

Shigellosis Investigation Checklist for Local Health Departments

Local health department staff should follow these steps, not necessarily always in order, when investigating reports of shigellosis. For more detailed information refer to the [Communicable Disease Chapter](#). Shigellosis is a Priority Level 4 disease and critical details should be entered into the Communicable Disease Reporting and Surveillance System (CDRSS) within 14 days.

- Review laboratory details to confirm the test result. If the case has not been submitted via CDRSS, create a case.
- Follow up with the laboratory to ensure a specimen has been submitted to the state laboratory (NJ PHEL) for further testing as per the [NJ Administrative Code](#).
- Assess the case patient for high-risk activities (e.g., daycare attendee, food handler) and exclude from school or work in accordance with [NJDOH Exclusion Criteria](#).
- Interview the case patient (parent/guardian if case patient is a minor) via phone using the [Shigellosis Case Report Worksheet](#). Do not fax the worksheet to the physician or mail to the home of the case patient for completion.
- Provide education to the case patient; additional information can be found on the NJDOH and CDC disease pages.
- Enter critical details (demographics, signs/symptoms, clinical status, additional laboratory information, and industry/occupation) into the CDRSS case.
- Enter relevant exposures (travel, food history, grocery stores, restaurants, contact with recreational water, etc.) into the *Sources of Infection and Risk Factors* section within the CDRSS case.
- Notify the appropriate local health department and document in CDRSS if a food establishment, restaurant, etc. from another jurisdiction is identified as a possible source of exposure.
- Inform the Foodborne and Waterborne Disease Unit at cds.fwd.epi@doh.nj.gov if an outbreak is suspected.
- Enter any additional symptomatic contacts identified through the interview into the *Contract Tracing* section within CDRSS and follow case investigation as appropriate.
- Document dates/times of at least three attempts made to reach the case patient in CDRSS if they remain unreachable.
- Determine *Case Status* based on [NNDSS case definitions](#) and mark *Report Status* as “LHD CLOSED” in CDRSS.