

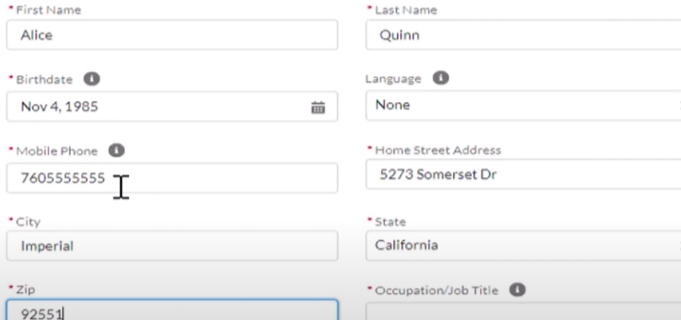
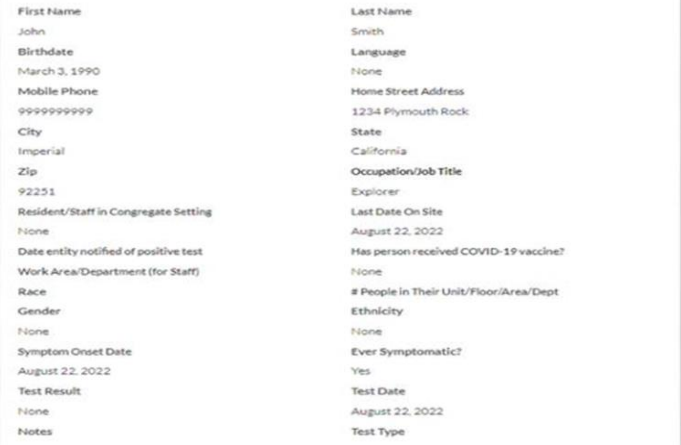

COVID-19 REPORTING: WORKPLACE SETTINGS

Workplace settings refer to places of employment as defined in [Cal/OSHA COVID-19 Prevention Non-Emergency Regulations](#), section 3205(a)(2)(A)-(D).

Once the reporting threshold has been met, follow the directions below to use the SPOT Intake Form to report COVID-19 case clusters.

| Step | Action | Screenshot |
|------|--|--|
| 1. | Navigate to spot.cdph.ca.gov |  |
| 2. | Click the "New Users" button on the left |  |
| 3. | Select "Los Angeles" for Local Health Jurisdiction (LHJ) |  |
| 4. | Select appropriate exposure location type: |  |

| | | |
|-----------|---|--|
| <p>5.</p> | <p>Input required Key Point of Contact for Location information:</p> <ul style="list-style-type: none"> • First Name • Last Name • Email • Phone • Title/Role | <p>Complete this form to report a workplace, congregate setting, or other location exposure for Alameda County Health Department.</p> <p>Key Point of Contact for Location Once approved by your local health department, this person will be granted access to SPOT to enter information about the exposure on behalf of the organization.</p> <p>*First Name - Key <input type="text"/></p> <p>*Last Name - Key <input type="text"/></p> <p>*Email - Key <input type="text"/></p> <p>*Phone - Key <input type="text"/></p> <p>Title / Role - Key <input type="text"/></p> |
| <p>6.</p> | <p>Input required Location of Exposure fields for the site where exposure occurred:</p> <ul style="list-style-type: none"> • Location Name • Location Type • Street • City • Zip/Postal Code | <p>Location of the Exposure Name and address of the school facility or site where the exposure took place.</p> <p>*Location Name <input type="text"/></p> <p>*Location Type <input type="text"/></p> <p>*Street <input type="text"/></p> <p>*City <input type="text"/></p> <p>*Zip/Postal Code <input type="text"/></p> <p>State CA</p> |
| <p>7.</p> | <p>Input required Exposure Information fields for case(s) being reported:</p> <ul style="list-style-type: none"> • Start Date of Exposure • Specific Place in Location • Number of COVID-19 Positive Cases • Do people live at this location? | <p>Exposure Information</p> <p>*Start Date of Exposure <input type="text"/></p> <p>End Date of Exposure <input type="text"/></p> <p>*Specific Place in the Location <input type="text"/></p> <p>*Number of COVID-19 Positive Cases <input type="text"/></p> <p>Number of Close Contacts <input type="text"/></p> <p>Total Number of People at the Location <input type="text"/></p> <p>*Do people live at this location? <input type="text"/></p> <p>If yes, what is the resident capacity? <input type="text"/></p> |

| | | |
|------------|--|---|
| <p>8.</p> | <p>In response to "Do you want to provide case information now?" select:</p> <p>"Yes, I am ready to provide this information"</p> <p>If you are not ready to provide case information, select "No," and proceed to step 11.</p> | <p>Please review the information you entered to confirm it is correct and that you are submitting this for Los Angeles County Health Department. You will NOT be able to edit the form after clicking Next.</p> <p>You have the option to provide basic information about the positive case(s) from the exposure (name, contact information, etc.) along with this Intake Form. If you do not have this information now, you can submit the Intake Form and provide this information once you have received your SPOT credentials.</p> <p>* Do you want to provide case(s) information now? A case is anyone who has tested positive for COVID-19.</p> <p><input checked="" type="radio"/> Yes, I am ready to provide this information</p> <p><input type="radio"/> No, I will provide this information later once the Health Department has confirmed the information.</p> <p style="text-align: right;"> <input type="button" value="Previous"/> <input type="button" value="Next"/> </p> |
| <p>9.</p> | <p>Input required COVID-19 case details for all cases being reported. Required fields are marked by a red asterisk</p> |  |
| <p>10.</p> | <p>A summary of all information entered will appear after case details have been reported</p> |  |
| <p>11.</p> | <p>After reviewing the summary for accuracy, scroll to the bottom of the page and click "Finish"</p> |  |

12.

After submitting you will receive two emails from CA COVID Team:

1. An automatic notification email with the message that the SPOT Intake Form was submitted successfully, a copy of information entered, and links to various resources
2. You will receive a second email once the health department successfully processes your SPOT Intake Form; this email contains the location and exposure details and instructions on how to report additional cases linked to this cluster

SPOT Intake Forms are typically processed within 1 business day



1. Example of Automatic Notification Email

The health department has processed the intake form for Central Perk with a start date of 8/8/2022, 3:14PM.

To report additional cases identified within the next 14 days, please notate "2nd floor office" in the **Specific Place in the Location** field. You may also use the **Notes** field to add any additional notes and/or requests for follow up, if necessary.

Thank you,

COVID-19 Response Team

2. Example of Successful Processing Email

How to Report Additional Cases Linked to Cluster

To report additional cases linked to this case cluster submit another SPOT Intake Form, inputting the same Specific Place in Location and a message in the Notes section. The processing confirmation from the health department will confirm that the case count for the cluster has been updated. If you haven't yet registered with SPOT, you will receive a registration email.

Please make sure to log in with ".spot" at the end of your email address.