

Contact Tracing Team

Site: Remote to 111 Westfall Rd

Position Assigned To: _____

Job Shift(s): _____

You Report To: Contact Tracing Lead

You Supervise: none

Mission: Provide contact interviews and isolation orders for Original Patients with positive COVID 19 results.

Equipment: Telephone, access to email and the SQL COVID database

Job Qualifications: Motivational interviewing, including:
- excellent communications skills
- excellent organizational skills, attention to detail

Required Training: SQL Database Training, Contact Interview and isolation order format and scripts

Before shift: Check in with the Contact Tracing Lead when beginning shift
 Read this entire Job Action Sheet and the ICS organizational chart.
 Receive update from the Contact Tracing Lead
 Login to SQL database

During Shift: Contact Original Patient by phone and conduct Contact Interview
 Present the Datos app
 Provide Original Patient with verbal isolation order with document to follow
 Document all activities in SQL database
 Communicate all issues with Contact Tracing Lead

After shift: Check out with Contact Tracing Lead
 Provide Lead summary of completed interviews and outstanding interviews

Report unusual occurrences or potentially dangerous situations to your supervisor or to the Security staff.