

SPOT QUICK GUIDE FOR COMMUNITY SETTINGS[†]

UPDATING A CLOSE CONTACT TO A CASE IN YOUR EXPOSURE EVENT

Close contact has developed acute respiratory illness[§] symptoms or tested positive for COVID-19 and needs to be updated to a **Case** in your existing Exposure Event

Navigate to spot.cdph.ca.gov and click the **Existing User** button

Log on using your **SPOT** account login
Note: your login is likely your email address with **.spot** added to the end

Select **Report Cases and Contacts**

Select the **Close Contact** you would like to update by clicking the blue number to the left of the name. Then click **Send Update** in the top right of the screen

Select the correct location for the close contacts/cases being reported, then select **Next**

In the **Comments** field, specify the update

Indicate that the close contact is now a case. Please include **positive test date** and **last date on site**. After typing out the update, click on **Send Update**.

Example: This close contact developed ARI symptoms on 3/4/2024 and was last onsite on 3/3/2024. They have not tested for COVID-19. Please convert the close contact to an ARI case.

The Update will reach the assigned outbreak investigator who will then convert the **Close Contact** into a **Case**.

You are done!
Continue to notify LAC DPH of **additional cases** until the cluster is resolved[‡]

[†] Community settings refer to education settings, community care facilities, correctional/detention facilities and sites serving people experiencing homelessness. Excludes healthcare settings (e.g., hospitals, skilled nursing facilities).

[§] Acute respiratory illness is defined as new onset of two or more of the following symptoms: fever/chills, cough, sore throat, runny or stuffy nose, difficulty breathing, and/or body aches. It can include COVID-19 cases.

[‡] Cluster resolution occurs when no new cases are identified for 7 days.