Reporting COVID-19 cases to COVID RESPONSE 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 (gathering 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

- **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
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.*

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.
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
† 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.
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:**

**Exposure versus Spread**

- **Exposure**
  - 14 days before symptom onset

- **Spread**
  - 48 hours before symptom onset
  - Isolation Clearance

**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
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

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

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>DOB</th>
<th>Home Street Address</th>
<th>Home City</th>
<th>Home State/Province</th>
<th>Home Zip Code</th>
<th>Primary Phone</th>
<th>Day at Facility</th>
<th>COVID Symptoms</th>
<th>COVID Test Date (if known)</th>
<th>COVID Positive</th>
<th>Close Contact to Positive (Y/N)</th>
<th>Is Employee Fully Vaccinated (Y/N)</th>
<th>Contract Facility Name</th>
<th>Location in Facility</th>
<th>Role</th>
<th>Shift</th>
</tr>
</thead>
</table>
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?
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/](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 #
COVID-19 OUTBREAK (N=53),
ONSET OR COLLECTION DATE (EARLIEST DATE),
DECEMBER 2020 TO JANUARY 2021

Primary Outbreak
12/8/20 - 12/18/20

Secondary Outbreak
12/26/20 - 12/30/20

Community Onset (Most likely)
Contra Costa test positivity is 10x vs 6.5% for CC County vs 0.6% for the hospital
(2/3/21@11:30am County website)
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.

https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/COVID-19-Outbreak-Data.aspx
2 Main ways to report a COVID positive case?

Preferred Method:

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

Email Roster

Complete and email roster to [covid.business.tracing@cchealth.org](mailto:covid.business.tracing@cchealth.org)
CCHS CONTACT INFORMATION AND GUIDANCE

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