



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.
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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.

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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.):
