SPOT QUICK GUIDE FOR COMMUNITY SETTINGS†
REPORT A NEW CLUSTER OF **ACUTE RESPIRATORY ILLNESS**§ *(INCLUDING **COVID-19**)*

Concerning cluster is identified
For details, visit:
ph.lacounty.gov/covidreporting

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Navigate to **spot.cdph.ca.gov**

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Existing users: Log on, click on **View Locations and Exposures** and **select the name of the location** where you need to report a cluster. In the top right-hand corner, select **Report New Exposure.**

New users: Select **New User**, select **Los Angeles County**, then choose the appropriate **location type**. Enter the required **Key Point of Contact** and **Location of Exposure details**.

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Input required **Exposure Information** fields.
Include very detailed **Notes**.

- **Start Date of Exposure:** The first date a person experiencing acute respiratory illness was in the location during their *infectious period* = two days before symptom onset or two days before their test date (if they don't have symptoms).
- **Specific Place in the Location:** Identify the suspected place of exposure (e.g. classroom, building, area, floor, office, department). Please be specific.
- **Number of COVID-19 Positive Cases**: Only include the number of individuals who have tested positive for COVID-19.
- **Notes**: Include as much information as possible, including:
  - Total number of ARI cases (including information about symptoms or any relevant test results tests).
  - The size of the exposed group.
  - Description of the concerns.
  - Last date of exposure on site.

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Do not add any case details at this point.

Select **Next**.

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You are done!
Our team will be reaching out if we have additional questions. Contact us if you have urgent concerns.

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† Community settings refer to education settings, workplace settings, community care facilities, correctional/detention facilities and sites serving people experiencing homelessness. Excludes healthcare settings (e.g., hospitals, skilled nursing facilities).

§ Acute respiratory illness is defined as new onset of two or more of the following symptoms: fever/chills, cough, sore throat, runny or stuffy nose, difficulty breathing, and/or body aches. It can include COVID-19 cases.

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SHARED PORTAL for OUTBREAK TRACKING | COUNTY OF LOS ANGELES Public Health