

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.* This includes everyone who:

- Has been within 6 feet of you for a total of 15 minutes or more over a 24-hour period, or,
- Has been directly exposed to your respiratory secretions (e.g., coughed or sneezed on, shared a glass/utensils, kissed, etc.), or,
- Lives with you, or,
- You provide care for.

*You are considered contagious starting 2 days before you became sick (or 2 days before you test specimen collection 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 (quarantine) and monitor your health for 14 days** after we last interacted. Staying home for 14 days is the safest option.
- **Contact your healthcare provider to ask about getting tested.** The best time to get tested is 5 days or more after your last exposure. Even if you test negative, you should stay home until at least 7 days after your exposure. You should also monitor your symptoms and be safe (e.g., wear a mask, stay at least 6 feet from others, wash hands often) for 14 days after your exposure.
- **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.** Your [local health department](#) will attempt to contact you with more recommendations. If the number of COVID-19 cases is high in your area, the health department may not be able to call you.
- **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.

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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)

Things to think about. Have you recently:

- Gone to work or school?
- Gone to any in-person appointments?
- Gotten together with others?
- Ridden in a car with others or took public transportation?
- Gone to a store in person?
- 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:
