



August 15, 2020

## Frequently Asked Questions – Contact Tracing

### COVID-19 Community-Based Organization Grantees

#### *1. What trainings do I need to take to start contact tracing?*

In addition to general onboarding, Contact Tracing staff will need to take the following trainings:

- OHA Fundamentals Contact Tracing Training
  - Trainings are held weekly on Wednesdays and Fridays from 9:00 – 4:00pm
  - Registration instructions:
    - ◆ CBOs will send a list of participants to their Community Engagement Coordinator with the information below. **Please send the list by 3:00 pm two days before the training date.** This time is needed to go the registration links out and time for participants to register:
    - ◆ Date of training (Wednesday or Friday)
    - ◆ Name
    - ◆ Email
    - ◆ Accessibility accommodations needed
    - ◆ Participant will receive a registration link from [active.surveillancetrainings@dhsoha.state.or.us](mailto:active.surveillancetrainings@dhsoha.state.or.us).  
NOTE: Each link is unique, so they can't be forwarded to others because of tracking purposes.
    - ◆ Participant will register for the training. **Registration closes 3pm the day before the training.**
    - ◆ After registration, participant will get the training link and training materials emailed to them

- **Privacy and Security Recording** – More details coming soon
- **DHSOHA – 2020 Information Security and Awareness Privacy Training**
  - Webpage: <https://ilearn.oregon.gov>
    - ◆ Click “Create Account”
    - ◆ Create account
    - ◆ Search for “ISPO”
    - ◆ Click on “DHSOHA – 2020 Information Security and Awareness Privacy Training”
    - ◆ Click “Open Item” to start the course
  - After the course is completed, please save the course certificate.

## ***2. Are contact tracing training and forms available in languages other than English and Spanish?***

OHA is working on translating contact tracing forms in languages identified by CBOs in a recent language access survey. OHA is working with CBOs to identify the right training options for them in other languages.

Contact Tracing Fundamentals and the Privacy and Security Recording are available in English and Spanish. Currently, OHA is seeking an information security privacy training like iLearn in Spanish.

## ***3. What are my weekend/holiday staffing requirements?***

CBOs should have a designated person who can be available on weekends and holidays to conduct daily symptom monitoring. CBOs can share these responsibilities across staff so that one person does not need to do symptom monitoring for a contact for the full 14 days. CBOs should follow their regular human resource policy for staff that on call, evening or weekend hours.

**Document Accessibility:** For individuals with disabilities or individuals who speak a language other than English, OHA can provide information in alternate formats such as translations, large print, or braille. Contact Mavel Morales at 1-844-882-7889, 711 TTY or [OHA.ADAModifications@dhsoha.state.or.us](mailto:OHA.ADAModifications@dhsoha.state.or.us).