COVID-19: How to Notify Your Contacts

If you have COVID-19, it is important that you notify your **close contacts**. This includes everyone who:

- Lives with you, or
- You provide care for, or
- Has been within 6 feet of you for more than 15 minutes, or,
- Has been directly exposed to your respiratory secretions (e.g., coughed or sneezed on, shared a glass/utensils, kissed, etc.).

You are considered contagious starting 2 days before you became sick (or 2 days before you tested positive if you never had symptoms) until you complete isolation.

Sample message to your close contacts:

"Hi. I have been diagnosed with COVID-19 (or coronavirus). I'm reaching out because when we last met, you may have been exposed. Although most cases of COVID-19 will be mild, the Health Department recommends that you:

- **Stay home (self-quarantine) and monitor your health for 14 days** after we last interacted.
- **Get tested.** Contact your healthcare provider to ask about getting tested because of your exposure. Even if you test negative during your quarantine period, you will still need to complete your full 14-day quarantine before it is safe to go back to work or be around others.
- **Seek medical attention immediately if you have a medical emergency.** Emergency warning signs of COVID-19 include trouble breathing, pain or pressure in the chest, confusion, or bluish lips or face.
- **Keep your distance from others** (at least 6 feet) including in your home if possible. Do not share items with others. Use a separate bedroom and bathroom, if possible.
- **Wear a cloth face covering** or face mask when around others.
- **Wash your hands often** with soap and water for at least 20 seconds or use an alcohol-based hand-sanitizer.
- **Clean and disinfect high-touch surfaces at least daily** (e.g., doorknobs, light switches, phones, remote controls, etc.)**.**
- **Answer the call.** Expect your local health department to contact you with more recommendations.
- **If you test positive for COVID-19,** please notify your local health department and your close contacts. Your close contacts will need to receive all the guidance I am providing you today.

If you have questions, visit **www.vdh.virginia.gov** *or call* **877-ASK-VDH3**

COVID-19: How to Notify Your Contacts

First day of symptoms (or if never had symptoms; day tested positive for COVID-19): _____

Subtract two days: _____ (start of contagious period)

Things to think about. Have you recently:

- Gone to work or school?
- Gotten together with others?
- Gone to a store in person?

- Gone to any in-person appointments?
- Ridden in a car with others or took public transportation?
- Been inside a place of worship?

List all people in your household while you were contagious *(including people who live with you, people who may have visited, or people providing in-home services):*

_____   _____

_____   _____

List other people you had close contact with while you were contagious,

At work or school:

_____   _____

_____   _____

In or near your home:

_____   _____

_____   _____

At any other places you have visited:

_____   _____

_____   _____

_____   _____