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COVID-19 Contact Investigation Training
April 2020
Coronavirus disease 2019 (COVID-19)

- Viral respiratory illness caused by SARS-CoV-2
- Causes mild to severe symptoms
- Older adults and persons with underlying medical conditions may be at higher risk for severe disease
- No treatment
- No vaccine
COVID-19 Clinical Features

- **Other symptoms**
  - Muscle aches
  - Headache
  - Sore throat
  - Loss of smell or taste

- **Complications**
  - Pneumonia
  - Multi-organ failure
  - Death

To protect and improve the health and environment of all Kansans
COVID-19 Clinical Features

- Spread person to person through respiratory droplets produced through cough, sneeze, talk

*with significant improvement in other symptoms
COVID-19 – Four Key Steps for Public Health

1. Initial notification of confirmed or suspected case of COVID-19

2. Interview patients, walking through entire infectious period and recalling everyone they were in contact with. Provide isolation instructions.

3. Locate and notify contacts that they have been exposed, to monitor for symptoms daily and provide linkage to care and resources. Provide quarantine instructions.

4. Monitor contacts. Daily report of symptoms and temperature for 14 days after last contact while patient was infectious.
COVID-19 Contact Investigation Timeline (Days)

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Infectious period of CASE

WHICHEVER IS LONGER

OR 72 hours after fever resolution*

Symptom Onset of CASE

CLOSE CONTACTS§ in quarantine (14 days from last exposure)

-2 -1 0 1 2 3 4 5 6 7 8 9 10 16 17 18 19 20 ...

*with significant improvement in other symptoms
§ defined as being within 6 feet for 10 minutes or longer or having direct contact with infectious secretions of a COVID-19 case (e.g. coughed on). For constant exposure (e.g. household contacts), quarantine doesn’t start until case is considered no longer infectious. If close contact develops symptoms and tests positive for COVID-19 (or is never tested), treat as case and conduct case and contact investigation – make sure household contacts quarantine starts over and identify any new close contacts.

-Symptomatic close contacts that test negative for COVID-19 do have to continue 14 day quarantine.
Case and Contact Investigation Work Flow

Case Investigation
- Notified of a positive case of Covid-19
- Conduct the case investigation
- Let the case know that a contact investigator will be calling
- Call the case throughout the isolation period to assess symptoms and symptoms resolution
- Document information in EpiTrax
- Notify the case when isolation has ended

Contact Investigation
- Export all new CMRs for positive cases from EpiTrax for your assigned counties
- Call each case to identify a list of all close contacts
- Import or manually enter all contact information into EpiTrax
- Email a list of all case CMRs to the contact tracers

Contact Tracing
- Look up each case in EpiTrax using the CMR provided by the contact investigator
- Make first call to each contact
- Document information in EpiTrax
- Assess whether contact is symptomatic
- If contact is not symptomatic
  - Call the contact Monday – Friday assess for symptoms
  - Notify contact when quarantine has been completed
- If contact is symptomatic
  - Promote the contact event to a morbidity event
  - Document information in EpiTrax
  - Contact the LHD
COVID-19 Contact Investigator Responsibilities – Call Case

Export COVID-19 cases from EpiTrax → Call each case to identify close contacts → Obtain name, email, phone numbers, address → Create contacts in EpiTrax → Assign cases to contact tracer to conduct contact follow up

Created and saved by KDHE. Pull report daily Monday-Friday.

THINK
• Household members
• Intimate partners
• Healthcare workers
• Friends
• Non-household family
• Coworkers

For missing contact information try:

Make three call attempts different times of day – if no response, inform LHD

Can import for multiple contacts or enter manually

Identify contact type (e.g. household, healthcare) and date of last exposure

Email case record numbers from EpiTrax
COVID-19 Contact Investigator Responsibilities – Identifying Close Contacts

- **Close contact:**
  - Within 6 feet of infectious case for >10 minutes
  - Direct contact with respiratory secretions of infectious case (e.g., cough, sneeze)

**Novel Coronavirus 2019 (COVID-19) Exposure Timeline**

**Part II: Identifying Exposed Contacts and Sites of Transmission**

Suggested questions for each day:
- Where did you wake up this morning? Was anyone else staying in the same place as you?
- Where did you have breakfast? Did anyone dine with you?
- Did you go to work or school this day? What is that environment like? Do you sit with other people? What did your work day look like? Any meetings outside your office or normal workplace?
- Where did you eat lunch? Did anyone dine with you? Did you run any errands or go shopping?
- Where did you eat dinner? Did anyone dine with you?
- Did you go to the doctor?
- Any other outings or social gatherings (Family reunion, Party, Concert, Work Meeting, or Conference) For any outings (school/work/doctor/shopping/etc): How did you get there? Did you share a ride with anyone? Did you interact with anyone there for >10 minutes?

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Location (with times)</th>
<th>Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>-2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-1</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td>1</td>
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</tr>
</tbody>
</table>

• If close contact works in healthcare, law enforcement, or public health then notify the local health department*

• Local health department will consult with contact’s employer to determine if contact needs to continue to work through quarantine

*Other sectors considered critical infrastructure (https://www.cisa.gov/critical-infrastructure-sectors) may be included in this determination by public health
COVID-19 Contact Tracer Responsibilities – Call Close Contact

1. Locate COVID case/s in EpiTrax for contact/s
   - Utilize EpiTrax case record number/s from email

2. Call close contact/s to notify of exposure
   - All contacts to be notified anonymously (don’t reveal identity of patient and don’t confirm if asked)

3. Verify all contact information, collect date of birth
   - Document in EpiTrax

4. Assess for symptoms
   - If ill, notify the local health department (LHD) for case investigation
   - Document in EpiTrax

5. Establish/maintain 14-day quarantine, inform of daily contact
   - Call Monday-Friday. Make three call attempts different times of day – if no response, inform LHD
   - Document in EpiTrax

6. Provide with sx monitoring info, call back #, and CRC contact info
   - Temperature check 2x daily and alert for other sx
   - Provider quarantine guidelines document via email if have KDHE email
   - CRC=Care Resource Coordinator: provides linkage to resources (e.g. groceries, meds)
COVID-19 Contact Tracer Responsibilities – Symptom Assessment

• Symptom criteria to suspect COVID-19 in close contact
  • Fever only OR
  • At least two of the following symptoms:
    • Fever
    • Chills
    • Rigors (exaggerated shivering)
    • Muscle aches
    • Malaise (weakness, discomfort)
    • Headache
    • Sore throat
    • Cough
    • Shortness of breath
    • Loss of smell or taste
    • Diarrhea (without a more likely diagnosis)
K.A.R. 28-1-6 (authorized by K.S.A. 65-128)

- Close contacts of persons with COVID-19 (suspected or confirmed) are required to be quarantined for 14 days following last exposure

- If persons refuse quarantine, notify LHD to authorize legal order

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COVID-19 Contact Tracer Responsibilities – Quarantine Requirements

RELEASING CASES AND CONTACTS FROM ISOLATION AND QUARANTINE

CASES
Must be isolated for a minimum of 10 days after onset and can be released after afebrile and feeling well (without fever-reducing medication) for at least 72 hours, whichever is longer.

Note: Linger ing cough should not prevent a case from being released from isolation.

Examples:
• A case that is well on day 2, and afebrile and feeling well for 72 hours, can be released from isolation on day 10.
• A case that is well on day 6, and afebrile and feeling well for 72 hours, can be released from isolation on day 10.
• A case that is well on day 14, and afebrile and feeling well for 72 hours, can be released from isolation on day 17.

HOUSEHOLD CONTACTS
Must be quarantined for 14 days after the case has been afebrile and feeling well (because exposure is considered ongoing within the house).

If a household contact develops symptoms, they should be tested.

This means that household contacts may need to remain at home longer than the initial case.

Examples:
• A case is well 3 days after onset. The household contact must remain quarantined until day 20.
• A case is well 7 days after onset. The household contact can be released on day 24.
• A case is well 14 days after onset. The household contact can be released on day 31.

NON-HOUSEHOLD CONTACTS
Must be quarantined for 14 days from the date of last contact with the case.

5/1/20

COVID-19 Contact Tracer Responsibilities – Call Close Contact

- Daily contact with contact through 14-day quarantine period
  - Document in Epitrax
- Assess for symptoms
  - If ill, notify the local health department for case investigation
  - Call Monday-Friday, do not need to call on weekends. Inform contact if sx develop in between follow-up, need to call you
- Notify contact they have been released from quarantine
  - Document in Epitrax
- Assign daily tasks in EpiTrax for follow-up reminder and documentation
**COVID-19 Contact Tracer Responsibilities – Monitoring Symptoms in Quarantine**

**DAILY FEVER SELF-MONITORING LOG**

Monitor yourself for fever (>100.4°F, 38°C) twice daily for 14 days. Mark the date, time you took your temperature (mark whether it was AM or PM), and temperature. Monitor yourself for the symptoms listed below daily, as well. If you develop any of the symptoms immediately call your local health department. If you need immediate care in an emergency department notify EMS that you may have been exposed to COVID-19.

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time Taken</th>
<th>Temperature</th>
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</thead>
<tbody>
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<td></td>
<td>□ AM □ PM</td>
<td>°F</td>
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<tr>
<td>2</td>
<td></td>
<td>□ AM □ PM</td>
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<td>°F</td>
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<tr>
<td>14</td>
<td></td>
<td>□ AM □ PM</td>
<td>°F</td>
</tr>
</tbody>
</table>

You should also monitor yourself daily for the following symptoms. The symptoms can also be recorded daily on the chart on the next page.

- □ Fever (>100.4°F, 38°C)
- □ Chills or severe shivering (rigors)
- □ Muscle Aches
- □ Weakness or malaise
- □ Headache
- □ Sore throat
- □ Cough
- □ Shortness of breath
- □ Difficulty breathing
- □ New loss of smell or taste disorder
- □ Diarrhea

EpiTrax

• Open source, comprehensive disease surveillance and outbreak management database used by KDHE

• Information in EpiTrax is CONFIDENTIAL
  • Only used for COVID-19 investigation documentation and search for patient contact information
  • Cannot be shared
EpiTrax – Access

• **IP-based firewall**
  - Authentication required daily/weekly
  - Username and password: will be provided to you separately

![Sign in](https://kseptrax.org:8443/firewall)

**Server Firewall**

Your IP address, 174.234.0.34, was already whitelisted in the firewall. Go ahead and access the production site at [https://kseptrax.org/ Nedss](https://kseptrax.org/). Please contact your administrator if you run into any problems.
EpiTrax – Access

• Log in
  • Username and password: will be provided to you separately
Contact Investigator Responsibilities
EpiTrax – Locate COVID-19 Case

• **Dashboard on homepage**
  • Click “CMR search”
• CMR search
  • Obtain EpiTrax record number from local health department
  • Input EpiTrax record number in “Record Number”
  • Click “Search”
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- **CMR search**
  - Click on the case record number
EpiTrax – Locate COVID-19 Case’s Phone Number

- “Demographic” tab within COVID-19 case record
  - Locate phone number under “Telephones”
“Contacts” tab within COVID-19 case record

- Search using name – Type “last, first name” and press enter
- Select person if name and date of birth matches
- Select “Save and Continue”
EpiTrax – Enter Close Contacts

• “Contacts” tab within COVID-19 case record
  • If not already in EpiTrax, create new contact by clicking “+ New”
    • If spelling of name doesn’t match, create new contact
    • If spelling matches, but date of birth is not entered, create new contact
• Add new contact
  • Enter name, date of birth, and phone number then click “+ Add”
To protect and improve the health and environment of all Kansans

- **Add new contact**
  - Add address of contact by clicking on the contact record number
To protect and improve the health and environment of all Kansans

EpiTrax – Enter Close Contacts

• “Demographic” tab within COVID-19 contact record
  • Enter address
  • Address will verify after you enter “Street”, “City”, and “State” (automatically fill in “Zip code” and “County

To protect and improve the health and environment of all Kansans
• “Contacts” tab within COVID-19 case record
  • Import function – saves time from manually entering each contact
• “Contacts” tab within COVID-19 case record
  • Select “Download Template”
  • Excel spreadsheet will download to your computer
EpiTrax – Enter Multiple Contacts

• “Contacts” tab within COVID-19 case record
  • Fill out excel spreadsheet and save to computer
  • Select “Upload Import File”
• “Contacts” tab within COVID-19 case record
  • Select “Choose File” to find saved excel document
  • Select “Contact” for “Event Type” and then “Submit”
“Contacts” tab within COVID-19 case record
- Select “+ Import”
- Select record number to return to COVID-19 case
EpiTrax – Adding Contact Type and Quarantine Date

- “Contacts” tab within the COVID-19 case record
  - Select “Contact Type” from drop down list
    - If works in healthcare, law enforcement, or public health – notify local health department to conduct
  - Enter “Disposition date” = start date of quarantine
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- “Investigation” tab within the COVID-19 contact record
  - Click on contact record number to get to contact “Investigation” tab
  - Enter if contact is still ongoing
  - Enter “Date of last exposure”
Contact Tracer Responsibilities
EpiTrax – Locate COVID-19 Case

- Dashboard on homepage
  - Click “CMR search”
To protect and improve the health and environment of all Kansans

EpiTrax – Locate COVID-19 Case

- **CMR search**
  - Obtain EpiTrax record number from local health department
  - Input EpiTrax record number in “Record Number”
  - Click “Search”
EpiTrax – Locate COVID-19 Case

- **CMR search**
  - Click on the case record number

![CMR Search](image)
• “Contacts” tab within COVID-19 case record
  • Select the contact’s record number to obtain phone number within “Demographic” tab of contact record
To protect and improve the health and environment of all Kansans

- “Investigation” tab within COVID-19 contact record
  - Complete everything in the “Assessment” tab

[Image of EpiTrax interface showing the investigation tab and assessment tab]
“Contacts” tab within COVID-19 case record

- Select the contact’s record number
EpiTrax – Create Task for Daily Follow-Up

• “Notes” tab within COVID-19 contact record
  • Select “+ Add Task”
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• “Notes” tab within COVID-19 contact record
  • Enter all requested information in the task box
  • Due date = first date of 14 day quarantine
  • Repeat date = last date of 14 day quarantine
  • Assign task to contact tracer follow up with contact
  • Select “Save”
EpiTrax – Completing Tasks

“Dashboard” on EpiTrax homepage

- Select the pencil under “Edit”
- Select the arrow to the right of “Pending”
- Select “Complete”
- Select the check mark under “Edit”
EpiTrax – Monitoring the Contact

- “Contacts” tab within COVID-19 case record
  - Select the contact’s record number to interview/document contact’s quarantine follow-up
EpiTrax – Monitoring the Contact

• “Investigation” tab within COVID-19 contact record
  • Complete daily monitoring information
EpiTrax – Monitoring the Contact

• “Investigation” tab within COVID-19 contact record
  • Monitoring “Status”
    • Active = made contact with person
    • Complete = person has completed their quarantine
    • No Contact = you were unable to reach the person
EpiTrax – Monitoring the Contact

- “Investigation” tab within COVID-19 contact record
  - Monitoring symptoms

![Image of symptom monitoring form]
EpiTrax – Monitoring the Contact

• “Investigation” tab within COVID-19 contact record
  • Monitoring how well they are staying quarantined
EpiTrax – Monitoring the Contact

- “Investigation” tab within COVID-19 contact record
  - Monitoring needs
• “Contacts” tab within COVID-19 case record
  - Select disposition once quarantine is completed or contact becomes symptomatic
  - If contact becomes symptomatic, select “testing/treatment recommended”

<table>
<thead>
<tr>
<th>Actions</th>
<th>Record ID</th>
<th>Person</th>
<th>Contact Type</th>
<th>Contact Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Options</td>
<td>20201160125</td>
<td>Blandingtest, Justin</td>
<td>Household</td>
<td></td>
</tr>
</tbody>
</table>

Disposition date: 04/08/2020
Birth: 02/19/1986
Age: 34
Phone: (677) 427-7317
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• “Contacts” tab within COVID-19 case record
  • Click on the contact record number
“Options” drop down list within contact record number
- Select “Promote” to create a morbidity (case) event
- Select “OK” in pop up box
- Notify local health department to begin case investigation
EpiTrax Tips

- **Select “Save & Continue” often while in EpiTrax**
  - Between tabs
  - When selecting items that are found in searches

- **Select “Save & Exit” when done entering everything into the Epitrax case**
  - The record is locked while a person is entering information. “Save & Exit” unlocks the record for others.
COVID-19 Case Investigation Resources

- Interview scripts will be provided for both contact investigators and tracers

  - Click “Local Health Departments” Tab and many resources can be found under the “Local Health Department Toolkit” and “Isolation and Quarantine” sections

- [https://www.kdheks.gov/epi/disease_investigation_guidelines.htm](https://www.kdheks.gov/epi/disease_investigation_guidelines.htm)
  - Click on “C” and scroll down to click on “Coronavirus Disease 2019 (COVID-19)” for links to multiple resources
Questions

Kansas Department of Health and Environment
Infectious Disease Epidemiology and Response Section
877-427-7317
kdhe.epihotline@ks.gov