

# QUICK GUIDE: COVID-19 REPORTING FOR WORKPLACES\*

Reporting threshold of **three or more staff** cases of COVID-19 at the **same worksite** within a **14-day period** is met.

Navigate to **spot.cdph.ca.gov** and click the **"New User"** button on the left

Select **"Long Beach"** Local Health Jurisdiction (LHJ)

Select **"Report a Workplace Exposure"** then click **"Next"**

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**

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

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

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

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

In response to **"Do you want to provide Case Information now?"**

Select **"No, I will provide this information later once the Health Department has confirmed the information"**

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

**You are done!**  
Continue to notify LBDHHS of additional cases identified among employees.



\* Non-healthcare workplaces

Updated: September 20, 2022

**STILL HAVE QUESTIONS?**

Visit [longbeach.gov/covid19](https://longbeach.gov/covid19) or email [covid19business@longbeach.gov](mailto:covid19business@longbeach.gov)

