

## Smallpox Forms 2A, 2B, and 2C Instructions

The purpose of Forms 2A, 2B, and 2C is to record information about the case and their contacts during the infectious period to facilitate contact identification and tracing. These forms are filled out by the case investigator/interviewer.

### Form 2A: Smallpox Case Travel/Activity Worksheet

Form 2A is an activity worksheet for the case interviewer to record the case's activities that occurred during the infectious period. This will help to identify the primary contacts associated with each activity. List the case household and primary contacts on Form 2B. Form 2A is not entered into a database and is used only as a worksheet to record daily activities to identify the primary contacts of the case.

- 1. State:** Enter 2-letter code for state reporting case.
- 2. Case #:** Enter the 2-letter abbreviation for the state and write the unique identifier # for the case from Form 1.
- 3. Case Name:** Write the last name, first name, middle name or initial of the case.
- 4. Interviewer Name:** Write the last name, first name, and middle initial of the case interviewer (the individual who is filling out the form).
- 5. Interview Date:** Enter the date (MM DD YYYY) of the first date of interview with the case and/or other individual who provided information about the case and their contacts.
- 6. Date of Fever Onset:** Enter the date of first fever onset (MM DD YYYY) of the case in the boxes. *Note: Fever onset occurs approximately 2–4 days before rash onset. The case is considered infectious from date of rash onset up to approximately 20 days.*

**Start Here:** Beginning with the day of the week when the fever first began in the case, write the month and date of each day and, if present, check the boxes for each day the case had a Fever (F), Rash (R), and /or Cough (C).

Refer to the calendar (Form 2A) as you review the activities of the case for each day from the date of fever onset to the date of the interview. Record all case activities starting with the day of fever onset and proceed through each day until the date of the interview. List the activities for each day as that day is discussed. ***Record any additional information on the reverse side of this form (Form 2A) or, as needed, on additional sheets of paper.***

### Form 2B: Smallpox Primary Contact/Site Worksheet

The purpose of Form 2B is to record the names of contacts or sites mentioned in the daily activities (Form 2A) of the case. List case household contacts first then list other case primary

contacts. **This form will be used to initiate a Form 2D for each case household and primary contact.**

1. **State:** Enter 2-letter code for state reporting case.
2. **Case #:** Enter the 2-letter abbreviation for the state and write the unique identifier # for the case from Form 1.
3. **Case Name:** Write the last name, first name, middle name or initial of the case.
4. **Interviewer Name:** Write the last name, first name, and middle initial of the interviewer (the individual who is filling out the form).
5. **Interview Date:** Enter the date (MM DD YYYY) of the first interview with the case and/or other individual who provided information about the case.
6. **Date of Fever Onset:** Enter the date of first fever onset (MM DD YYYY) of the case in the boxes.
7. **Name of Person (Last, First) and/or Name of Site:** Write the last and first name of each case household or primary contact on separate lines. If a site is identified, write the name of the company, event and location of the site.
8. **Date of First Exposure:** Enter the date (MM DD YYYY) of the first exposure the contact had with the case since the date of onset of fever of the case.
9. **Date of Last Exposure:** Enter the date (MM DD YYYY) of the last exposure the contact had with the case.

**For distance and duration, the intent is to determine a period of time where both the case and contact were close (< 6 feet) and for a long duration (≥ 3 hours). The highest priority categories for contact tracing are given to case household contacts and those contacts with an encounter with the case at less than 6 feet for greater than 3 hours.**

10. **Closest Distance (Circle):** Circle the closest distance (<6 ft or ≥ 6 ft) that best describes the distance the case was to the contact for the longest period of time since date of fever onset of the case.
11. **Longest Duration in Hours (Circle):** Circle the longest time in hours (< 3 or ≥ 3) that best describes the time a case spent with a contact at the closest distance during an encounter since date of fever onset of the case.
12. **Contact Priority Category\*:** Enter the code that best describes the contact priority category of the contact in terms of both distance and duration.

**\*Contact Priority Categories Codes:** Used to prioritize the contacts of the case.

1 = (Highest priority) Case household contacts: all immediate family members; others spending  $\geq 3$  hours in the household since case's onset of rash

2 = Non- household contacts with contact  $< 6$  feet with case with rash for  $\geq 3$  hours

3 = Non-household contacts with contact  $< 6$  feet with case with rash for  $< 3$  hours

4 = Non-household contacts with contact  $\geq 6$  feet with case with rash for  $\geq 3$  hours

5 = Non-household contacts with contact  $\geq 6$  feet with case with rash for  $< 3$  hours

**13. Form 2D #:** Enter the Smallpox Contact Tracing Form (Form 2D) unique number that you assigned to this primary contact. Complete this field concurrently with Form 2D for each primary contact.

**14. Notes:** Write any additional information that might aid you in completing Form 2D or the contact tracer in finding the contact. Also, indicate relationship of primary contact with case (e.g., sister, father, co-worker, employer).

**Once case household and primary contacts are listed on Form 2D, fill out a Form 2D for each case household and primary contact.**

#### **Form 2C: Smallpox Case Transportation Worksheet**

The purpose of Smallpox Form 2C is to record the travel history of the case since his/her date of onset of fever.

- 1. State:** Enter 2-letter code for state reporting case.
- 2. Case #:** Enter the 2-letter abbreviation for the state and write the unique identifier # for the case from Form 1.
- 3. Case Name:** Write the last name, first name, middle name or initial of the case.
- 4. Interviewer Name:** Write the last name, first name, and middle initial of the interviewer (the individual who is filling out the form).
- 5. Interview Date:** Enter the date (MM DD YYYY) of the first interview with the case and/or other individual who provided information about the case.
- 6. Date of Fever Onset:** Enter the date of fever onset (MM DD YYYY) of the case in the boxes.

**For each instance of travel by the case since his/her fever onset, enter the date, time, transport type, carrier/company, and route/flight #'s. For travel outside of the state, domestic or international travel, indicate where the travel originated from and the final destination.**

- 7. Date of Travel:** Enter the date (MM DD YYYY) of travel by the case.

8. **Time of Travel:** Write the time the travel began in the space provided; circle “AM” or “PM.”
9. **Transport Type (e.g., bus, train, plane, car):** Write the type of transportation.
10. **Carrier/Company Name:** Write the name of the carrier or the company name.
11. **Route/Flight #:** Write the route or flight number for the trip.
12. **Origin City:** Write the city the travel originated in.
13. **Origin State:** Write the state the travel originated in.
14. **Origin Country:** Write the country the travel originated in.
15. **Destination City:** Write the city of the final destination.
16. **Destination State:** Write the state of the final destination.
17. **Destination Country:** Write the country of the final destination (international travel).