

SPOT QUICK GUIDE FOR COMMUNITY SETTINGS[†]

ADD A **NEW CASE** TO YOUR EXISTING EXPOSURE EVENT

New case(s)[§] identified to add to your existing **Exposure Event**

Navigate to spot.cdph.ca.gov, click **Existing User**, and **log on**.

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

Multiple cases to report? Consider
Bulk Upload Reporting

New COVID-19 case

Select **Report Cases and Contacts**

Select the correct location for the cases being reported, then select **Next**

Input required **COVID-19 Case** fields. Do not include details for ARI cases unless they have tested positive for COVID-19.

Location and Exposure Details

- Exposure Event: If available, select your Exposure Event number (found in confirmation email)
- Specific Place in the Location: Identify the place of exposure, such as a specific floor, department, or suite. Please be specific.

Personal Information

- Complete all required fields indicated

New ARI case

(no positive COVID-19 result)

Select **View Locations and Exposures**

Select the correct location for the ARI cases being reported, then select **Next**

Select **Related**, then select the correct **Exposure Event** for the new cases

Select **Send Update**

In the update, indicate total ARI case count and details. Do not include details for new COVID-19 cases here.

Example:

- "2 new ARI cases identified on 3/6/24. Both presenting with fever, runny nose, and sore throat. Both tested negative for COVID-19. Total of 7 ARI cases in cluster, including the 5 reported on 3/2/24."

You are done!

Continue to notify LAC DPH of **additional cases** until the cluster is resolved[‡]



[†] Community settings refer to education 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.

[‡] Cluster resolution occurs when no new cases are identified for 7 days.