



# Contact Tracing Reports

## Time Related Reports for Contact Tracing

**\*IMPORTANT: Please consult your counsel concerning any privacy-related issues in conjunction with your use and distribution of this report.**

### What is contact tracing?

According to the [World Health Organization](#), when someone is infected with an infectious disease, such as a virus, those around them are at higher risk of becoming infected themselves, and of potentially transmitting the illness to others. To minimize this risk, those who have had contact with an afflicted person need to be notified as quickly as possible so that they can receive appropriate care and isolate themselves to reduce further spread. The process for monitoring people in close contact with someone who is infected is known as "[contact tracing](#)".

Contact Tracing, as outlined by the World Health Organization (WHO), is comprised of three steps:

- 1) Contact identification
- 2) Contact listing
- 3) Contact follow-up

In the context of the workplace, this process can be cumbersome without visibility into who was working when and with whom. Having access to information that can quickly identify employees who may have come into contact with an afflicted individual is business-critical.

### Contact Tracing Reports Options

There are two time related reports you can use to assist you with identifying when the afflicted employee worked and the colleagues that may have come into contact with them.

- 1) Employee Contact Trace Report
- 2) Colleague Contact Trace Report

To run either report navigate to **My Saved Reports** (Reports > My Saved Reports) and filter to the report name then run the report. Be sure the box is checked to view other's settings as well.

The screenshot shows the 'My Saved Reports' interface. At the top, there is a breadcrumb trail: 'Home > My Reports > My Saved Reports'. Below this, there are controls for 'Rows On Page' (set to 15), '2 Rows', and a 'Refresh Data' button. A 'Show:' dropdown is set to 'Others' Settings, which is highlighted with a red box. The main area contains a table with columns: 'REPORT CATEGORY', 'REPORT NAME', 'TYPE', and 'SAVED AS NAME'. The 'REPORT CATEGORY' and 'REPORT NAME' columns have a 'like' filter. The 'TYPE' column has an '=' filter. The 'SAVED AS NAME' column has a dropdown menu with 'like' and 'Contact' selected, and a list of report names: 'Employee Contact Trace Report' and 'Colleague Contact Trace Report', both highlighted with a red box. At the bottom left, there are two report rows, each with a red box around its 'run' icon.



## Employee Contact Trace Report:

This report can assist with identifying when and where the employee worked. Based on your organization’s cost center configuration, you may need to add additional cost center columns to the report to best identify where the employee was working.

- 1) Filter to the employee, by employee ID or Name
- 2) Filter in the DATE column using the between filter for the appropriate date range, for example for a date range from 4/1/2020 to 4/15/2020, separate the two dates with a comma. 4/1/2020,4/15/2020

Employee Filter: All Employees Timesheet Dates: Calendar Range This Year (01/01/2020 – 12/31/2020) Custom Filter: ADD NEW Enable:  Extra Filters

EMPLOYEE ID	FIRST NAME	LAST NAME	DATE	START	END	HOURS	TIMESHEET START	TIMESHEET END	IS TIME OFF	WORK LOCATION FULL PATH
starts with 0025	starts with	starts with	between 4/1/2020,4/15/20	between	between	=	=	=	All	starts with
0025	Eva	Amontis	04/15/2020	09:28a	02:17p	4.82	04/06/2020	04/19/2020		Portland
0025	Eva	Amontis	04/15/2020	03:37p	04:29p	0.87	04/06/2020	04/19/2020		Portland
0025	Eva	Amontis	04/14/2020	08:46a	12:38p	3.87	04/06/2020	04/19/2020		Portland
0025	Eva	Amontis	04/14/2020	02:01p	03:46p	1.75	04/06/2020	04/19/2020		Portland

This will give you all the times within that range that the employee worked and cost center information can help you identify where that employee worked. You will then use this information to help identify employees that may have been in contact with the employee.

Note: You can save this report, by choosing the save as option, and giving it a new name. Or consider exporting this report to pdf or excel as you will need to reference the info from this report to identify working colleagues.

## Colleague Contact Trace Report:

Using information obtained from the Employee Contact Trace report, this report can assist with identifying the colleagues the employee may have been in contact with while working.

For identifying hourly employees with start and end times:

- 1) Filter to the date the employee worked (You will need to do one day at a time)
- 2) Use their punch times from the Employee Contact Trace report to filter to employees that either clocked in or out during their shift on that day (See example below)

Note: Some clients based on their operations may include an additional buffer of time before and after the punches in their filter.

- 3) Filter by Cost Center where appropriate (i.e. the location the employee worked, etc.)

Employee Filter: All Employees Timesheet Dates: Calendar Range This Year (01/01/2020 – 12/31/2020) Custom Filter: ADD NEW Enable:  Extra Filters

EMPLOYEE ID	FIRST NAME	LAST NAME	DATE	START	END	HOURS	TIMESHEET START	TIMESHEET END	IS TIME OFF	WORK LOCATION FULL PATH
starts with	starts with	starts with	= 04/15/2020	between 9:28a,4:29p	between 9:28a,4:29p	=	=	=	All	starts with Portland
0025	Eva	Amontis	04/15/2020	09:28a	02:17p	4.82	04/06/2020	04/19/2020		Portland
0025	Eva	Amontis	04/15/2020	03:37p	04:29p	0.87	04/06/2020	04/19/2020		Portland
0021	Kyle	Turner	04/15/2020	09:28a	02:00p	4.53	04/06/2020	04/19/2020		Portland
Totals						10.22				

For identifying employees with bulk hours (Typically Salary/Exempt staff):

- 1) Filter to the date the employee worked (You will need to do one day at a time)
- 2) Set Filters for both Start and End columns to “is null” (See example below)
- 3) Filter by Cost Center where appropriate (i.e. the location the employee worked, etc.)



Employee Filter: All Employees    Timesheet Dates:     This Year  (01/01/2020 – 12/31/2020)    Custom Filter:     Enable:  Extra Filters

EMPLOYEE ID	FIRST NAME	LAST NAME	DATE	START	END	HOURS	TIMESHEET START	TIMESHEET END	IS TIME OFF
<input type="button" value="starts with"/> <input type="button" value="v"/>	<input type="button" value="starts with"/> <input type="button" value="v"/>	<input type="button" value="starts with"/> <input type="button" value="v"/>	<input type="button" value="="/> <input type="button" value="v"/> 04/15/2020	<input type="button" value="is null"/> <input type="button" value="v"/>	<input type="button" value="is null"/> <input type="button" value="v"/>	<input type="button" value="="/> <input type="button" value="v"/>	<input type="button" value="="/> <input type="button" value="v"/>	<input type="button" value="="/> <input type="button" value="v"/>	<input type="button" value="All"/> <input type="button" value="v"/>
0001	Cathy	Watts	04/15/2020	-	-	8.75	04/06/2020	04/19/2020	
0005	Tony	Bulkido	04/15/2020	-	-	7.25	04/06/2020	04/19/2020	
777	Katie	Prosper	04/15/2020	-	-	7.75	04/06/2020	04/19/2020	

This will give you a listing of individuals that may have been in contact with that employee on that particular day. You will need to run several reports to identify all colleagues on each day with potential contact to compile a complete list. For this reason, you may prefer to export to excel the list of all employees that worked in the desired date range and cost center (if applicable) and then use excel tools instead for generating the final list.