Contact Tracing is the process of identifying people who may have come into contact with a COVID-19 infected person – contacts – and subsequent collection of further information about these contacts in order to reduce infections by tracing the contacts of infected individuals, testing them for infection, if possible, treating the infected, and tracing their contacts in turn.

**Step 1: Identify Contacts**

Once someone is confirmed as infected with the virus or is classified as a PUI, contacts are identified by asking about the person’s activities starting from 48 hours before illness onset until the time the individual is isolated.

A Contact Tracing Analysis Questionnaire is completed for each day in the trace. Prior to administering the questions, the individual will be asked to sign a Privacy Act waiver.

**Persons Under Investigation “PUI”**

Exhibiting the clinical features of COVID-19 or suspected of having come in close-contact with someone who tested positive.

**Step 2: Notifying Contacts**

The contact list is developed from information obtained in Step 1.

Each contact identified by the individual is notified of their contact status.

Due to the Privacy Act of 1974, the PUI/infected individual should notify civilian family members and friends on the contact list.

**Step 3: Determining Appropriate Treatment for Contacts**

Training Command uniformed contacts will be treated in accordance with the COVID-19 Exposure Risk Management Protocol.

Government Civilians will be directed to quarantine at home for 14 days and notify appropriate medical providers and the command if symptoms arise.

Family members and other contacts should be advised to quarantine for 14 days and seek medical care if symptoms arise.