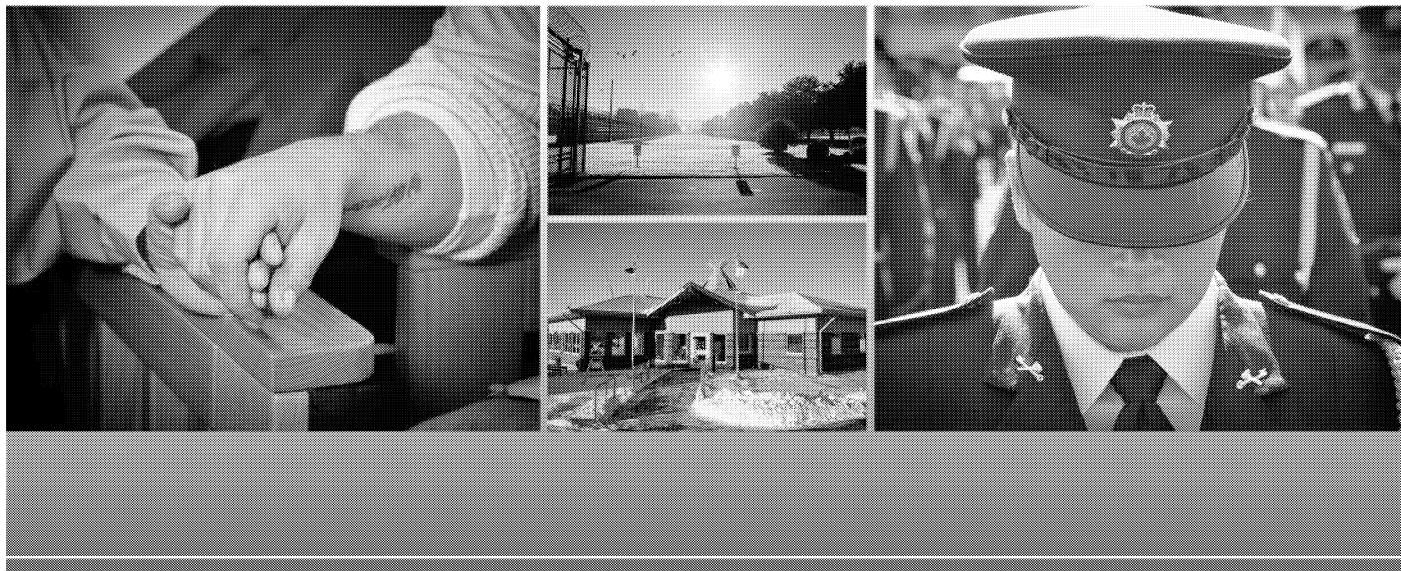




CORRECTIONAL SERVICE CANADA

CHANGING LIVES. PROTECTING CANADIANS.



COVID-19 Contact Tracing Guideline

MAY 28, 2020

COVID-19 CONTACT TRACING GUIDELINE

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COVID-19 CONTACT TRACING GUIDELINE

Background

Contact tracing is a strategy for breaking transmission chains and controlling the spread of disease, in this instance COVID-19. It involves identifying infected persons, taking steps to prevent an infected person from further spreading infection, identifying those with whom the infected person may have been in close contact with while infectious, and locating and testing close contacts.

In the CSC context, contact tracing is being initiated with the goal of reducing the spread of COVID-19 within institutions and amongst inmates and staff. When new cases or symptomatic individuals are identified amongst staff, contact tracing teams will be personally calling institutional staff members that have been identified as having worked on the effected units, ranges, or houses. The purpose of these calls is to determine if institutional staff have come into close contact (see definition of close contact in Appendix A) with the case(s)/symptomatic individual(s) in the following timeframes:

- 48 hours prior to symptom onset
- Anytime after onset of symptoms

If determined a close contact in either of the above timeframes, the goal is to gather information about the nature of the contacts with the case(s)/symptomatic individual(s) to determine if further safety measures are required to protect other staff and inmates (ex. staying home from work to self-isolate).

Note: this contact tracing team only seeks to gather information about the nature and extent of contact, and does not seek to notify staff of the need to self-isolate or wear personal protective equipment (PPE). The Warden at the affected institution will determine further action regarding which staff are required to self-isolate (stay home) and will reach out to these staff members accordingly.

Procedures

The following outline the procedures for contact tracing:

When new cases or symptomatic individuals are identified amongst staff, the Warden and Chief of Health Services will determine potential staff contacts and create a list to send to the Regional Manager of Public Health (RMPH). The RMPH will notify the appropriate contact tracing lead and will attach the list in the form of an Excel spreadsheet that will include the following information:

- The names of the case(s) or symptomatic individual(s) in either the staff populations
- List of staff who may be contacts of the case(s) or symptomatic individual(s) to call
 - This will include their first and last names, contact information, job title, and date of last shift, and date of next shift
- A column should be present for 'notes' or 'comments' where you can document any additional, relevant data from your call with the staff member
 - If this column is not present, please add an additional column for this purpose

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Contact tracing lead will create a new InfoPoint entry for each case/symptomatic individual

1. Create a new case or symptomatic entry for the provided individual(s) in the InfoPoint.
2. Generate a new CSC Case Number for the case or symptomatic individual using the following instruction:
The Institutions Name plus 3 digits, for example:
 1. Mission001 (for the first case)
 2. Joyceville002 (for the second case)
 3. OttawaParole001 (for the first case)
 4. GrandValley003 (for the third case)
3. Complete the entry to the best of your knowledge using the information provided by the RMPH (date of symptom onset, test results, etc.)
4. Click save.

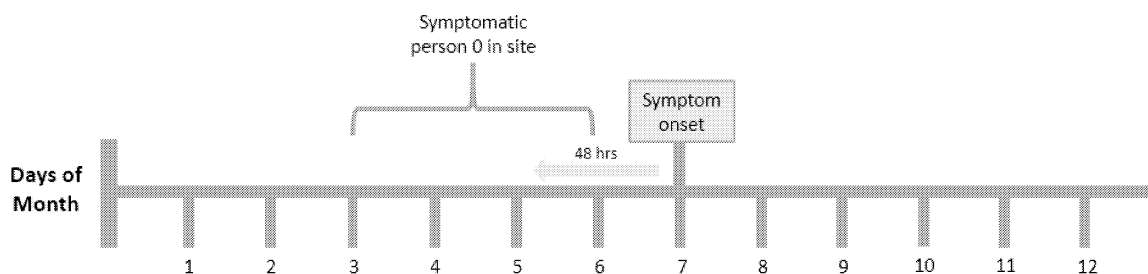
Member of the Contact Tracing Team: Calling Staff who are Potential Contacts

5. Open the provided excel document and begin the call.
 6. Introduce yourself by name and as a member of the CSC contact tracing team for COVID-19.
 - Ex. “My name is _____ and I am a member of the contact tracing team for CSC.”
 7. Explain the reason for the call.
 - Contact tracing is part of COVID management: when an individual is identified as a “case” (symptomatic or confirmed COVID positive), we perform a thorough contact tracing exercise to identify close contacts of the cases so we can take the necessary measures to prevent further spread of infection
 - Contact tracing is a very important measure for your safety and for the safety of your work colleagues as it can help reduce the spread of COVID-19
 - Emphasize that any decisions about who stays home will come from the staff’s supervisor/manager
 8. Ask if you can go through questions about different types of contact they may have had with the case(s) or symptomatic individual(s).
 9. If the person agrees, provide them with the name of the case(s)/symptomatic individual(s) and ask if they have had any contact with that person in the past 14 days. If yes, specify the type of contact (some examples include spending time in the same room, having a face-to-face conversation, sharing a couch, or sharing an object with the case(s) or symptomatic individual(s))
 - If more than one individual has been identified as a case or symptomatic individual at the institution, ensure you go through each person when considering recent contacts
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- Document each case or symptomatic individual that the staff member has come in contact with (the linking of cases is important information for contact tracing)
 - Document any relevant data in the 'notes' or 'comments' column
- a. If there has been no contact with **any** case/symptomatic individual, the staff member would be deemed a **casual contact** and would not require further interviewing (designate individual as a 'casual contact' on the provided excel spreadsheet);
- b. If yes to **any** case/symptomatic individual, continue with more specific questions below.
10. Using the date of symptom onset for the index case, determine if the interaction occurred within the following timeframes:
- 48 hours prior to symptom onset
 - Anytime after onset of symptoms
 - Ex. If contact occurred when the individual was symptomatic but had not yet initiated proper physical distancing protocol due to testing delay

The figure below illustrates the contact tracing timeline for a symptomatic staff member:



11. Determine the nature of the interaction for each case or symptomatic individual identified above using the following suggested questions, using your judgement and knowledge of the individuals role to individualize the questions as necessary (ie. the questions asked of a parole officer may be different than the questions asked of a teacher):
- Have you recently spent a prolonged period of time within 2 meters of the case?
 - Have you eaten lunch in the lunchroom with the case?
 - Have you carpooled to work with the case?
 - Have you shared equipment (such as computers, keys, etc.) with the case?
 - Have you recently been a part of a training session with the case?
 - Have you had any face-to-face conversations with the case?
- a. If no, they would be deemed a **casual contact** and do not require further interviewing. Designate individual as a 'casual contact' on the provided excel spreadsheet.

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b. If yes, they may be a **close contact** - continue with contact tracing below.

12. Determine if the interaction(s) discussed above meet the following criteria for a close contact:

- Approximately 15 minutes face-to-face (<2 meters distance/ 6ft), may be cumulative
- Closed space with a confirmed case for longer than two hours
- Any type of physical contact
- Sharing of items that have not been properly disinfected

Note: If appropriate personal protective equipment was worn for the entire duration of the contact, this is considered a casual contact (see definition of close contacts in Appendix A).

a. If the interaction does not meet the above criteria, they would be deemed a **casual contact** and do not require further interviewing. Designate individual as a 'casual contact' on the provided excel spreadsheet.

b. If the interaction meets the above criteria, this would be deemed a **close contact**. Proceed to step 13.

13. Determine the date of their next scheduled shift to prioritize accordingly if further action is necessary.

Member of the Contact Tracing Team creates a new InfoPoint entry for a contact

14. With the staff member still on the phone, create a new InfoPoint entry for a 'Contact' and continue with the questions in the InfoPoint:

- To create a contact number, use the original case number of the case/symptomatic individual followed by the initials of the contact. For example: Mission002-XX.
- If the individual has had close contact with multiple case(s)/symptomatic individual(s), enter multiple contact numbers into the same InfoPoint entry. For example: Mission002-AS, Mission003-AS.

Reminder: Although it is outlined in the InfoPoint, always remember to determine if the close contacts are symptomatic. If they are symptomatic, please verify when symptom onset occurred so that the 48 hour period prior to symptom onset can be calculated for their own contact tracing.

15. Click save.

16. Inform the contact that if further action is required, they will receive notification from senior management at their institution with direction. Emphasize the importance of monitoring for symptoms and informing their manager if they develop symptoms.

- If the staff member asks you whether or not they should be going to work, respond with the following: *I apologize I am unable to provide you with any direction regarding your work schedule or ability to go into the workplace. Please contact your Manager or Supervisor to discuss further.*

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- If you are unable to reach a staff member on your list, leave a message asking for them to call you back and continue to try until you are able to reach them.

Contact Tracing Team Lead (or designated team member) exports InfoPoint data to Excel

Once you have completed entering data for all individuals deemed close contacts in the InfoPoint, designate a member of your contact tracing team to export the data into an Excel spreadsheet using the following steps.

- In the 'Contact' tab of the InfoPoint, go to the 'List' tab at the top left of the screen and select 'Export to Excel'.



- A spreadsheet should populate with all data from the InfoPoint. Filter the data by clicking on the dropdown arrow in the 'Institution' column and select the appropriate institution. Then, click on the dropdown arrow in the 'Close contact number' column select only the contacts relevant to your index cases. For example:

- If the case or symptomatic individual being traced was GrandValley009, select all contacts with the root case number of GrandValley009 prior to their initials (i.e. GrandValley009-AB, GrandValley001-CD, etc.)

- To facilitate easier interpretation of the data, please create a more concise spreadsheet by deleting all columns except for the following:

Last name / Nom de famille	First name / Prénom	Contact information (cell #, home #, e-mail) / Information du contact étroit (#cellule/# tel/courriel)	Job title / Profession	Date of most recent close contact / Date du dernier contact étroit	Date to self-isolate until (14 days from close contact) / Date de fin de l'auto-isolement (14 jours suite au contact étroit)	Notes

- In the 'notes' section, provide any other data that will assist senior management in determining if further action (self-isolation) is required.
- Flag symptomatic staff to senior management for future contact tracing.

- Once this table is prepared, save with the title 'Contact Tracing' followed by the relevant case number(s) and send to the appropriate senior management (RMPH, Warden, RD, CHS).

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22. The contact tracing lead will be responsible to follow up with the institution management (RMPH, Warden, RD, CHS) for the remaining information and enter it into infopoint.:

- Date of test
- Result of test
- Public health return to work date
- Actual return to work date

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Appendix A: Close and Casual Contact Definitions

1) Close contact of a case:

- a. An individual who has greater than 15 minutes face-to-face (<2 meters distance) contact with a case/symptomatic individual, in any setting (this may be cumulative, i.e. multiple interactions).
- b. Healthcare workers who have not worn appropriate PPE or had a breach in PPE during the following exposures to the case/symptomatic individual:
 - o Health care workers performing assessments, vital signs, etc.
 - o Direct contact with the case/symptomatic individual, their body fluids or their laboratory specimen
 - o Present in the same room, without appropriate PPE, when an aerosol generating procedure is undertaken on the case/symptomatic individual.
- c. Individuals in the same accommodations as a case/symptomatic individual sharing kitchen, bathroom facilities, living area.
 - o Inmates sharing a range, house or cell
- d. Correctional officers who had prolonged close contact for more than 15 minutes (within 2 metres) with a case/symptomatic individual who have not worn appropriate PPE or had a breach in PPE during the following exposures to the case/symptomatic individual while
 - o Performing physical searches, pat downs, finger printing, interviewing, home visits, etc.)
 - o Direct contact with the case/symptomatic individual, their body fluids
- e. Contacts who have shared a closed space with a case/symptomatic individual for longer than two hours, taking into consideration the size of the room, ventilation and the distance from the case/symptomatic individual.

2) Casual contact of a case:

- a. Any individual who has shared a closed space with a case/symptomatic individual for less than two hours.
 - b. Healthcare workers, including correctional officers, who have taken recommended infection control precautions, including the use of appropriate PPE, during the following exposures to the case/symptomatic individual:
 - o Direct contact with the case/symptomatic individual or their body fluids
 - o Present in the same room when an aerosol generating procedure is undertaken on the case/symptomatic individual.
 - c. Any individual who has shared a closed space with a case/symptomatic individual for longer than two hours, but taking into consideration the size of the room, ventilation and the distance from the case/symptomatic individual, does not meet the definition of a close contact.
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