Employee Contact Tracing Tool
Speed the identification of affected workers.

When someone is infected with a communicable disease, quickly identifying the people with whom they have been in contact is critical. In the workplace, this process can be cumbersome without visibility into who was working when and with whom. Having a tool to rapidly identify employees who may have come in contact with an afflicted individual is key.

Kronos® is now offering an Employee Contact Tracing Tool to help organizations identify potential contacts. The tool uses employee timeclock entries that have already been collected by a Kronos system to help identify potential contacts who were working at an identified location at the same time as the afflicted employee.

The contract-tracing tool is easy to use. Simply enter an employee's ID number, the locations of interest, and the date range to be searched. All employees meeting those criteria who clocked in during that time will be listed. No health-related information is required or utilized in compiling the report.

To learn more and access the tool, please visit the [COVID-19 Resource Center in the Kronos Community](#) for articles specific to your product*.

Contact Tracing Steps

» **STEP 1** Contact identification: Once notified of a presumed or positive diagnosis, identify anyone in contact with an afflicted person since illness onset.

» **STEP 2** Contact listing: All persons identified as having had contact with the afflicted person should be listed as contacts and notified.

» **STEP 3** Contact follow-up: Regular follow up should be conducted with all contacts to monitor for symptoms and test for signs of infection.

Employee Contact Trace Report — KRONOS®

Person Paycodes to Include: (All) | Regular

Initial Person - Time Segments Worked

Person Num	Person Start	Person End	Person Paycode	Person Level 1	Person Level 2	Person Level 3	Person Level 4	Person Level 5	Person Level 6	Person Level 7
17538	1/26/2014 10:45:00 AM	1/26/2014 1:45:00 PM	Regular	Retail	SuperCenter	Front End	-	Cashier		
	1/31/2014 5:15:00 PM	1/31/2014 8:15:00 PM	Regular	Retail	SuperCenter	Front End	-	Cashier		
	2/1/2014 11:00:00 AM	2/1/2014 1:15:00 PM	Regular	Retail	SuperCenter	Front End	-	Cashier		
	2/1/2014 1:15:00 PM	2/1/2014 3:00:00 PM	Regular	Retail	SuperCenter	Front End	-	Cashier		
	2/8/2014 5:15:00 PM	2/8/2014 8:30:00 PM	Regular	Retail	SuperCenter	Front End	-	Cashier		

Colleague Paycodes to Include: (All) | Regular

Colleagues - Time Segments Worked

Colleague Name	Colleague Start	Colleague End	Colleague Paycode	Colleague Level 1	Colleague Level 2	Colleague Level 3	Colleague Level 4	Colleague Level 5	Colleague Level 6	Colleague Level 7
Gavin, Martha	2/1/2014 10:00:00 AM	2/1/2014 11:00:00 AM	Regular	Retail	SuperCenter	Front End	401-Cashiers	Bagger		
	2/1/2014 11:30:00 AM	2/1/2014 5:00:00 PM	Regular	Retail	SuperCenter	Front End	401-Cashiers	Bagger		
Kamensky, Annie	1/26/2014 11:15:00 AM	1/26/2014 1:30:00 PM	Regular	Retail	SuperCenter	Front End	401-Cashiers	Bagger		
	1/26/2014 1:30:00 PM	1/26/2014 3:15:00 PM	Regular	Retail	SuperCenter	Front End	401-Cashiers	Bagger		
Lester, Rick	2/8/2014 7:15:00 PM	2/8/2014 9:00:00 PM	Regular	Retail	SuperCenter	Front End	401-Cashiers	Bagger		
Long, Vanessa	1/26/2014 10:00:00 AM	1/26/2014 12:30:00 PM	Regular	Retail	SuperCenter	Front End	402-Baggers	Bagger		
	1/26/2014 12:30:00 PM	1/26/2014 2:15:00 PM	Regular	Retail	SuperCenter	Front End	402-Baggers	Bagger		
	1/31/2014 5:00:00 PM	1/31/2014 6:45:00 PM	Regular	Retail	SuperCenter	Front End	402-Baggers	Bagger		
	1/31/2014 7:15:00 PM	1/31/2014 7:45:00 PM	Regular	Retail	SuperCenter	Front End	402-Baggers	Bagger		
	2/8/2014 3:15:00 PM	2/8/2014 6:30:00 PM	Regular	Retail	SuperCenter	Front End	402-Baggers	Bagger		
McKenna, Todd	1/26/2014 12:30:00 PM	1/26/2014 3:15:00 PM	Regular	Retail	SuperCenter	Front End	401-Cashiers	Bagger		
McNulty, Wendy	1/31/2014 4:45:00 PM	1/31/2014 6:00:00 PM	Regular	Retail	SuperCenter	Front End	401-Cashiers	Bagger		
	1/31/2014 6:30:00 PM	1/31/2014 11:00:00 PM	Regular	Retail	SuperCenter	Front End	401-Cashiers	Bagger		
Stein, Elliot	2/1/2014 11:15:00 AM	2/1/2014 2:30:00 PM	Regular	Retail	SuperCenter	Front End	401-Cashiers	Bagger		
	2/1/2014 2:30:00 PM	2/1/2014 5:00:00 PM	Regular	Retail	SuperCenter	Front End	401-Cashiers	Bagger		

Labor Levels Matched and Ignored

Matching on Labor Level 1 | Matching on Labor Level 2 | Matching on Labor Level 3 | Labor Level 4 Ignored for Matching | Labor Level 5 Ignored for Matching | Labor Level 6 Ignored for Matching | Labor Level 7 Ignored for Matching

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*You'll need to be logged into Community to see the content available to you.