

Steps to conduct a case investigation and monitor contacts of confirmed COVID-19 patients

When a Person under investigation (PUI) becomes a confirmed case

Initiate Case Investigation and Isolation measures

- ✓ Contact the person (or guardian) and use the [case report form](#) or the investigation tab in EpiTrax to Interview the patient. Be sure to note if the person was or is hospitalized.
- ✓ During the interview with the person, identify locations and contacts during their exposure period to identify sources of their infection using the [COVID-19 Exposure Timeline Form](#).
- ✓ During the interview with the person, identify locations and contacts to determine all the people the patient has been in close contact** with during their period of infectivity using the [COVID-19 Exposure Timeline Form](#).
 - **Close contacts are defined as having direct contact with, or being within 6 feet for at least 10 minutes, of a person while not wearing recommended personal protective equipment.
 - Caregivers and household members of the case-patient are considered close contacts.
- ✓ Only notify close contacts who had contact with the person during the period of infectivity (defined as the two days before the person developed symptoms up to the time the person went into isolation). Enter all contact information in the [Contact Investigation Notes Form](#).
- ✓ Persons with COVID-19 need to be isolated. Provide the person with [Tips for Isolation](#) to ensure they understand what is required of them during isolation.
- ✓ Persons with COVID-19 need to be isolated for 10 days from the onset of symptoms OR 72 hours after fever is gone without the use of fever reducing medication AND there has been a significant improvement in symptoms, whichever is longer.

Initiate Contact Tracing and Quarantine Measures

- ✓ For contacts in your jurisdiction: Notify contacts that are residents of your county of their exposure and ask them to self-monitor for an increased temperature and respiratory symptoms.
- ✓ For contacts who do not live in your jurisdiction: Use the [Contact Investigation Notes Form](#) to Identify Contacts to distribute information to the appropriate counties as needed.
- ✓ Discuss RECOMMENDATIONS for monitoring and based on the risk assessment from the initial interview. Use KDHE's Public Health Management to determine movement restrictions and public health monitoring. <https://www.coronavirus.kdheks.gov/DocumentCenter/View/366>
- ✓ Send the contact the [Symptom Self-Monitoring Form](#) and the [Guidelines for Home Quarantine](#) (if the contact is going to be quarantined). Instruct the contact to monitor for symptoms twice a day (morning and evening) for 14 days from the date of last contact with the patient or for 14 days after the case's isolation ends if in continued contact throughout their illness, i.e. household members of the case, fellow residents of congregate living facilities.
- ✓ Persons that work in the medical field, law enforcement, public health, and support critical infrastructure that are responding to this pandemic can be allowed to go to work if quarantining them would create undue stress on this response. In those situations, still have the contact monitor themselves using the [Symptom Self-Monitoring Form](#) and ensure that they remain at home if they develop any symptoms of COVID-19.
- ✓ If any contacts become symptomatic and require health care, ensure that you identify a location where they can be tested, that the health care facility has been notified. If their symptoms are mild and they would not normally seek healthcare, they should be treated as a probable case of COVID-19 and isolated as described above.

Provide both the person with a case and any identified contacts with your local health department number and the KDHE epidemiology hotline (877-427-7317).