**DRAFT: Initial steps for investigating healthcare personnel with confirmed COVID-19**

**Who is this for?** Federal, state, and local public health officials; healthcare facilities

**What is this for?** This document offers a summary of initial steps to consider when conducting an investigation into healthcare personnel with confirmed COVID-19.

**Step 1.**  Determine roles and responsibilities between healthcare facility staff and public health personnel (e.g., conducting contact tracing, medical record review, completing relevant documentation, communication activities).

**Step 2.** Interview the healthcare personnel (HCP), ideally over the phone, with confirmed COVID-19. Determine information needed to complete initial contact tracing (e.g., date of symptom onset, shifts worked while symptomatic, patient care activities). This information can be gathered from HCP shift logs, patient assignments, and other data sources. Medical record review (e.g., provider notes) may be included depending on available resources for the investigation.

**Step 3.** Identify and follow-up with any potentially exposed patients, either discharged to home or currently admitted in a healthcare facility (either at the facility where exposure occurred or another receiving facility). Contact any facilities to which exposed patients were transferred. Determine appropriate isolation precautions for exposed patients still hospitalized. Refer to the [Interim Infection Prevention and Control Recommendations for Patients with Confirmed Coronavirus Disease 2019 (COVID-19) or Persons Under Investigation for COVID-19 in Healthcare Settings](https://www.cdc.gov/coronavirus/2019-ncov/infection-control/control-recommendations.html). The [FAQ on Infection Control](https://www.cdc.gov/coronavirus/2019-ncov/infection-control/infection-prevention-control-faq.htmlhttps:/www.cdc.gov/coronavirus/2019-ncov/infection-control/infection-prevention-control-faq.html) provides considerations for relevant scenarios (e.g., FAQ #3).

**Step 4.** Identify and follow-up with any potentially exposed HCP.

**Step 5.** Identify and follow-up with any potentially exposed visitors.

**Step 6.**  Interview the HCP, ideally over the phone, with confirmed COVID-19. Determine information needed to complete a full case report, including detailed exposure history to the source patient with confirmed COVID-19 leading to transmission to the HCP. This may have been completed when the HCP was initially risk stratified as an exposed contact of the source patient. If not, this information can be gathered either during Step 2 or after contact tracing is completed.