

# How does contact tracing work?

## STEP 1 Self-Report

After School Matters is notified of a case when the individual who has tested positive for COVID-19 reports their case using the [ASM COVID-19 Self-Reporting form](#) or by calling the ASM Contact Tracing Hotline at 312-768-5198.

It is important that all Individuals diagnosed with COVID-19 self-report using the [ASM COVID-19 Self-Reporting form](#). If the person is a minor, parents or legal guardian may submit this form on their behalf.

- *ASM cannot act on the basis of hearsay, speculation, or second hand COVID-19 reports.*
- *The investigation process begins only when ASM receives the self-report of a COVID-19 positive case in the specified way.*



## STEP 2 Intake Interview

An ASM Contact Tracer conducts an intake interview to determine if the individual who tested positive was in an ASM facility (Lutz, Gately, Block 37, Cultural Center, and Ryan Learning Center @ The AIC) during their contagious period (two days prior to onset of symptoms or positive test if asymptomatic), and what individuals were in close contact with them.



## STEP 3 Notifications

**ASM Contact Tracing Team will analyze the specific details of each investigation, and a Tracer will notify via email anyone present onsite in the building during the contagious period of a positive individual.** Those identified as close contacts who are unvaccinated will be advised to quarantine at home for 14 days from the last date of exposure even if they do not have symptoms. Fully vaccinated individuals who do not have symptoms do not need quarantine. People advised to quarantine must remain in quarantine for 14 days, even if they have a negative test.



## STEP 4 Close Contacts Quarantine

While in quarantine, teens may switch to remote learning or receive a project from their instructor to safely continue participating in the program.



## SELF-REPORT TO HELP SLOW THE SPREAD!

If you are in person at an ASM facilities (Lutz, Gately, Block 37, Cultural Center, and Ryan Learning Center @ The AIC) and test positive for COVID, please fill out our [ASM Self-Reporting form](#).