

SPOT QUICK GUIDE FOR COMMUNITY SETTINGS[†]

NEW USER: REPORT A NEW CLUSTER OF ACUTE RESPIRATORY ILLNESS[§] CASES (INCLUDING COVID-19)

Reporting threshold is met.

See sector-specific thresholds at:
ph.lacounty.gov/covidreporting

Navigate to
spot.cdph.ca.gov
and click **New User**

Select **Los Angeles**
for your Local Health
Jurisdiction

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

Input required **Exposure Information** fields for ARI[§] cluster

- **Start Date of Exposure:** The first date a case was in location during their *infectious period* = two days before symptom onset or two days before their test date (if they don't have symptoms).
- **Specific Place in the Location:** Identify the suspected place of exposure (e.g. classroom, building, area, floor, office, department). Please be specific.
- **Number of COVID-19 Positive Cases:** Only include the number of individuals who have tested positive for COVID-19.
- **Notes:** Use this field to indicate total number of ARI cases. Include additional helpful details. (e.g. *5 total cases with cough and fever in a 3rd grade class with 20 students and 1 teacher. 2 cases positive for COVID-19, 2 tested negative, 1 untested.*)

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

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

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

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

If you are ready to provide **COVID-19 case** details, select **Yes, I am ready to provide this information**. On the next page, enter and submit case details for all COVID-19 cases being reported. **Do not include details for ARI cases unless they have tested positive for COVID-19.**

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
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.