SPOT QUICK GUIDE FOR WORKPLACES^{\dagger} 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 <u>spot.cdph.ca.gov</u> 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 closecontacts/cases being reported, then select Next

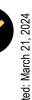
In the Comments field, specify the update

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.

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 <u>additional cases</u> until the outbreak is resolved_‡



 \ddagger Resolution occurs when no new cases are identified for 7 days

† Places of employment as defined by Cal/OSHA COVID-19 Prevention Non-Emergency Regulations, section 3205(a)(2)(A)-(D)



STILL HAVE QUESTIONS?

Visit http://www.publichealth.lacounty.gov/media/Coronavirus/ or email Communityoutbreak@ph.lacounty.gov



