COVID-19: How to Notify Your Contacts

If you have COVID-19, it is important that you notify people you had close contact with while contagious. By letting your close contacts know they might have been exposed to COVID-19, you are helping to protect them and others in your community.

- Close contact means that someone had a possible exposure to you while you had COVID-19. Learn more here.
- You are considered contagious starting 2 days before you became sick (or 2 days before your test specimen collection if you never had symptoms) until you complete isolation.

You can call, text, or email your contacts. A sample message to your close contacts might include:

“Hi. I have been diagnosed with COVID-19 (or coronavirus). I’m reaching out because when we last met, you may have been exposed. The Health Department recommends that you:

- Stay home (quarantine) and monitor your health until it is safe to be around others. There are some exceptions (i.e., for fully vaccinated or recently recovered people).
- Contact your healthcare provider to ask about getting tested or find a testing site near you here. Learn more about when to get tested here.
- 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 pale, gray or blue-colored skin, lips or nail beds, depending on skin tone.
- 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 mask or cloth face covering that fits snugly against your face and covers your nose and mouth when recommended.
- Wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand-sanitizer.
- Clean high-touch surfaces regularly. Disinfect your home when someone is sick or if someone who is positive for COVID-19 has been in your home in the past 24 hours.
- Answer the call. Your local health department will attempt to contact you with more recommendations.
- If you test positive for COVID-19, stay home (isolate) and follow recommendations. Notify your close contacts with the guidance I am providing you today.

If you have questions, visit www.vdh.virginia.gov or call 877-ASK-VDH3
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First day of symptoms (or if never had symptoms; day tested positive for COVID-19): __________
Subtract two days: ____________ (start of contagious period)

Make a list of close contacts to notify. Think about:
- Who lives with you?
- Have you gone to work or school?
- Have you gotten together with others?
- Have you gone to any in-person appointments?
- Have you ridden taken shared or public transportation?
- Have you 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 (stores, restaurants, places of worship, events, etc.):

________________________________________________________________________
________________________________________________________________________

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