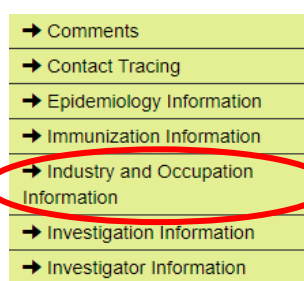


CDRSS: Industry and Occupation Section

Over the past few years, the COVID-19 pandemic has demonstrated that surveillance systems of emergent diseases, and other disease conditions, need to include occupation and industry information to protect workers, prioritize public health strategies, and mitigate transmission. The pandemic has initiated a national effort to help expand currently available data sources to collect workplace information. Based on this national effort, the NJDOH Occupational Health Surveillance Unit has worked to expand NJ sources of data to capture workplace information and bridge the current gap of putting data into action.

When Conducting Case Follow-up

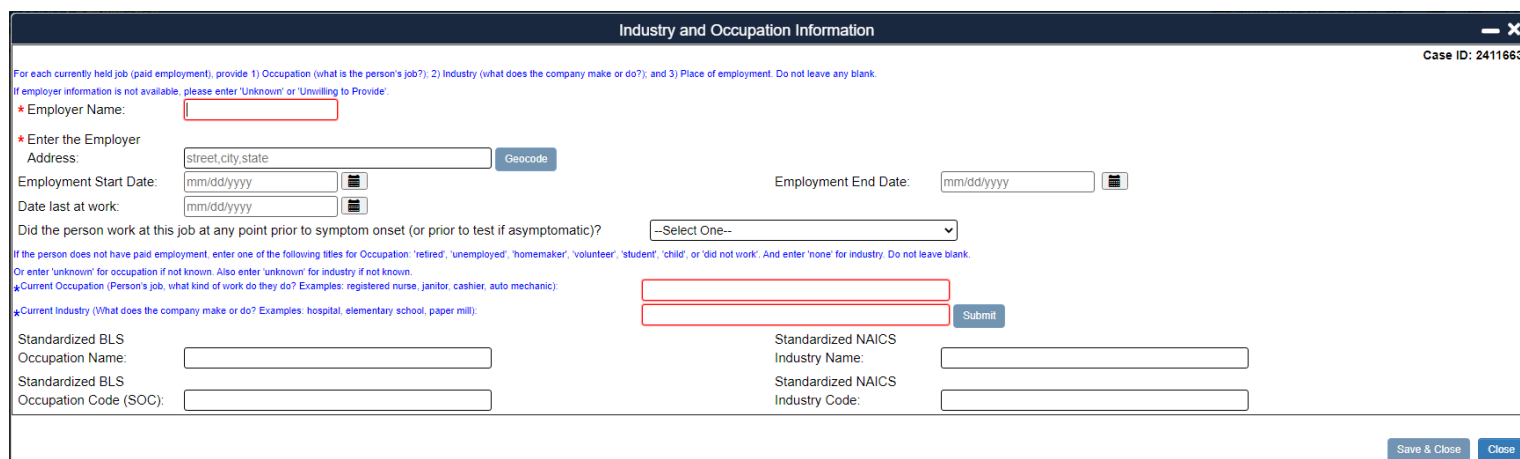
1. Select “Industry and Occupation Information”



A vertical sidebar menu with the following items: Comments, Contact Tracing, Epidemiology Information, Immunization Information, Industry and Occupation Information (highlighted with a red circle), Investigation Information, and Investigator Information.


2. In the new window that appears, collect all required work-related information. Do not leave any fields blank.

- a. **Employer Name:** If employer information is not available, enter “unknown” or “unwilling to provide.”
- b. **Employer Address:** If information not available on employer make sure to enter “unknown” in the address field and hit “geocode”. If you do not do this it will not allow you to save the information.
- c. **Dates Employed and Date Last Worked:** This information is important to collect to help determine if infectious at work or exposure occurred at work.
- d. **Employment End Date:** If the person is currently employed you can leave “End Date” blank.
- e. **Current Occupation and Industry:** If this information is not provided you can enter “unknown”. Or if the person does not have paid employment you can indicate: “retired,” “unemployed,” “homemaker,” “volunteer,” “student,” “child,” or “did not work.”
 - i. Once you hit “Submit,” the industry and occupation will be autocoded by the system and the standard names and codes will be auto-populated.
 - ii. See page 2 for tips on asking occupation and industry.



The screenshot shows the 'Industry and Occupation Information' form. It includes fields for Employer Name, Address (with a Geocode button), Employment Start Date, Employment End Date, Date last at work, and a dropdown for 'Did the person work at this job at any point prior to symptom onset?'. Below these are instructions and fields for Current Occupation and Current Industry, each with a Submit button. At the bottom, there are fields for Standardized BLS Occupation Name, Standardized BLS Occupation Code (SOC), Standardized NAICS Industry Name, and Standardized NAICS Industry Code. A Case ID of 2411663 is displayed in the top right corner. Save & Close and Close buttons are at the bottom right.

All work-related information collected will appear in the case as follows:

↓ Industry Saved Occupation Information					
Industry and Occupation Information					
Workplace Name	City	Occupation Standardized	Industry Standardized	Dates of Employment	Delete
DUNDER MIFFLIN	TRENTON	Registered Nurses	Hospitals	11/01/2021 -	
<input checked="" type="checkbox"/> Add Industry and Occupation Information					
<input checked="" type="checkbox"/> Add Comment					

- If the case has worked multiple jobs, you can click on “Add Industry and Occupation Information” to collect information on each workplace.

****How to ask about Occupation and Industry****

➤ **Occupation:**

Ask: What kind of work do you do? What kind of job do you have?

If respondent is unclear, ask “What is your job title?” (If unknown or refused, write “Unknown.” Do not leave blank).

If respondent has more than one job, record all occupations and industries. See above instructions.

Make sure recorded answers are brief and specific. For example, if the person indicates they work as a “manager” you may have to ask: What kind of “manager?” An office manager, construction manager, etc.

➤ **Industry:**

Ask: What kind of business or industry do you work in? What type of business do you work at?

Try to get specific answers. If respondent says “healthcare,” ask “In what type of setting, for example, hospital, nursing home, doctor’s office, clinic?” (If unknown or refused, write Unknown. Do not leave blank.)

Make sure recorded answers are brief and specific. For example, if the person indicates they work in “car business” you may have to ask: What does “car business” mean? Auto mechanic shop, car sales, brake shop, auto parts shop, car rental, auto detailing, car service (limousine or ride share), etc.

Additional Information

As a part of this effort, a training to staff conducting case follow-up to help improve their collection of industry and occupation data is available here: <https://youtu.be/CFYDXaBbBm4>

If you have any additional questions, please send an e-mail to the Environmental and Occupational Health Surveillance Program: EOHSP@doh.nj.gov