Notifying your own close contacts of their exposure to COVID-19 can help limit the spread in your community.

Who should I notify?

First, you need to determine the time period during which you could have exposed others.

- If you have symptoms, you were able to spread COVID-19 starting **two days before your first symptoms started**.
- If you have not had any symptoms, you were able to spread COVID-19 starting **two days before your positive COVID-19 test was taken**.
- You should notify anyone with whom you had **close contact while able to spread COVID-19**.

Close contact is defined as any of the following interactions:

- Having direct physical contact with someone. (e.g. hug, kiss, handshake)
- Being within 6 feet of someone for 15 minutes total in a day.
- Having contact with your respiratory secretions. (e.g. coughed/sneezed on, contact with dirty tissue, sharing a drinking glass, food, towels, or other personal items)
- Living with or spent the night with someone.

Next Steps:

I tested positive for COVID-19. What can I do to help notify my close contacts of their exposure?
What do I tell my close contacts?

CDC and Wisconsin Department of Health Services (DHS) recommends that close contacts **quarantine in their home for 14 days**, beginning the last day they were exposed to you. *This should be done regardless of whether your contact receives a negative test during their quarantine period* because they could develop symptoms 2 to 14 days after being exposed.

- Your contact may receive a call from Public Health who will ask your contact some questions and provide additional information. **Please ask your contact to answer the phone call.**
- The DHS fact sheet called **“Next steps: close contacts of someone with COVID-19”** will provide more details for what to do to protect others.
- If your contact has additional questions, they can contact their primary care provider, local health agency, or visit the Wisconsin DHS COVID-19 Website.

What if I want to remain anonymous but still notify my close contacts?

There is an online tool called **“Tell Your Contacts”** which allows for **anonymous text or email notifications.**

**To send notifications from this tool:**

2. Select email or text notification.
3. Enter your contacts’ information and exposure date.
4. Select either the pre-written message or customize your own. You do not need to enter your name.
5. Send your message.