**COVID-19 and Businesses**

Reporting an Outbreak through the Shared Portal for Outbreak Tracking (SPOT)

**SPOT Overview**

Glenn County Public Health partners with Glenn County businesses to mitigate COVID-19 outbreaks in the workplace. An outbreak in most worksites is defined as 3 or more cases of COVID-19 at a worksite within a 14-day period. Glenn County utilizes the Shared Portal for Outbreak Tracking (SPOT) to receive information about COVID-19 outbreaks in local business settings. SPOT makes it easy for business owners or managers to securely report COVID-19 outbreaks to Glenn County Public Health and receive assistance that can be utilized to slow the spread of COVID-19 in the workplace and community. This will allow for more efficient reporting and support.

Note: “Worksite” means the building, store, facility, agricultural field, or other location where a COVID-19 positive worker worked. This includes hallways, restrooms, lobbies, breakrooms, etc.

How to use SPOT

This [5-minute video](https://youtu.be/3GIveY2eLxk) will provide you an overview of how to complete the SPOT intake form.

1. **Complete intake form.**

[SPOT Intake Form (ENGLISH)](https://spot.cdph.ca.gov/s/IntakeForm?language=en_US)[SPOT Intake Form (SPANISH)](https://spot.cdph.ca.gov/s/IntakeForm?language=es)

**Disclaimer**: If you do not have information on the positive case(s) now, you can still submit the Intake Form and provide the case information once you have received your SPOT credentials.

*In accordance with HIPAA Privacy and Security Rules, all information provided in this form will remain confidential; the information you provide will not impact immigration status.*

1. **Submit intake form and information regarding cases from the worksite.**
2. **Create a SPOT account and bookmark the SPOT homepage.**

[This 6-minute video](https://www.youtube.com/watch?v=Dzg6wq9Llns) will provide an overview of the SPOT reporting process and train you step-by-step to report an outbreak at your business utilizing the SPOT portal.

1. **Continue to add all cases until at least 14 days have passed without any new COVID-19 positive individuals being identified and the exposure event is closed.**

More Information for Internal Contact Tracing

Information provided in this step will aid internal contact tracing for the facility/business. This process is used to identify close contact(s) of the COVID-19 positive case(s) and to isolate or quarantine business contacts when applicable.

A close contact is someone sharing indoor airspace with a COVID-19 case during their [infectious period](https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html) for a cumulative total of 15 minutes or more over a 24-hour period. [Please refer to the current CDPH isolation and quarantine guidelines](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx) and share relevant information with close contacts directly.

Upon completion of their appropriate isolation, COVID-19 positive individuals may return to their workplaces.

Resources for Employers

[CalOSHA and AB-685](https://www.countyofglenn.net/dept/health-human-services/public-health/covid-19/calosha-and-ab-685)

[CDPH Isolation and Quarantine Guidance](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx)

[CDPH Guidance for Employers](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Workplace-Outbreak-Employer-Guidance.aspx)

[CDPH Overall COVID-19 Guidance –All Topics](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Guidance.aspx#collapse4)

[SPOT Workplace Help and Training Material](https://spot.cdph.ca.gov/s/help/workplace-help?language=en_US)

Contact Us

For questions or concerns about preventing COVID-19 in the workplace or reporting outbreaks, contact Glenn County Public Health at 530-934-6588.