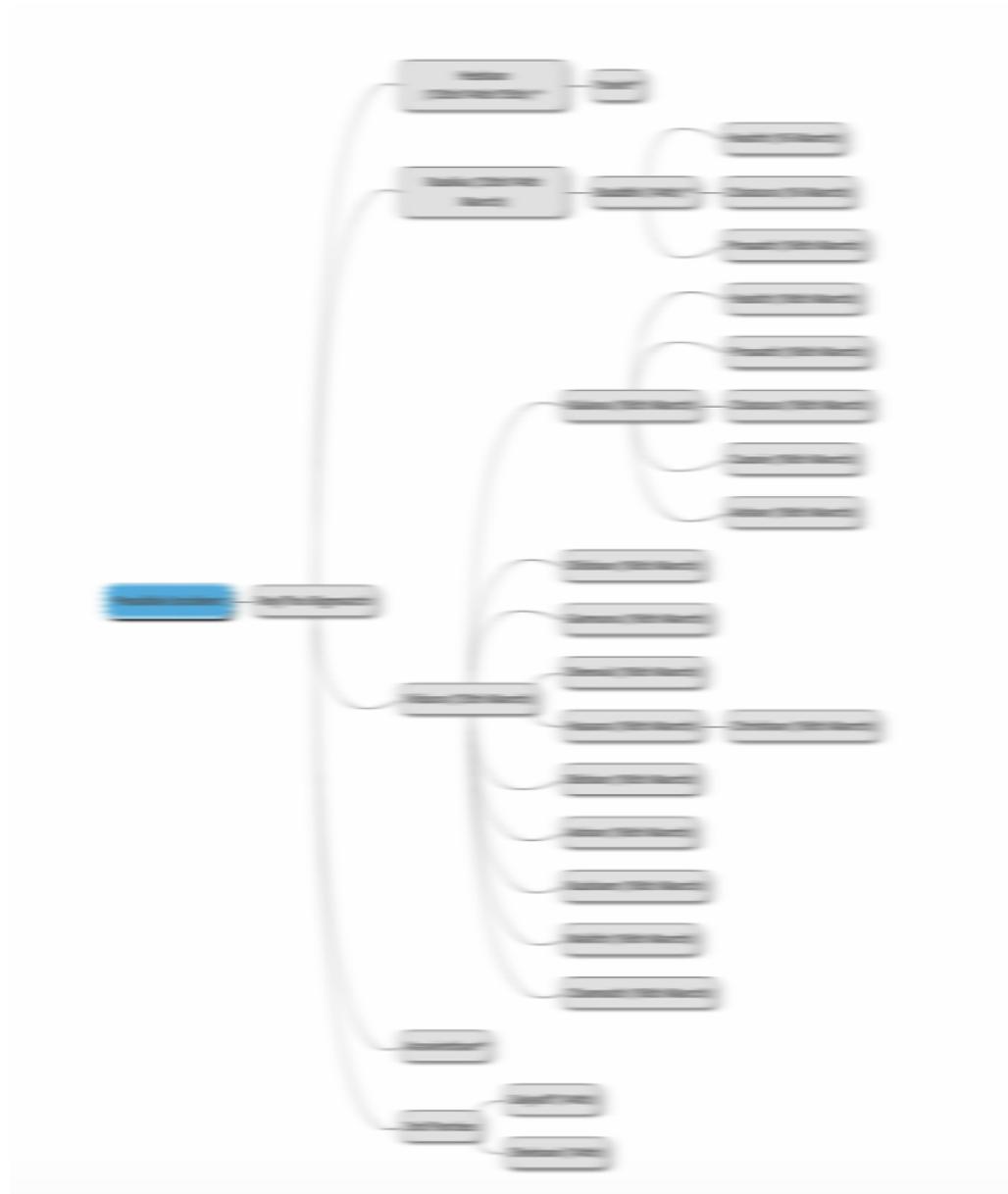
Close contacts

A close contact is anyone who has been close to someone with COVID-19. This can mean living in the same house or spending more than 15 minutes close to someone with COVID-19 such as on a flight, bus or train or in your workplace.

Casual contacts

A casual contact is someone who has had contact with a case but doesn't meet the criteria for a close contact. This could mean someone travelling on the same airplane who was seated away from the case. For example, they were only close to the person with COVID-19 for less than 15 minutes or were at the same place but not near them.

An effective way of classifying this information is by using a mind-mapping tool such as mindmup.com or coggle.it



The screenshot above is from a real incident relating to COVID-19. The map shows the list of close contacts at 99X Technology identified along with the date of contact.

Once you've identified and mapped the levels of contact (close or casual), it will help you in deciding the next steps to take (eg: close contacts could be referred to a doctor, casual contacts could be asked to self-quarantine).

Please note that if you think you might be a close or casual contact, it doesn't mean you have COVID-19. Contact tracing is merely a precautionary measure to prevent the further spreading of disease. However, it's of vital importance that you alert your workplace or health authorities if you think you have had contact with a COVID-19 positive individual.