

SPOT QUICK GUIDE FOR COMMUNITY SETTINGS†

REPORT A **NEW CLUSTER** AS AN EXISTING USER

Reporting threshold for a **NEW Exposure** is met

Within a 7 – day period, either:

- 1) 3 or more **epi-linked*** cases, **or**
- 2) For workplaces or congregate residential sites with 100 or more individuals on site, 5% or more of the population are cases

Navigate to spot.cdph.ca.gov and click the **Existing User** button

Log on using your SPOT account login

Note: your login is likely your email address with **.spot** added to the end

In the top right-hand corner, select **Report New Exposure**

Click on **View Locations and Exposures** and **select the name of the location** where you need to report a cluster

Input required **Exposure Information** fields

- **Start Date of Exposure:** The first date a case was in this location during their *infectious period* – defined as two days before they developed symptoms or two days before their test date (if they don't have symptoms).
- **Specific Place in the Location:** Identify the place of exposure, such as a specific classroom, building, area, floor, office, or department. Please be specific.
- **Number of COVID-19 Positive Cases**

Indicate whether you want to provide COVID-19 case information **now** or **later**. Then select **Next**.

Required case information:

- First and last name
- Birthdate
- Cell phone number
- Home ZIP code
- Date late on school campus/facility
- Staff or non-staff (student, resident, detainee/inmate)
- Has this person had symptoms
- If yes, when did the symptoms start?
- Test date
- Test result

You are done!

Continue to notify LACDPH of **additional cases** until the outbreak is resolved‡



‡ Resolution occurs when no new cases are identified for 7 days

† Including education settings, workplaces, sites serving people experiencing homelessness, and congregate residential settings. Excludes all sites that provide healthcare or assistance with activities of daily living (ie, long term care facilities, skilled nursing facilities, hospitals, etc).

STILL HAVE QUESTIONS?

Visit <http://www.publichealth.lacounty.gov/media/Coronavirus/>
or email Communityoutbreak@ph.lacounty.gov

