

## COVID-19 TEAM MEMBER CONTACT TRACING TIPS

**How do I determine if a team member or vendor/contractor employee may have been exposed?** Carefully think through scenarios of how a team member with a confirmed case may have come in contact with other team members or vendor/contractor employees. Consider situations where team members or others may have been within six feet of each other for more than 10 minutes.

**Here are some sample questions to ask the confirmed team member, depending on their role:**

If the answer implies yes, then the exposed team member or vendor/contractor employee should be included on the respective Contact Tracing Form (the team member Contact Tracing Form or the vendor/contractor Contact Tracing Form).

- Did you stop and talk to a team member or vendor/contractor for more than 10 minutes while being within six feet of each other?
- Did you have lunch or take a break with other team members or vendors/contractors between [first date of symptoms-48 hours] and [last date worked]?
- Did you work an inbound/ outbound flight with any team members or vendors/contractors?
- Were you in the hangar working on a plane with other team members or vendors/contractors?
- Did you take the airport shuttle or carpool with any team members or vendors/contractors?
- Did you load baggage onto a plane with other team members or vendors/contractors?
- Did you have a meeting in a conference room with other team members or vendors/contractors?