

From: [John McConnell](#)
To: [All CCG](#)
Subject: Contact Tracing
Date: Wednesday, July 8, 2020 1:04:00 PM

Good afternoon,

I have received several questions from my fellow employees about Contact Tracing – what it is, how it works, and who is involved. As the lead Contact Tracer for County Government employees, (not the Charles County Sheriff's Office or Emergency Services) I wanted to share the steps we take so if you are contacted by a Contact Tracer you will be familiar with the process.

There are two situations that would cause a Contact Tracer to contact an employee. The first is when an employee has tested positive for COVID-19. The second is when an employee is showing symptoms of COVID-19 and is therefore considered a Person Under Investigation (PUI). When one of these situations occurs, a Contact Tracer will interview the COVID-19 positive or PUI employee to determine who they had been in "close contact" with at work. A close contact, per the Center for Disease Control, is "someone who was within **six feet** of an infected person for **at least 15 minutes** starting from **48 hours before illness or symptoms onset.**"

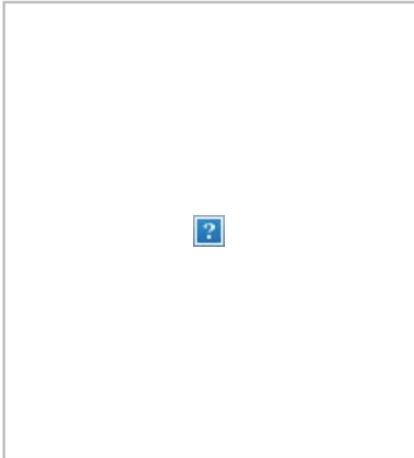
Once the close contact is identified, the Contact Tracer will reach out and interview them. The close contact will be notified that they had been or may have been exposed to COVID-19. They will then be sent home to quarantine for 14 days and may only return to work if they are symptom-free for the last three days (72 hours) of quarantine. It is important to note that, due to privacy laws, the name of the COVID-19 positive or PUI employee they had potentially been in close contact with will **NOT** be given. Additionally, employees placed on quarantine by a Contact Tracer will not be charged their own leave. All leave is handled through Human Resources and your personnel coordinator.

Here are a few tips to lessen the chance of you becoming a close contact and reduce your potential for exposure to COVID-19 at work:

- Stay within your own work area. We all like to visit our work associates during the day, but this needs to be kept to a minimum. If you need to visit another area, you should keep the time to a bare minimum, ideally less than 15 minutes. With phones, email, and TEAMS it's easy to communicate with your fellow employees without physically visiting them.
- Practice **social distancing**. Do your best to stay at least six feet apart, even in an office or workspace. Any instances where social distancing is not possible should be kept to a minimum.
- Policy dictates to wear a **mask** or face covering whenever you are in common areas and when you are unable to socially distance.

This whole situation is disheartening to all of us; however, we must persevere and get through this. We all understand what we must do to stay healthy. Let's do it! Understand that when you walk up to someone and they put on their mask or move away six feet, it's not you. This virus is an unknown and we are all learning. These safety steps are the best we have at the present time to keep us all as healthy as possible.

I'm always available if you have any questions. Of course, by phone, email or TEAMS!!



John McConnell Jr.
Chief of Central Services Division
Office: 301 885-1310
Cell: 240 765-9394

