

# MTA/AFT MA COVID-19 Tracker FAQs

## Where can I access the site?

You can find the MTA/AFT MA COVID-19 tracker at <https://www.stophespreadmass.org/>.

## How can I use the site?

You can use the site to view or report COVID-19 related information about your worksite.

Viewing Information: The site defaults to displaying all cases reported in Massachusetts.

- To view reports in a specific community, use the Zoom In and Zoom Out buttons on the map.
- Clicking on an individual red dot marker on the map will bring up the reports associated with that location.
- Use the search bar on the map to find all reports specific to your worksite.
- Click *Show Filters* on the right-hand side of the page to return specific report results by Incident Type (positive cases that have been verified with evidence, or deaths) or Report Type (COVID-19, Safety, or Story).

Reporting Information: There are three report types available on the site.

- COVID-19 Report: Use to report a positive case of COVID-19 at your worksite.
  - Before you file a new report, please search the site for reports at your worksite to determine whether the information has already been reported.
  - Please use this report type only to file positive COVID-19 cases. Reports on safety conditions, district policies, employee experience, etc., should be filed using the Safety or Story Report options.
  - The COVID-19 report allows you to upload evidence in the form of images, such as an email notice from your employer, or links to news reports. Whenever possible, please provide this evidence, as it is what enables staff to verify the report and update the positive case count on the site. Please include identifying information from the district/administrator (e.g., district's letterhead or superintendent's signature) but redact any personal identifying information (e.g., your name/email address, name of an individual tested for COVID-19, etc.).
    - To file a report with evidence on your personal computer, use the snipping tool to save a picture of the email/letter, etc., as a JPEG or PNG file. Click Add Photo, click Browse, find the saved file, and click Upload.
    - To file a report with evidence from your mobile device, tap Add Photo, tap Browse, tap the camera icon, take a picture of the email/letter, etc., tap the Checkmark icon, tap Upload.
  - COVID-19 reports are immediately published on the site but supporting evidence such as images and links are reviewed prior to being published to ensure that any personal identifying information has been redacted as needed.
- Safety Report: Use to report information about safety conditions at your worksite, including violations such as lack of PPE or social distancing.
  - Safety reports are immediately published on the site.
- Story Report: Use to share your own personal story about working during the pandemic.
  - This report type allows you to upload images or video links.

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- Story Reports are reviewed prior to being published on the site.

### **Can I report something anonymously?**

Yes, of course. We understand the real fear of retaliation against employees. You can submit reports anonymously, though you have the option to provide contact information if you would like a union representative to follow up with you. If you do choose to provide contact information we will keep your information private. It will not be displayed on the website.

### **Why are no cases showing in my district or on my campus or worksite?**

We are relying on educators, employees and community members to submit reports from their districts and worksites. If there is nothing showing in your district, it means we have not received a report yet. If you are aware of a COVID-19 case or safety concern, please submit it!

### **I submitted a COVID-19 report. Why is it not showing in the positive case count on the map?**

User-submitted reports are valuable and will be displayed on the site, but we want to make sure our data is as accurate as possible. To update the positive case count for a worksite on the map, we need evidence of the case. You can upload evidence (e.g., an email or letter from the district, a news report) when you submit a report. This helps us verify and update the case count accordingly.

### **What should I do if I can't find my worksite on the site?**

If your worksite is not available on the drop-down menu on the site, please email us at [data@massteacher.org](mailto:data@massteacher.org). Please include [COVID WORKSITE UPDATE] in the subject line of the email and include the name of your worksite as well as the city/town or school district. We will add the location to our data tables and let you know when the worksite is available so you can file your report.

### **How can I report a bug?**

This is a brand new site, and we know there will be glitches and bugs. If you run into an issue that prevents you from submitting a report or using the site, please email us at [data@massteacher.org](mailto:data@massteacher.org) with a description and screenshot of the issue. Please include [COVID TRACKER BUG] in the subject line of the email. Your information will be kept confidential.