SPOT QUICK GUIDE FOR WORKPLACES†

ADD A CASE TO YOUR COVID–19 EXPOSURE EVENT

New COVID-19 Cases identified to add to your existing Exposure Event

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

Select **Report Cases and Contacts**

If you have multiple cases to report, consider following instructions for Bulk Upload Reporting

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

Select **COVID-19 Case**, then click **New**

Input required **COVID-19 Case** fields

Location and Exposure Details

- Exposure Event: If available, select your Exposure Event
- 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

Select **Save**. If you have additional cases to report, select **Save and New**.

You are done!

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

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

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

Updated: March 21, 2024

STILL HAVE QUESTIONS?

Visit http://www.publichealth.lacounty.gov/media/Coronavirus/

or email Communityoutbreak@ph.lacounty.gov

SHARED PORTAL for OUTBREAK TRACKING | County of Los Angeles Public Health