A PERSON is diagnosed with COVID-19.

A REPORT is sent from a lab or the doctor to the local health department.

A PUBLIC HEALTH EXPERT ("case investigator") at the local health department will attempt1 to get in touch with the person or their parents/guardians to...

SCHOOL ADMINISTRATION is encouraged to notify parents/guardians, students, and staff about the situation while maintaining confidentiality.

A PUBLIC HEALTH EXPERT ("contact tracer") at the local health department will attempt1 to get in touch with all the close contacts2 to...

THE LOCAL HEALTH DEPARTMENT will work with the school to provide appropriate disease prevention and control guidance.

1 Depending on the number of cases of COVID-19 reported, local health departments will prioritize certain case investigation and contact tracing efforts if resources do not allow them to contact everyone.

2 Close contact means being within 6 feet of a person who has COVID-19 for a total of 15 minutes or more over a 24-hour period, or having other direct exposure. There are some exceptions for students in indoor K-12 classroom settings. A person with COVID-19 is considered to be contagious starting 2 days before they became sick, or 2 days before test specimen collection if they never had symptoms.


3 Follow VDH testing recommendations: vdh.virginia.gov/coronavirus/covid-19-testing

4 Close contacts who do not have symptoms of COVID-19 and who have either recently recovered from COVID-19 or been fully vaccinated for COVID-19 might not need to stay home (quarantine). See: vdh.virginia.gov/coronavirus/local-exposure/#requiredq for more information.

Talk about the person’s health.

The case investigator will:
✓ Discuss how to manage any symptoms.
✓ Discuss how to prevent other people from getting sick by recommending to isolate the person with COVID-19 and quarantine other household members.
✓ Make sure the family has the resources they need to stay safe and healthy in isolation.

A case investigator may also speak with the person’s doctor to find out more specific health information.

Identify who may have been exposed to COVID-19. This is done by identifying those who had close contact2.

The case investigator will:
✓ Talk to the person or their parent/guardian about who they or their child has spent time with in school and outside of school.
✓ Talk to school staff (teacher, bus driver) to obtain class schedules, seating charts, or other information. The name and identity of the person with COVID-19 will not be shared with the school.

Talk about COVID-19 symptoms and information about testing.

The contact tracer will help make sure anyone identified as a close contact:
✓ Knows the symptoms of COVID-19.
✓ Understands how to monitor their own (or their child’s) health.
✓ Knows where and how to get tested3.
✓ Knows who does not need to quarantine4.

Did you know? Contacts of contacts do not need to quarantine.

Enroll the contact in the VDH contact monitoring and reporting tool “Sara Alert”.

This will allow the local health department to check on the person every day regarding their symptoms, and connect them to care if needed.

Talk about quarantine recommendations and resources.

Close contacts who have been exposed to COVID-19 should stay home (quarantine) and monitor for symptoms for until it is safe to be around others. See: vdh.virginia.gov/coronavirus/local-exposure/#Howlong for more information.

There are some exceptions (i.e., for fully vaccinated or recently recovered people). See vdh.virginia.gov/coronavirus/local-exposure/#requiredq for more information.