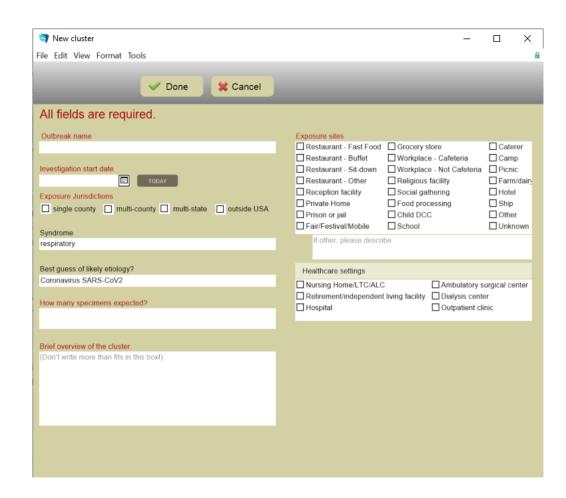


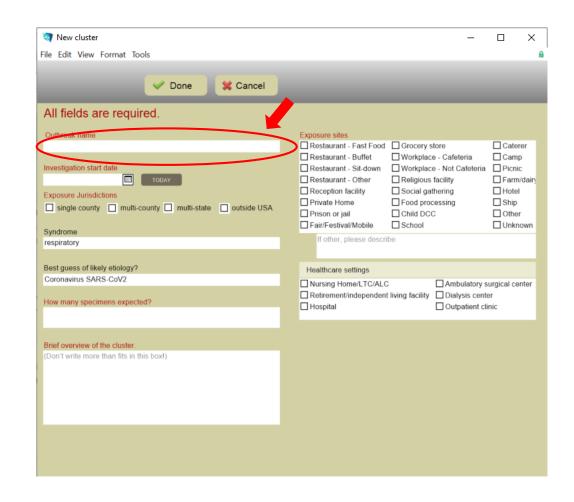
 When you are ready to create a new COVID-19/suspected COVID-19 outbreak, click on the New OB button



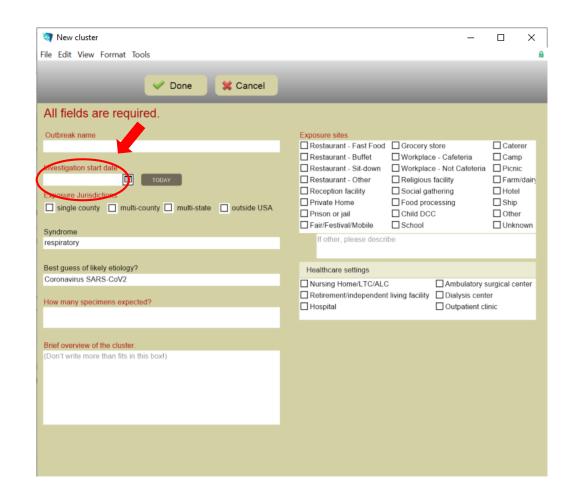
- A new window will open
- ALL of the fields are required



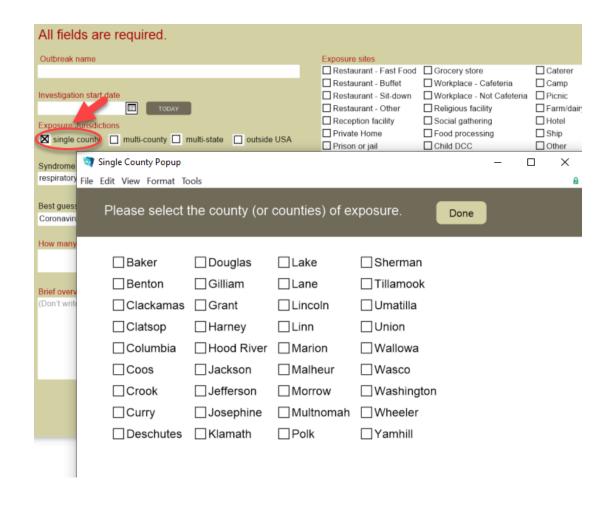
- Enter the outbreak name
- Please be mindful of the name you choose – this information can be obtained in a public records request
 - Examples of acceptable names:
 - LTCF A
 - 4th of July BBQ in Sometown, OR
 - Workplace A



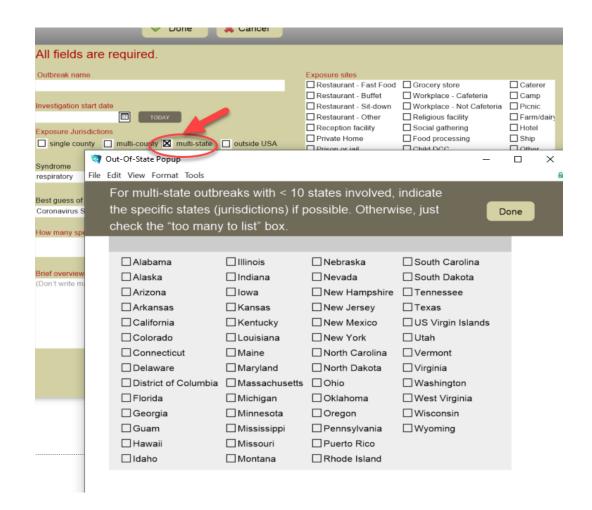
- Enter the Investigation Start Date
- The investigate start date is the date that the LHD began the investigation
 - Enter the date manually
 - Use the Today button if start date is the day you create the outbreak



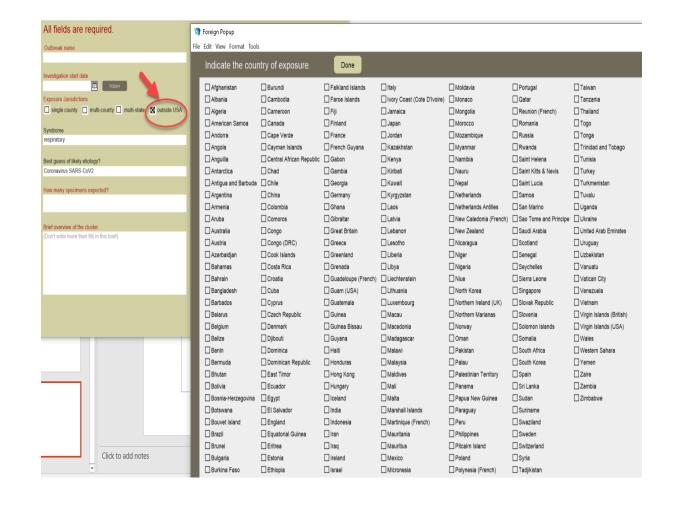
- Enter the exposure location single or multiple county
 - Your county should always be part of the exposure location if you are creating the outbreak
 - If there are multiple exposure locations, check the multi-county check box and select all of the appropriate counties



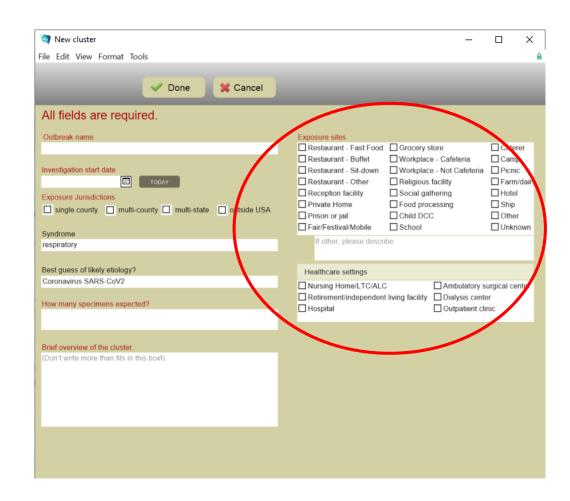
- Enter the exposure location multi-state
 - This is unlikely to occur with COVID-19 outbreaks



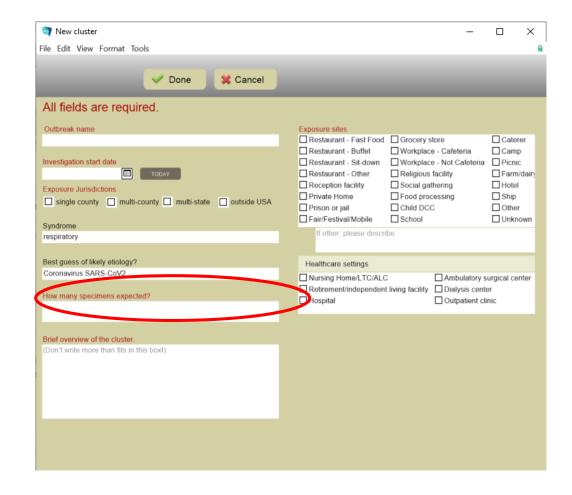
- Enter the exposure location outside USA
 - This would be for international outbreaks
 - Would be used if a group of your residents traveled to a foreign country and were exposed overseas



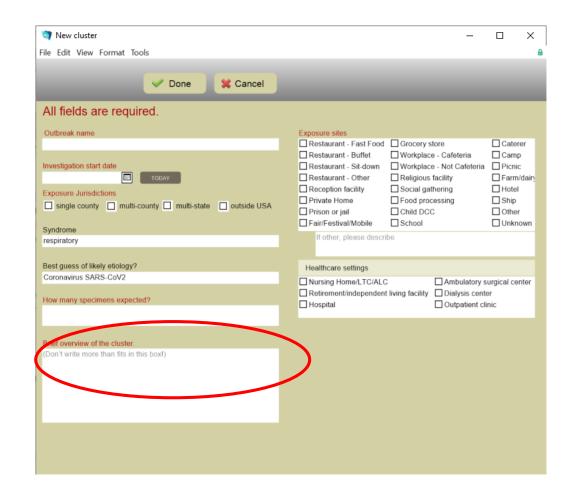
- Select the Exposure Site
 - You can select more than one



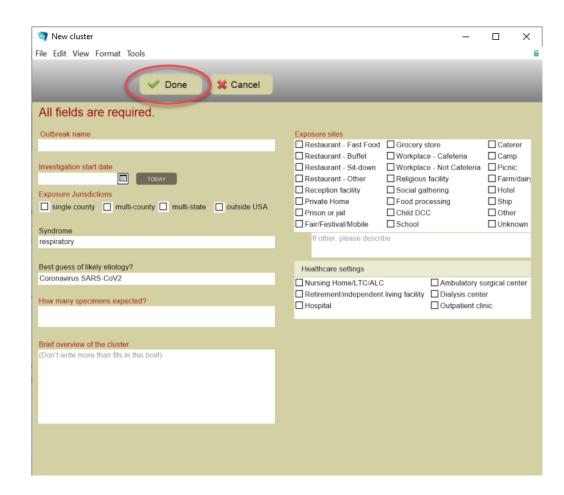
- How many specimen expected
 - If specimens will be sent to OSPHL, enter how many are expected to be sent
 - If no specimens are being sent to OSPHL, enter "none"



- Brief Overview of the Cluster
 - Please enter a brief summary of what you know about the outbreak



 Once you've completed all of the fields, click "Done"



 If you click "Done" and the information is incomplete, you will get the following error.



- If you click "Done" and the information is complete, this window will pop up.
 - Click "Got it" to proceed

