SPOT QUICK GUIDE FOR COMMUNITY SETTINGS[†] UPDATING A CLOSE-CONTACT TO A CASE IN YOUR COVID-19 EXPOSURE EVENT

Close contact has tested positive 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 **COVID-19 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 had a positive test on 08/01/2023 and was last onsite on 7/31/2023. Please convert the close-contact to a case.

‡ Resolution occurs when no new cases are identified for 7 days

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

You are done!

Continue to notify LACDPH of additional cases until the outbreak is resolved:

[†] Including education settings, workplaces, sites serving people experiencing homelessness, and congregate residential settings. Excludes all sites that provide healthcare or assistance with activities of daily living (ie, long term care facilities, skilled nursing facilities, hospitals, etc).



