

COVID-19, Contact Investigation Workflow Standard Operating Procedure DeKalb County Sheriff Office

- I. SUBJECT: COVID Contact Investigation and Contact Tracing
- II. PURPOSE: This policy is intended to ensure that there is a comprehensive institutional program that includes surveillance, prevention, and control of communicable disease.
- III. REFERENCE: NCCHC J B-02
- IV. EFFECTIVE DATE: 11/17/2020 Phase II
- V. PROCEDURE

COVID Contact Investigation Procedure

1. If a patient has positive (+) for symptoms and or fever, regardless of the unit, medical staff will report findings to the Main Clinic provider and Infection Control immediately. Main clinic evaluates the patient on the housing unit wearing KN-95, N-95 and face shield. Additional hydration will be offered via Gatorade twice per day.
 - a. Provider will move patient to infirmary in a negative pressure room or single cell room.
 - b. Provider to evaluate the patient.
 - c. Infirmary nurse to notify shift command staff and Nursing Supervisor.
 - d. Infection Control nurse or administrator on-call will immediately notify the Health Manager and begin a contact tracing. Those findings will be provide to the Health Services Administrator and Department of Health if applicable. Contact tracing should be completed without delay.
 - i. The Infection Control nurse, or administrator on-call, will supply the Site Medical Director , Regional leadership team and DKSO leadership with information, again this should be without delay.
 - e. If COVID test is warranted early on by provider, provider will order the test and notify the Infection Control nurse. Newly arriving patients will be tested for Covid at day 10 of stay.
 - f. Infection Control nurse to notify DKSO of test results and any necessary quarantine needed for other patients that were identified through the contact tracing.
 - g. Patient to remain in negative pressure room or single cell in infirmary. Daily temperature and symptom checks until test results are in. Patients with elevated tempertures will be provided additional hydration.

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- i. Infection Control nurse will be responsible for managing testing outlined by the provider. All test results received will be brought to the attention of the the Site Medical Director, Health Services Administrator and DKSO.
- j. Patients receiving positive test results, will monitored and symptoms will be managed. Daily temperature & symptom checks. Offer additional hydration with Gatorade twice per day.
 - a. Patients receiving negative test results, may possibly continue 14 day quarantine unless released by the MD.
- k. Infection Control nurse to notify DKSO and Health Services Administrator, when follow up test of previously positive patients' results become negative.

Contact Tracing

1. Identify patient X
2. Determine locations patient X was housed going back 72 hours from the first reported COVID symptom.
3. Identify all patient that could have had close contact with patient X
4. Identify all medical staff that could have had close contact with patient X
5. Custody should complete their contact tracing based on our report of where the patient was being housed.
6. Remember contact tracing may begin at intake
7. Tracing must also be conducted if an employee (medical or otherwise) tests positive for COVID.
8. Contact tracing should be completed immediately, without delay, and be completed within hours of notification of suspected or positive COVID cases.
9. Those identified in the contact tracing that could have been exposed to a (+) COVID patient should placed in quarantine and offered testing at day 10 of quarantine.
 - a. The Infection Control nurse is responsible for coordinating testing and obtaining orders with the SMD.

All medical personnel to wear appropriate PPE during patient facing contacts. KN-95, N-95 and face shields and gloves.

Patient Education related to covid safety will be shared via kiosk in the inmate housing units.

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