

Reporting COVID-19 cases to COVID RESPONSE TEAM

Location Investigations Team

The goal of location-based investigations is to limit the spread of COVID19 in the workplace or in a community setting. These investigations have a dual purpose of **investigating** (garnering contacts and more contextual information about the exposure/outbreak) and **providing education/guidance** (referring to CDC, CCC Coronavirus page, etc.).

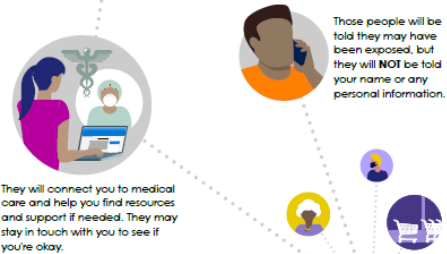
In Contra Costa County we investigate exposures at the following locations:

Workplaces and Community Settings & Events such as: Restaurants, hospitals/clinics, detention facilities, retail stores, daycares/preschools, manufacturers, public agencies, etc.

CASE INVESTIGATION AND CONTACT TRACING PARTNERSHIP

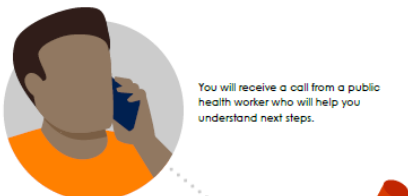
HOW DOES CONTACT TRACING WORK?

If you test positive for COVID-19:



They will ask about places you have been and the people you have spent time with recently. Your information is confidential and will not be shared, and you will not be asked about your immigration status.

If you have been in contact with someone who has tested positive for COVID-19:



They will provide access to testing at no cost to you and medical care, if needed. You will also be asked to separate yourself from others in your home to protect those around you.



They will stay in touch to see if you develop symptoms or need access to help.

- **Guidance materials** to support workplaces when a COVID case has been identified
- **Dedicated Locations Team**— consistent points of contact assigned when there is a case at a Location
- **Decision Making Grid** resource for reporting links and guidance documents
- **Collaboration and support** through the entire process



**Keep 6
Feet Apart**



**Cover Your
Face**



**Wash Your
Hands**



**Stay Home
if Sick**

PREVENTATIVE STRATEGIES

- ☐ Stay Home When Sick
- ☐ Get Vaccinated
- ☐ Wearing a Mask
- ☐ Physical Distancing
- ☐ Hand Hygiene and Respiratory Etiquette
- ☐ Cohorting/Small Groups
- ☐ Cleaning/Disinfecting
- ☐ Ventilation
- ☐ Water Systems
- ☐ Communication

Differences between

CLEANING, SANITIZING AND DISINFECTING

Cleaning

REMOVES

SOIL from a surface but
does not kill any organisms.



Sanitizing

REDUCES

the number of **BACTERIA** in
the environment, significantly.



Disinfecting

DESTROYS

or irreversibly inactivates
BACTERIA AND VIRUSES*



Sanitizers and disinfectants are regulated by the U.S. Environmental Protection Agency (EPA) and are used to manage public health risks. It is a violation of Federal law to use these products in a manner inconsistent with labeling.

*See product label for specific organism claims

Source: Dr. Anna Starobin, EcoLab

COVID RESPONSE TEAM

- Workplace should designate an administrator or Point of Contact (POC) as a COVID-19 liaison to collaborate and communicate with staff and the COVID Response Team (CCRT)
- Roles:
 - Collect information about the case and who may have been exposed to a case (ex. roster)
 - Communicate with potentially exposed employees and contractors
 - Coordinate flow of information between the workplace, CCRT and those who need to know about potential exposures and next steps

COLLECT

When there is a case, **collect** information on the case and the employees who may have been exposed:

- Work and Enrollment Rosters
 - ☐ Employee information (i.e., date of birth, addresses, and/or phone numbers)
 - ☐ Work Hours
 - ☐ Unit/floor assigned to
 - ☐ Job titles and sites of employment
- Determine case infection period by:
 - ☐ Test Date
 - ☐ Symptom Onset Date



COMMUNICATE

Maintain clear lines of **communication** with CCRT.

- Other information may be requested by the assigned investigator.
- There is a mandate to notify the **employees** of the **workplace** when they become aware of a positive COVID-19 employee or exposure (AB 685-1/1/2021).
 - ❖ For HealthCare settings: **AFL 20-75**
(<https://www.cdph.ca.gov/Programs/CHCQ/LCP/Pages/AFL-20-75.aspx>)



COORDINATE

CCRT will **coordinate** to provide extra support:

- If there are multiple positives at a workplace and they do not share a household, you might have a cluster (outbreak)
 - CDPH Definition: 3 or more cases within a 14-day period that may be associated to an index case
 - State law requires reporting of outbreaks to CCHS (CalOSHA Title 8 and AB 685-1/1/2021)
- **Maintain regular contact with investigator for guidance.**



AB 685

The bill would require the State Department of Public Health to make specified information on outbreaks publicly available on its internet website, as specified. The bill would require local public health departments and the division to provide a link to this page on its internet websites. By requiring additional duties from local public health departments, this bill would impose a state-mandated local program.

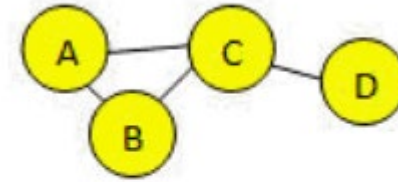
Employers are required to report workplace outbreaks to local health departments.

- When non-healthcare employers identify 3 or more cases of COVID-19 at a worksite within a 14-day period, they are required to report this to their local health department within 48 hours.
 - Although AB 685 does not go into effect until January 1, 2021, a similar reporting requirement is already in effect under [CDPH guidance](#), so employers must follow it now.
- Employers are required to report the following information to the local health department:
 - Name and address of the worksite
 - Number of cases
 - Names and occupations of workers with COVID-19
 - North American Industry Classification System (NAICS) code of worksite. This is a 6-digit numeric code that classifies businesses by industry.
- Local health departments may also require employers to report additional information as part of their outbreak investigation.
- Employers are also required to continue notifying the local health department if additional cases are identified at the worksite.
- Local health departments can decide the best mechanism for collecting this information from employers.
 - Local health departments should ensure that the tools they use contain all of the information that employers are required to report. Please see the Appendix below for a basic template with required fields and additional suggestions for how to collect this information.
 - Some health departments have developed web tools for employer reporting; an example can be found on the [Alameda County Public Health Department COVID-19 Workplace Case and Contact Reporting web page](#).

COVID-19 REPORTING FOR CASE OR CONTACT THAT LIVES OUTSIDE OF CONTRA COSTA COUNTY

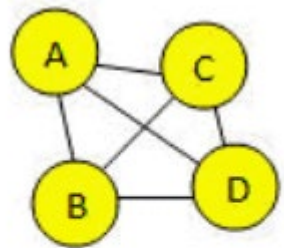
- Lab result reporting goes to **county of residence**
- Case Investigator will coordinate with the case's county of residence in order to conduct a contact investigation
- If case resides outside of CC County and is positive, please let the investigator know so they can coordinate with the appropriate county

EPI-LINKAGE



Minimum distance
Single linkage

† Epidemiologically-linked cases include persons with close contact‡ with a confirmed or probable case of COVID-19 disease; OR a member of a risk cohort as defined by public health authorities during an outbreak. This includes persons with identifiable connections to each other such as sharing a defined physical space e.g. in an office, facility section or gathering, indicating a higher likelihood of linked spread of disease than sporadic community incidence.



Maximum distance
Complete linkage

PERSON

PLACE

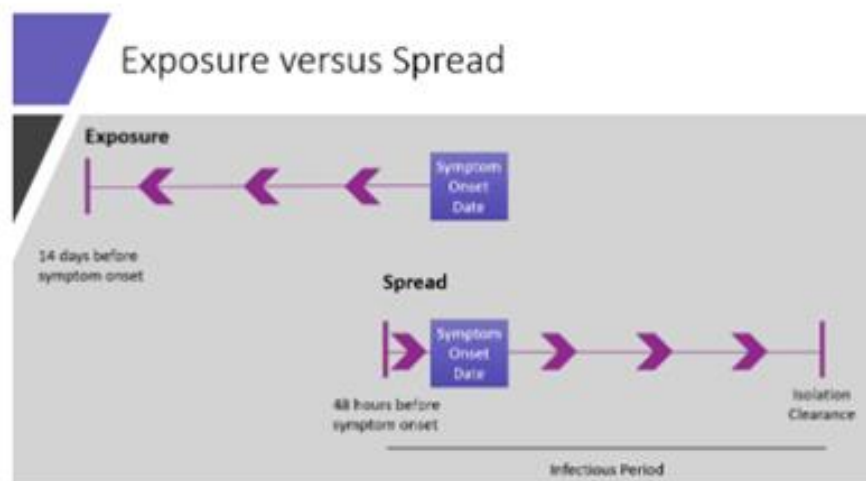
TIME

EPIDEMIOLOGY LINKAGE QUESTIONS TO OBTAIN MORE INFORMATION ON HOW THE EXPOSURE OCCURRED (for cases)

- How many cases?
- If the case is symptomatic, what was the date the symptoms started?
- If the case is asymptomatic, what was the date the case tested?
- What are the employee job titles?
- What are the employee work shift(s)?
- What area(s) do the cases spend most of their time?
- Do they travel to multiple buildings/units/modules?
- Are they in a shared office or in a shared vehicle?
- Did a recent event occur where space was shared?
- **WHAT COMMONALITIES DO THE CASES SHARE?**



Definition of Infectious Period:



Symptomatic (at any point, even if now resolved):

Infectious Period Start Date: 2 days before symptom onset date

Infectious Period End Date:

Mild to moderate illness: symptom onset to 10 days have passed *since symptoms first appeared* **and** At least 24 hours have passed *since last fever without the use of fever-reducing medications* **and** symptoms (e.g., cough, shortness of breath, body aches, sore throat, have improved) have improved.

Severe illness hospitalized in the ICU or severely immuno-compromised: symptom onset to 20 days have passed *since symptoms first appeared* **and** at least 24 hours have passed *since last fever without the use of fever-reducing medications* **and** symptoms (e.g., cough, shortness of breath, body aches, sore throat, have improved) have improved.

Asymptomatic:

Infectious Period Start Date: 2 days before specimen collection date

Infectious Period End Date: 10 days after specimen collection date

Gathering Case and Close Contacts Information

In Contra Costa County we have business report the COVID positive individuals and their close contacts. We use two methods to collect this information:

1. SPOT
2. Excel Roster

- SPOT (Shared Portal for Outbreak Tracking)
 - A user-friendly, secure, system that allows a liaison from the business to enter in case and contact information through an online portal that feeds directly to the public health department.



What is SPOT?

Why SPOT?

The **Shared Portal for Outbreak Tracking (SPOT)** supports efforts to safely reopen California's workplaces and accelerate local health department (LHD)-led COVID-19 contact tracing efforts by facilitating collaboration and sharing of information between workplaces and their LHDs through CalCONNECT, California's public health contact tracing and data management system. SPOT is one of several tools that can assist workplaces in complying with state and local reporting requirements.

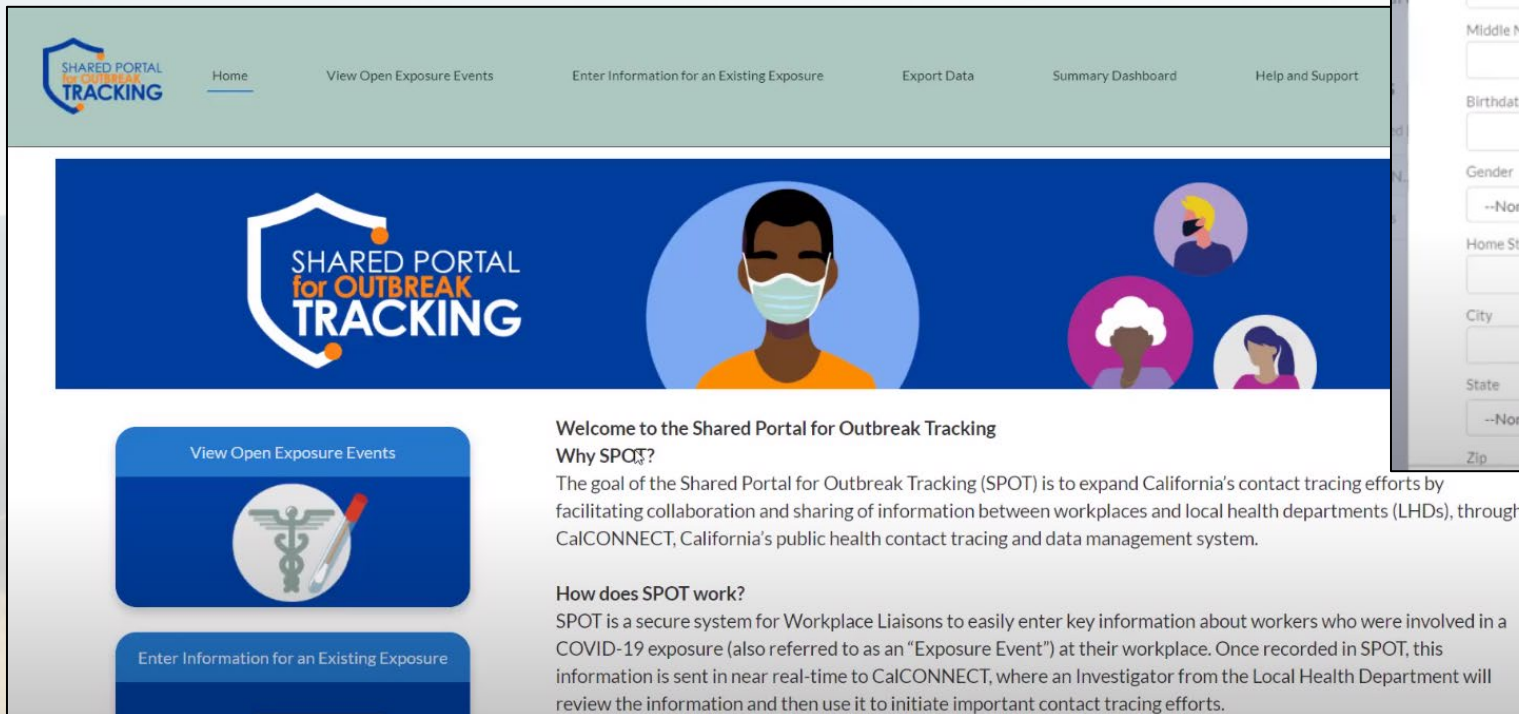


How does SPOT work?

SPOT is a secure system for Workplace Liaisons to **easily enter key information about workers** who were involved in a COVID-19 exposure at their workplace. Once recorded in SPOT, the information is sent to CalCONNECT in real time, allowing the LHD's Workplace Outbreak Team to review the information and use it to initiate important contact tracing efforts.

Inside the SPOT System:

- View Open Exposure Events happening at your facility
- Enter in case and close contact information associated with your facility
- Export the data entered for record keeping



The screenshot shows the SPOT homepage. At the top is a navigation bar with the logo and links: Home, View Open Exposure Events, Enter Information for an Existing Exposure, Export Data, Summary Dashboard, and Help and Support. Below this is a large blue banner with the text "SHARED PORTAL for OUTBREAK TRACKING" and an illustration of a person wearing a face mask. Under the banner are two main buttons: "View Open Exposure Events" and "Enter Information for an Existing Exposure". To the right of these buttons is a welcome message and a brief explanation of the system's purpose and how it works.

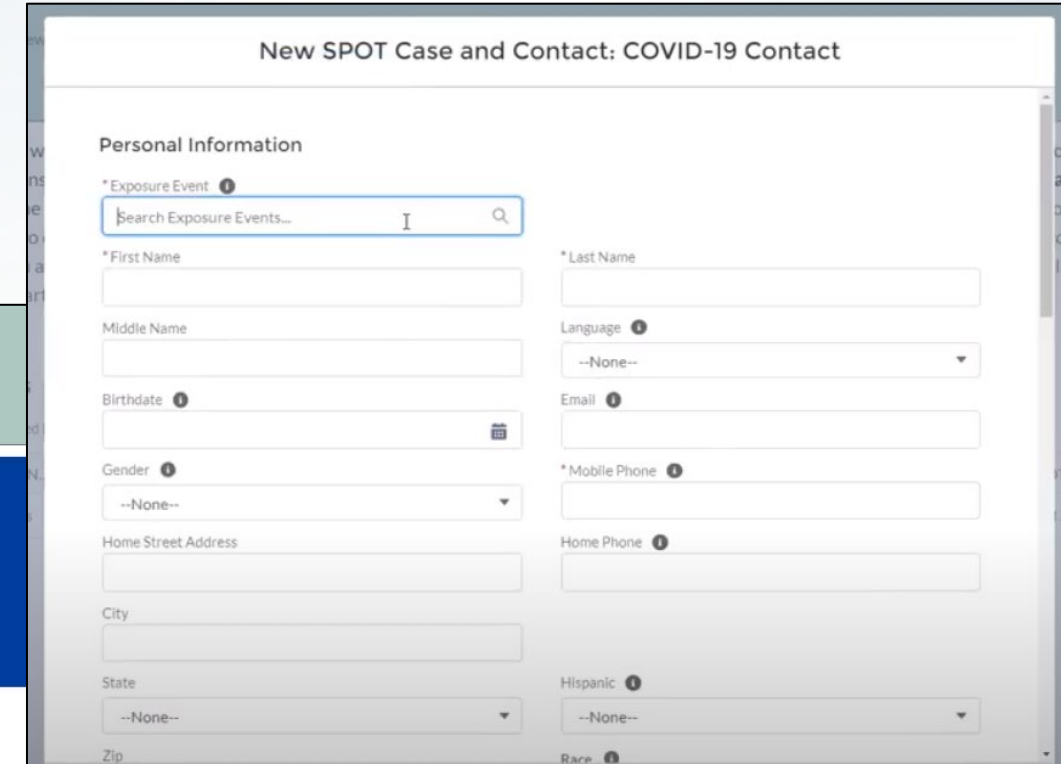
Welcome to the Shared Portal for Outbreak Tracking

Why SPOT?

The goal of the Shared Portal for Outbreak Tracking (SPOT) is to expand California's contact tracing efforts by facilitating collaboration and sharing of information between workplaces and local health departments (LHDs), through CalCONNECT, California's public health contact tracing and data management system.

How does SPOT work?

SPOT is a secure system for Workplace Liaisons to easily enter key information about workers who were involved in a COVID-19 exposure (also referred to as an "Exposure Event") at their workplace. Once recorded in SPOT, this information is sent in near real-time to CalCONNECT, where an Investigator from the Local Health Department will review the information and then use it to initiate important contact tracing efforts.



The screenshot shows a form titled "New SPOT Case and Contact: COVID-19 Contact". The form is divided into two columns for "Personal Information".

Personal Information

*Exposure Event ⓘ
Search Exposure Events... ⓘ

*First Name
Middle Name
Birthdate ⓘ
Gender ⓘ
Home Street Address
City
State
Zip

*Last Name
Language ⓘ
Email ⓘ
*Mobile Phone ⓘ
Home Phone ⓘ
Hispanic ⓘ
Race ⓘ

SPOT Resources

- [SPOT Troubleshooting Guide](#)
- [SPOT User Guide for Workplace Liaisons](#)
- [YouTube DEMO Video for Workplace Liaisons](#)
- **CalConnect Help Desk:**
 - (916) 520-1619 - press # for SPOT Help Line

IMPORTANCE OF ROSTER

CONFIDENTIAL INFORMATION

*Completing a roster is an **alternative** to SPOT and may be requested for **outbreak monitoring**

Items marked in RED are required for testing and tracking lab results.

Location:

Exposure Eve

Testing Dates				Most Recent Testing			
Ilance/ Bazeli ne Test:	(DATE)	3rd Round Testin g:	(DATE)	t Round of Te	St	Pa	
Round Testin	(DATE)	2nd Round Testin	(DATE)	\$ Tested			
2nd Round Testin	(DATE)	1st Round Testin	(DATE)	\$ Pending			

[illegible]

A line list may be used to monitor large outbreaks.

QUESTIONS TO ASK

Ask case finding questions since the 1st reported cases might not actually be the 1st case!

Always ask 14-28 days back in time if any others were ill or tested positive. It is very common that the first case does not get reported

□ Exposure event Information

- ✓ When was the start of the exposure?
- ✓ What are the last day work or attended event (for each case)?
- ✓ Is there a specific work area (ex. Unit, building #)?
- ✓ Is this exposure event sports-related?
- ✓ Indoors/Outdoors?
- ✓ Were cases wearing masks?
- ✓ How many people possibly exposed?

□ Outbreak investigation information

- ✓ Are there additional Involved local health jurisdictions?
- ✓ What public health actions taken (case finding, under investigation)?
- ✓ Number of confirmed cases?
- ✓ Number of probable cases?

Exposure Event Record #		Specific Place in the Location	2 Seafood Department, 1 Meat Department
Location		Indoors/Outdoors	Indoors
Start Date of Exposure Period	1/11/2021, 12:00 AM	Status of Exposure Event	Under Investigation
End Date of Exposure Period	1/18/2021, 12:00 PM	Potential Number of People Exposed	3
Switch to manually entered fields	<input checked="" type="checkbox"/>	Risk Level	Medium
▼ Outbreak Investigation Information			
Other Key Staff or Agencies Notified		Assigned Outbreak Investigator	
CalREDIE Outbreak ID	0	Involved Local Health Jurisdictions	Contra Costa
Outbreak Resolution Status	1 Confirmed	Public Health Actions Taken	Case finding
Number of confirmed cases	3	If Other Measures, Specify	
Number of probable cases	0		
▼ Outbreak Summary Information			
# Total Persons Exposed	0	# Total Residents at Time of Event	0
# Records Linked to the Exposure Event	0	# Total Staff at Time of Event	0
Additional Exposed Persons not in CC	0	# Total Students at Time of Event	
# Persons Tested	3	# Residents Tested	0
		# Staff Tested	
		# Students Tested	
# Persons Tested Positive	3	# Residents Tested Positive	
		# Staff Tested Positive	
		# Students Tested Positive	
▼ Workplace Information			
Were workers present at this outbreak?	1 Yes		
Any known cases among workers or staff?	Yes	If yes, number of cases among workers?	1 3
What is the industry of this workplace?	1 Grocery Stores	The NAICS code of the workplace:	1 445110
Occupation (1/5)	1 clerk	Number of workers (1/5)	3
Occupation (2/5)	1	Number of workers (2/5)	
Occupation (3/5)	1	Number of workers (3/5)	
Occupation (4/5)	1	Number of workers (4/5)	

QUESTIONS TO ASK

❑ Outbreak summary information

- ✓ # persons tested ?
- ✓ # Persons Tested positive?

❑ Workplace information (cases who are employees)

- ✓ What is the industry of this workplace (ex. Correctional Institution)
- ✓ What is the naics code (ex. 624410) (<https://www.naics.com/search/>)
- ✓ What are the occupations (job titles) and numbers of each?

❖ If workplace is in an outbreak and contracting out COVID-19 testing for employees:

- Obtain the test date
- Obtain the name of Laboratory
- Obtain the laboratory address and phone #

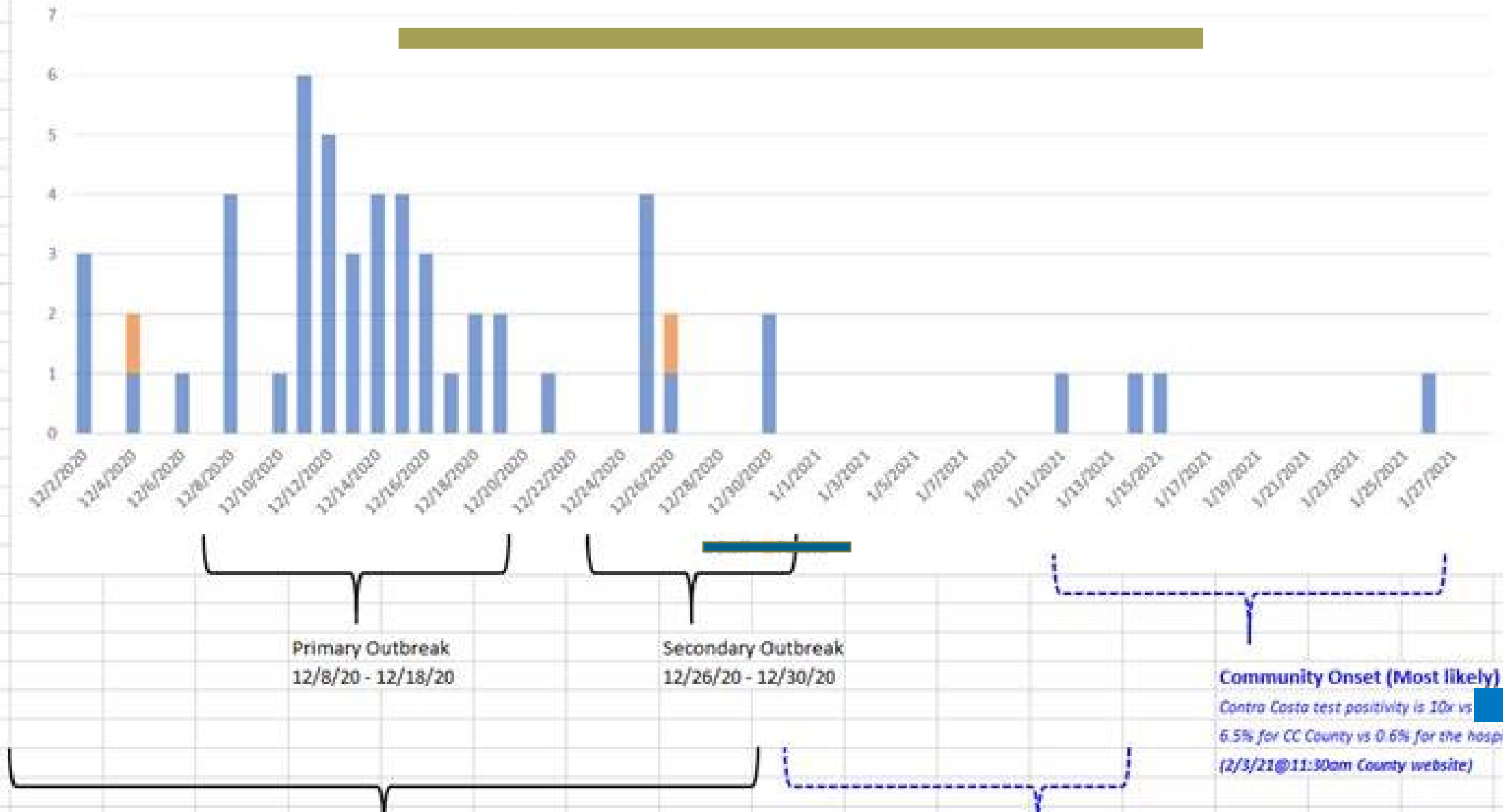
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Location		Indoors/Outdoors	Indoors
Start Date of Exposure Period	1/11/2021, 12:00 AM	Status of Exposure Event	Under Investigation
End Date of Exposure Period	1/18/2021, 12:00 PM	Potential Number of People Exposed	3
Switch to manually entered fields	<input checked="" type="checkbox"/>	Risk Level	Medium

Outbreak Investigation Information	
Other Key Staff or Agencies Notified	Assigned Outbreak Investigator
CalREDIE Outbreak ID	Involved Local Health Jurisdictions
Outbreak Resolution Status	Public Health Actions Taken
Number of confirmed cases	If Other Measures, Specify
Number of probable cases	

Outbreak Summary Information	
# Total Persons Exposed	# Total Residents at Time of Event
# Records Linked to the Exposure Event	# Total Staff at Time of Event
Additional Exposed Persons not in CC	# Total Students at Time of Event
# Persons Tested	# Residents Tested
	# Staff Tested
	# Students Tested
# Persons Tested Positive	# Residents Tested Positive
	# Staff Tested Positive
	# Students Tested Positive

Workplace Information	
Were workers present at this outbreak?	If yes, number of cases among workers?
Any known cases among workers or staff?	The NAICS code of the workplace:
What is the industry of this workplace?	Number of workers (1/5)
Occupation (1/5)	Number of workers (2/5)
Occupation (2/5)	Number of workers (3/5)
Occupation (3/5)	Number of workers (4/5)
Occupation (4/5)	Number of workers (5/5)

COVID-19 OUTBREAK (N=53), [REDACTED] ONSET OR COLLECTION DATE (EARLIEST DATE), DECEMBER 2020 TO JANUARY 2021



Where does the information end up?

COVID-19 Outbreak Data

09/01/2021

California law requires employers to report COVID-19 outbreaks to local health departments. Local health departments then report those data to CDPH.

Non-healthcare employers are required to report to their local health department when they identify three or more cases of COVID-19 in a workplace within 14 days. Local health departments determine whether the cases constitute an outbreak, using [CDPH outbreak definitions](#), and report confirmed outbreaks to CDPH.

CDC COVID Data Tracker



Centers for Disease Control and Prevention
CDC 24/7: Saving Lives, Protecting People™

COVID Data Tracker

United States

At a Glance

Cases Total 39,279,057

Last 30 Days



Deaths Total 638,689

Last 30 Days



74.4% of Adults with At Least

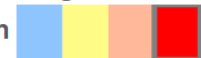
One Vaccination



Community

High

Transmission



[Data Tracker Home](#)

COVID Data Tracker

Find maps and charts tracking cases, deaths, and trends of COVID-19 in the United States, updated daily by 8 pm ET

2 Main ways to report a COVID positive case?

Directly in
SPOT

Preferred Method:

Complete Intake Form: [SPOT Case Reporting Form](#)

Email
Roster

Complete and email roster to
covid.business.tracing@cchealth.org

CCHS CONTACT INFORMATION AND GUIDANCE

- **Business webpage:**
<https://www.coronavirus.cchealth.org/for-businesses>
- **General COVID Questions:** 925-313-6740
- **COVID FAQs:** [FAQ | Coronavirus \(cchealth.org\)](#)
- **Email:** covid.business.tracing@cchealth.org for questions.
- **Testing:** <https://www.coronavirus.cchealth.org/get-tested>
- **Vaccinations:** <https://www.coronavirus.cchealth.org/get-vaccinated>
 - ❖ CURRENTLY ONLY FOR AGES 5 AND OLDER



Questions?