

# CONTACT TRACING: WHAT YOU NEED TO KNOW

## EMORY UNIVERSITY FACULTY AND STAFF

Contact tracing is an effective strategy that identifies COVID-19 cases and their close contacts on Emory University's campus and works with them to help stop the spread of the disease. Here is an overview of how the contract tracing process works for faculty and staff at Emory University.



### SELF-REPORT

- If you are experiencing **symptoms**, stay home, inform your supervisor, get tested, and **call Contact Tracing at 404-727-6190**.
- If you have been **exposed** to a COVID-19 positive person, **call Contact Tracing**.
- If you have tested **positive** for COVID-19, stay home, inform your supervisor, and call the **Office of Injury Management (OIM) at 404-686-8587, Option 1**.



### PROVIDE DETAILS

Provide the contact tracer with details about who you've been in close contact with. A **close contact** is someone who was **within six feet** of you for a cumulative total of **15 minutes or more** over a **24-hour period** (for example, three individual 5-minute exposures for a total of 15 minutes). This applies even if you were wearing masks. Be forthcoming on all details – this is key information that helps protect our entire community.



### RECEIVE NOTIFICATIONS

The contact tracing team will call close contacts. Always **answer any phone calls** you receive from the contact tracing team. You never know when you might be identified as a close contact, so getting timely information from the contact tracing team is very important in this process. **"Emory COVID Contact Tracing"** will show on caller ID.



### QUARANTINE, TEST AND TRACK

If you are identified as a **close contact** and you are **not fully vaccinated**, you must quarantine at home for 10 days from the date of exposure. You must also test on the 7th day after exposure. If you develop symptoms, you must test immediately and then again on the 7th day. You must also complete a Symptom Tracking Form (sent to you via text message) on the 3rd, 7th, 10th and 14th days after exposure.

If you are identified as a **close contact** and you are **fully vaccinated** and without symptoms, you do not have to quarantine, but you do need to test immediately and also at 5 days after exposure. You must also complete a Symptom Tracking Form (sent to you via text message) on the 7th and 14th days after exposure. If you develop symptoms, you will be asked to quarantine and test immediately.



### WHERE TO GET TESTED

If you **have symptoms**, get tested at the Emory Healthcare testing site at **Northlake Mall**, 4820 Briarcliff Rd NE, Atlanta, GA 30345 (Monday-Friday, 8am-4pm). Walk-in/no appointment needed.

If you **do not have symptoms**, you can test at an **on-campus screening test site (saliva testing)**. Schedule a test on the Emory Forward website.



### RETURN TO WORK

The **Office of Injury Management (OIM)** will manage your return to work. Generally, if you are fever-free for 24 hours, and symptoms are improving, you can return to work on the **11th day** after exposure if all requirements are met.