



# Contact Risk Assessment Flowchart

(For Supervisor to use with COVID-19 Positive Employee)

All questions below pertain to interactions the COVID-19 positive employee had with potential contacts while at work setting during their **Infectious Period**. This is the timeframe during which the case-patient is considered most infectious. Please determine which is applicable and proceed to the questions.

- **The infectious period for SYMPTOMATIC case-patients** starts two days before COVID-19 positive employee first had any symptoms, including even mild symptoms (e.g. headache, sore throat, runny nose, fatigue, loss of taste or smell) and ends the date the COVID-19 positive employee meets the criteria to end isolation (10 days since onset AND 24 hours well).
- **The infectious period for ASYMPTOMATIC case-patients** starts the two days prior to the COVID-19 positive employee's test date and ends 10 days after specimen collection date.

Are any of the following true of your interaction with the contact during your infectious period?

- Did you have direct physical contact with the person (for example, hug, handshake, etc.)?
- Were you within 6 feet of the person for more than 15 minutes (this is defined as one 15-minute period, or multiple encounters totaling 15-minutes in a 24-hour period *without* PPE)?
- Could the person have had contact with any of your respiratory secretions (e.g. coughed/sneezed on, contact with dirty tissue, sharing a drinking glass, food or towels or other personal items)

Yes

No

Were you wearing a mask or a cloth face covering (e.g., cloth mask, bandana, scarf) during the interaction(s) with the contact?\*

Yes

No

Close Contact

Not a Close Contact

The supervisor needs to report the first and last name of any close contact employees to HR:  
Lisa Henke ([lhenke@co.walworth.wi.us](mailto:lhenke@co.walworth.wi.us) or 262.741.7947)  
Kate Bishop ([kbishop@co.walworth.wi.us](mailto:kbishop@co.walworth.wi.us) or 262.741.7965).

*\*Wearing a face mask or covering while you spent time with someone else with COVID-19, even if the person with COVID-19 was also wearing a mask, likely reduces your risk of getting COVID-19, but may not prevent it entirely. If you and/or the person with COVID-19 was wearing a face mask or covering during any of the above situations, you are still considered a close contact.*

Updated 7/31/2020