



Standard Operating Procedure Contact Tracing

This Standard Operating Procedure for Contact Tracing aims to provide guidance and direction for UT Health San Antonio employees, students and faculty who are exposed to a lab-confirmed case of COVID-19.

Purpose:

1. To prevent further spread of COVID-19 disease.
2. To ensure a safe work and school environment for all employees, students and faculty.
3. To follow public health and safety policies and procedures.

Steps for Contact Tracing:

1. **Wellness 360 or the Infection Control Nurse will report Positive Case to San Antonio Metropolitan Health District (employee, student, faculty) if case was diagnosed at Wellness 360 or other UT Health Physician group.**
2. **Interview the positive individual**
 - After a confirmed case is identified, the staff member, student or faculty will be interviewed by Wellness 360 staff or Infection Control Nurse. Details of the discussion will be noted on a Contact Investigation form and the Qualtrix log.
3. **Create Contact List for UT Health San Antonio employees, students and faculty**
 - Every attempt will be made to identify all UT Health San Antonio employees, students and faculty who have come in contact with a confirmed case. Tracing goes back two (2) days from the onset of symptoms. The tracing will include notes as to whether the individuals were unmasked or masked while near the positive individual. In the case of a person who is an asymptomatic COVID-19 positive, exposure contact tracing will go back two (2) days from the day that the positive specimen was obtained. Employee Health and Safety (EHS), along with Wellness 360, will evaluate areas where contacts with the COVID-19 positive person may have occurred, and each of these sites will be recorded on a spreadsheet. Environmental Health & Safety will work with Facilities Management on required areas of sanitation following a case on campus.
4. **Classify contacts as high- or low-risk**
5. **Share details of contacts with San Antonio Metropolitan Health District (if requested)**
6. **Talk to each person who was possibly exposed and explain self-quarantine (high-risk) vs. self-monitoring (low-risk and/or health care providers).**
 - a. **High-risk Individuals:**
 - **Students and non-health care providers** will quarantine for 14 days from the day of known exposure.

- While quarantined, actively monitor symptoms for 14 days using the COVID-19 monitoring log.
 - Health care providers will wear a mask at all times and self-monitor for 14 days from the day of a known exposure. Residents are considered health care providers if they are paid a stipend or salary. This will be determined with the assistance of the School Residency Program Coordinator.
- If symptoms develop such as fever, cough, chills or change in taste or smell, immediately call the COVID-19 hotline (210-450-8000). If you have trouble breathing, call 911 or go to the emergency room and **immediately identify that you have had a COVID-19 exposure.**
- **b. Low-risk Individuals:**
 - Perform self-monitoring for 14 days after the last exposure. The UT Health San Antonio monitoring log identifies symptoms of COVID-19.
 - Maintain social distancing at all times and remain masked.
 - Supervisors, Deans or VP for Academic, Faculty & Student Affairs may be notified if employees, students or faculty are not willing to follow this Standard Operating Procedure for both high-risk and low-risk individuals.

7. **Follow-up with contact list to check on their health status and self-monitoring results.**
8. **Schedule return to work clearance with those individuals on self-quarantine for day 15.**
9. **File paperwork in appropriate medical files.**

Classification and Definition of Contacts:

1. High-risk contact:

- Lives in the same household as a person who has had a COVID-19 positive test.
- Is a health care worker who has provided care to a COVID-19 positive patient without appropriate Personal Protective Equipment (PPE) for the patient care encounter (i.e. aerosolizing procedure without N-95 protection)
- Has been in a room for 15 minutes or more, with less than 6 feet of distancing, with a person diagnosed with COVID-19 and neither person was wearing a mask or face covering.

2. Low-risk contact:

- Persons that have shared the same space (classroom, office, etc.) with a person that tests COVID-19 positive, but wore a mask or face covering at all times.

References

CDC Contact Tracing Information: <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/contact-tracing.html>