



# CONTACT TRACING TOOL

For People Being Tested for COVID-19



Students, teachers, and faculty being tested for COVID-19 should take steps to identify individuals he or she may have had contact with. This form can help to identify close contacts and be ready to relate this information to the appropriate officials. Parents are encouraged to promptly complete this worksheet with their children to capture recall of past events as accurately as possible. If a positive PCR or antigen test result is received, please call Louisiana Department of Health Contact Tracing Team at **(877) 766-2130** once this worksheet is complete.

## STEP 1

### Identify date of first symptoms

If you have had symptoms, put the date you first felt sick OR if you have had no symptoms then put your date of testing: \_\_\_\_/\_\_\_\_/\_\_\_\_ (date of results expected: \_\_\_\_/\_\_\_\_/\_\_\_\_)

## STEP 2

### Calculate your contact tracing date by subtracting 2 days from above:

\_\_\_\_/\_\_\_\_/\_\_\_\_

## STEP 3

### Who has been at home (or in your house) with you since your contact tracing date?

Include people who live at home with you, and people who may have visited like friends, relatives, a babysitter, or anyone else providing in-home services. Use another piece of paper if needed.

	NAME OF PERSON	DATE LAST IN HOME	PHONE NUMBER
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____

## STEP 4

### Make a list of what you did each day since your contact tracing date with as much detail as possible.

Include things like hanging out with friends/neighbors/relatives, attending meetings, running errands, appointments, social or recreational activities outside the house, and if you used public transportation to get there. Use another piece of paper if needed.

Day One: \_\_\_\_/\_\_\_\_/\_\_\_\_

### PEOPLE YOU WERE WITH

Activity	Location	Name	Address	Phone Number
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Day Two: \_\_\_\_/\_\_\_\_/\_\_\_\_

PEOPLE YOU WERE WITH

Activity	Location	Name	Address	Phone Number

Day Three: \_\_\_\_/\_\_\_\_/\_\_\_\_

PEOPLE YOU WERE WITH

Activity	Location	Name	Address	Phone Number

Day Four: \_\_\_\_/\_\_\_\_/\_\_\_\_

PEOPLE YOU WERE WITH

Activity	Location	Name	Address	Phone Number

STEP 5

If a positive test PCR or antigen test result is received, call the Louisiana Department of Health Contact Tracing Team at (877) 766-2130 to report this information. This worksheet will prepare you for some of the questions public health officials will need to determine appropriate next steps and act. You may also reach out to your school administrator with this information, and ask about their plans for responding to COVID-19 outbreaks at the school, including contact-tracing activities and other resource support.

Thank you for helping us keep schools safe! Schools play an important role in preventing the introduction and spread of COVID-19 into nearby communities. To stay updated on COVID-19 transmission and response in your local area, please visit the Louisiana Department of Health at <https://ldh.la.gov/Coronavirus/>.

- Your Health:**
- [Symptoms of coronavirus](#)
  - [Test for current infection](#)
  - [If you are sick or caring for someone](#)
  - [When you can be around others](#)
  - [Contact tracing](#)
  - [Living in close quarters](#)

- Children and Teens:**
- [Talking with children about COVID-19](#)
  - [Stop the spread in children](#)
  - [Multisystem Inflammatory Syndrome in Children \(MIS-C\) associated with COVID-19](#)
  - [Helping children cope](#)
  - [Support for teens and young adults](#)