Standard Operating Procedure:

Traveler data

* Just travelers (detected outside of Hubei) for now
  + Including travelers within China
  + Start with first case(s) in each city outside of Hubei that was exposed in Hubei
* ‘Cases’ sheet is for documenting which ID is in which dataset
* ‘References’ sheet is for documenting sources
  + Include web URL and save PDF to references folder on Google Drive
* When you have data, check ‘cases’, ‘traveler data’, and ‘reporting data’ tabs of ‘nCoV IDD data’ Google workbook to see if that case has been entered yet
  + For each new case for a country (or region of China), check the details with past cases to make sure it is not a duplicate
* Add in UIDs and location immediately to ‘cases’ to claim a case
* Only input known times for EL, ER, SL, SR, SL\_fever, SR\_fever, PL, and PR
  + We can fill in blank values during the data cleaning phase in R, based on agreed-upon rules
  + All times should be consistent for each individual, i.e. in the same time zone, since we want to know the incubation time for that person. Absolute timing between individuals is not critical.
* Each entry should be double checked
  + If REVIEWER2 has disagreement with REVIEWER1, then contact REVIEWER1 and discuss. If disagreement persists, keep REVIEWER1 information and add disagreement to NOTES2
* Exposure time (EL, ER) is the time period when the case may have been exposed
  + For most travelers from Wuhan (as opposed to travelers who visited Wuhan), EL will be left blank as they could have been exposed at any time prior to leaving
  + Enter exact times; if unknown then use 00:00:00 for EL and 23:59:00 for ER
  + If the traveler left Wuhan by airplane, we consider their ER to be the takeoff time of the plane as it is more likely that they were exposed in Wuhan than on the plane. However, if this is used please include the flight landing time in NOTES2.
* Symptom onset time (SL, SR) is the time period when any nCoV symptoms started
  + Including, but not limited to, fever, cough, and sore throat
  + Enter exact times; if unknown then use 00:00:00 for SL and 23:59:00 for SR
  + SL cannot have occurred prior to EL and ER cannot have occurred after SR
* Fever onset time (SL\_fever, SR\_fever) should only be filled in if we know that the case experienced a fever.
  + Leave blank, even if it says e.g. “flu-like symptoms”
* Presentation time (PL, PR) is the time period that when the case first checked into a hospital
  + If exposure and symptom onset times are unknown, but we know that a patient went to the hospital, use the latest possible check-in time as PR.
    - e.g. [this article](https://www.newsweek.com/california-coronavirus-orange-county-china-symptons-wuhan-1484051) says that an Orange County man tested positive for nCoV, but doesn’t list any more specific information. The article was published on 2020-01-26 01:47:00, so that can be the PR until more information emerges.
* Ages (AL, AR) is the bounds of the traveler age
  + If person in their 30s, then AL=30 and AR=39
  + If person is 33, then AL=AR=33
* Exposure type (EXP.TYPE) refers to how the case was exposed, if known
  + 1 is for the originally suspected market (not just any market)
  + 2 and 3 are for if the infecting person is known to be a household contact or other
  + 4 is if it is known that the case said that they had no contact with sick people
  + Otherwise, leave blank