

# SPOT QUICK GUIDE FOR WORKPLACES<sup>†</sup>

## REPORT A NEW COVID-19 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\*** COVID-19 cases, or
- 2) For sites with 100 or more individuals on site, 5% or more of the population are cases

Navigate to [spot.cdph.ca.gov](http://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<sup>‡</sup>



<sup>†</sup> Places of employment as defined by [Cal/OSHA COVID-19 Prevention Non-Emergency Regulations](#), section 3205(a)(2)(A)-(D)

<sup>‡</sup> Resolution occurs when no new cases are identified for 7 days

### STILL HAVE QUESTIONS?

Visit <http://www.publichealth.lacounty.gov/media/Coronavirus/>  
or email [Communityoutbreak@ph.lacounty.gov](mailto:Communityoutbreak@ph.lacounty.gov)