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**LAC DPH Health Advisory:**  
**Notification of Close Contacts; Importance of**  
**COVID-19 Death and Case Reporting**  
**April 7, 2020**



*This message is intended for all healthcare providers in Los Angeles County.  
Please distribute as appropriate.*

### **Key Messages**

- It is critical for outbreak control that the close contacts of a COVID-19 infected patient be promptly informed of their exposure. When a healthcare provider diagnoses COVID-19 in an inpatient, a skilled nursing facility resident, or in a patient who has died, they must inform the patient's close contacts about the need to self-quarantine and/or isolate (see *Close Contact Notifications* below).
- Healthcare providers must report all fatalities related to COVID-19, including out of hospital deaths of presumed cases. Please use the revised LAC DPH COVID-19 death report and case report forms (see *Reporting COVID-19 in LA County Residents* below).

### **Updates**

- If COVID-19 played a role in a patient's death, it is important that the physician report it accurately on the death certificate. The Centers for Disease Control and Prevention have recently released detailed instructions, [Guidance for Certifying Deaths Due to Coronavirus Disease 2019](#).
- Isolation and quarantine housing is available for patients experiencing homelessness who have or who were exposed to COVID-19 who can perform activities of daily living (ADLs) independently. The Quarantine and Isolation Intake Call Center is open 7 days a week from 8 AM to 8 PM: 833-596-1009.
- LAC DPH now recommends cloth facing coverings for the general public as universal source control when they must be in contact with non-household members, see LAC DPH [Guidance for Cloth Face Coverings](#).

### **Background**

Health Officer [orders](#) were recently issued that require individuals with presumed or confirmed COVID-19 to follow [isolation orders](#) and their close contacts to follow [quarantine orders](#). Healthcare providers are asked to instruct their patients with COVID-19 to provide their close contacts with home quarantine instructions. When the patient is unable to inform their contacts (e.g. the patient is hospitalized or deceased), this responsibility falls to the diagnosing healthcare provider. Health and Human Services recently issued a

[Limited Waiver of HIPAA Sanctions and Penalties During a Nationwide Public Health Emergency](#) to cover these disclosures during the COVID-19 outbreak.

Healthcare provider reporting is an essential part of the public health response to COVID-19. Not only is reporting COVID-19 cases and deaths required by law, it helps shape our response as the information is used to detect outbreaks, identify exposures in high risk settings, and inform the allocation of local resources. Timely and complete reporting of fatalities is necessary to characterize and communicate who is at highest risk of dying at home and in the hospital.

## **Notification of Close Contacts of Presumed or Confirmed COVID-19 Cases**

*Close contacts* include household contacts, intimate partners, caregivers, and other persons who were in close contact with the patient beginning 48 hours prior to the patient's onset of symptoms, see [full definition](#).

### ***When COVID-19 is Diagnosed in Inpatients (including those in skilled nursing facilities) or in a Deceased Patient***

It is the responsibility of the diagnosing healthcare provider to identify and inform the close contacts of a patient with presumed or confirmed COVID-19 if the patient cannot adequately perform notifications or has died. The provider should ask the next of kin about the patient's close contacts and, if appropriate, may ask them to notify and deliver home isolation and quarantine instructions to the close contacts of the case.

- Any symptomatic close contacts should be given [home isolation](#) instructions.
- All other close contacts should be given [home quarantine](#) instructions.

### ***When COVID-19 is Diagnosed in Outpatients***

Clinicians should provide detailed instructions to their patients with presumed or confirmed COVID-19 that include the importance of self-isolation, quarantine of close contacts, recognizing signs of worsening COVID-19 illness, and when to seek urgent medical care. For more information on counseling and educating outpatients patients with COVID-19, see the March 28 LAHAN, [Ambulatory Patients with COVID-19; Healthcare Personnel Monitoring](#).

Materials for clinicians to provide to patients and their contacts are available on the Print Materials [webpage](#) of the LAC DPH COVID-19 Provider [website](#).

## **Reporting COVID-19 in LA County Residents**

*COVID-19 associated deaths* must be reported by healthcare providers immediately:

- Phone 888-397-3993 or 213-240-7821 -or-
- Complete the [Novel Coronavirus Death Report](#) form\* then send via secure email to [COVIDdeath@ph.lacounty.gov](mailto:COVIDdeath@ph.lacounty.gov). When completing the form, please make sure to fill in all sections including if the family has been informed.

It is the responsibility of the reporting provider to ensure that the next of kin has been notified of the death and of the COVID-19 result.

All other COVID-19 cases must be reported by healthcare providers within one day. Providers should complete all sections of the Medical Provider [COVID-19 Report Form\\*](#) and then submit via fax or secure email:

- Fax to 310-605-4274 -or-
  - Email to [COVID19@ph.lacounty.gov](mailto:COVID19@ph.lacounty.gov)

\*Please be sure to use the revised forms dated 4/4/20 (death report) and 4/3/20 (case report).

For Long Beach and Pasadena requirements see the [reporting](#) section of the LAC DPH website



**Visit the LAC DPH COVID-19 Provider website  
for up-to-date resources and guidance.**

Refresh your browser to view the latest versions

<http://publichealth.lacounty.gov/acd/ncorona2019/>

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<http://publichealth.lacounty.gov/lahan>