## SPOT QUICK GUIDE FOR COMMUNITY SETTINGS<sup>†</sup>

BULK UPLOAD TEMPLATE - for reporting multiple COVID-19 cases

## Reporting threshold is met.

Within a 7-day period, either:

1) 3 or more epi-linked\* cases, or

2) For settings other than education with 100 or more individuals on site, 5% or more of the population are cases

Navigate to spot.cdph.ca.gov and select Existing User

Log on using your **SPOT** account login

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

Select

Bulk Upload

button at the top

of the page

Upload completed **Bulk Upload Template** and click
"Send Update"

- Email confirmation will be sent.
- Always make sure to download a new Template when uploading cases

Scroll down to drop down fields and select response for Location and Exposure Event

- If reporting a new case cluster, select "None" for exposure event.
- Liaisons need to be registered for each individual location if reporting for multiple locations

Click to download the **Bulk Upload Template** Excel form and complete required case details

- Required fields have a red asterisk and the column will be highlighted blue.
- IMPORTANT: Only report <u>NEW</u> cases in the bulk upload. Do <u>not</u> use the bulk upload template to update case information.

After submission, a public health investigator may reach out to gather additional details on the case cluster and create an exposure event.

If new cases are later identified, repeat the bulk upload process (only including new cases) and select the specific exposure event in the drop-down field to identify the correct exposure event to link the new cases. Or, follow the steps for Adding Cases to Existing Exposure Events.

Questions on reporting and guidance can be directed to the investigator

You are done!

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

<sup>&</sup>lt;sup>†</sup> 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).





<sup>\*</sup> Have a potential connection in time and place at the site

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