SPOT QUICK GUIDE FOR SITES ASSOCIATED WITH COMMUNITY SETTINGS†

NEW REPORTERS

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 click the **New User** button on the left

Select **Los Angeles** Local Health Jurisdiction (LHJ)

Select appropriate location type, then click **Next**

Input required **Key Point of Contact** information for Location

- First Name
- Last Name
- Email
- Phone
- Title/Role

Input required **Location of Exposure** information for the site where the exposure occurred

- Location Name
- Location Type
- Street
- City
- Zip/Postal Code

Input required **Exposure Information** fields for cases being reported

- Start Date of Exposure
- Specific Place in Location
- # of COVID-19 Positive Cases

All remaining fields are optional

If you are ready to provide case information, select **Yes, I am ready to provide this information.** On the next page, enter and submit COVID-19 case details for all cases being reported.

Or, if you are not ready to provide case information, select **No**.

Review the provided summary, then click **Finish**

You are done!

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

†Community settings refer to workplaces, education settings, sites serving people experiencing homelessness, and congregate residential settings. Excludes sites that provide healthcare or assistance with activities of daily living (e.g., long term care facilities, skilled nursing facilities, hospitals).

*Epi linked refers to having a potential connection in time and place at the site

‡ Outbreak resolution occurs when no new cases are identified for 7 days

Updated: February 5, 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