

COVID-19 Mission Instructions

Please read this document in its entirety before getting started!

Table of Contents

[Table of Contents](#)

[The COVID-19 Volunteer Portal Dashboard](#)

[Creating Data](#)

[Information Sources](#)

[Your own research or knowledge](#)

[Social media and news reports](#)

[Social Media Queue](#)

[State Notes spreadsheet](#)

[Public Form Submissions](#)

[Priorities](#)

[Adding and updating testing and vaccination site locations](#)

[Duplicating Points](#)

[Moving Testing and Vaccination Sites](#)

[Updating Existing Testing and Vaccination Site Details](#)

[Deleting Testing and Vaccination Site Locations](#)

[Adding sites in bulk](#)

[QA/QC](#)

[Who is using this dataset?](#)

[What to do when you've finished volunteering](#)

[Appendix A - Smart Editor Widget Fields](#)

[Appendix B - Test Type and Processing Location options](#)

[Appendix C - Test Type flowchart](#)

[Appendix D - Processing Location flowchart](#)

[Appendix E - Health Department/Testing Provider Contact Email Template](#)

The COVID-19 Volunteer Portal Dashboard

Thank you for joining Esri and GISCorps in providing essential information during the COVID-19 pandemic! Please check out our [Hub page](#) for more about this mission.

In this project, we are creating a nationwide layer of COVID-19 testing and vaccination site locations that have been made public by local governments, health departments, or the testing or vaccination providers themselves.

We gather this information by visiting authoritative websites, contacting health departments, and searching news reports and social media, but we only add points to the map if we can confirm that they have been made public by local governments, health departments, or the testing providers. **We do not publish the locations of testing or vaccination providers that have not already been made public through official channels.**

The [COVID-19 Volunteer Portal Dashboard](#) includes everything you need to contribute to the COVID-19 crowdsourced data creation mission. It's a good idea to refresh the dashboard each time you sit down to work in case we've made changes. The dashboard consists of ten tabs:

Tab 1: Dashboard

This is where you can view mission statistics and see where sites have been mapped in the last 7 days. On this map, counties are symbolized by the rate of new Covid cases since yesterday (darker purple counties are reporting higher rates of new cases). You can use this information to decide where to focus your efforts.

Tab 2: Add/Update Data

This is where you can add or update a COVID-19 testing or vaccination site location. You'll find more information about how to do this later in this document. Note that you won't see testing sites on this tab until you zoom in a little. Counties are symbolized by population density, and pink counties are exclusively maintained by a volunteer in that area. Please avoid adding or editing data in pink counties.

Tab 3: Instructions

You are here!

Tab 4: FAQ

The FAQ is a good place to look if you have a question. If you can't find the answer to your question, please ask us in the Slack channel. You're probably not the only to have your question, so others will benefit from the answer too.

Tab 5: Social Media Queue

This tab contains a Google sheet with recent social media posts about testing or vaccination sites that may not have been mapped or updated yet. This is a great place to start if you're not sure what to map.

Tab 6: Vax Info Sources

This tab contains a Google sheet with links for vaccination sites by state, as well as notes about our progress on mapping those sites.

Tab 7: State Notes

This is a Google Sheet with a tab for each state. You can use this as a space to leave notes and other information for other folks working on counties in the same state as you. Many of your fellow volunteers work in local government and are great sources of information. Take advantage of the opportunity to collaborate! Please make sure that you add notes to the tab labeled with your state's abbreviation.

Tab 8: Testing Site Locator

This is the public-facing GISCorps Testing Site Locator app. You can check this site to see how sites you've added appear to the public. This can be helpful in deciding how to format information.

<https://giscorps.maps.arcgis.com/apps/instant/nearby/index.html?appid=8ffb7775dc6412997e399b62d46695d>

Tab 9: Vaccination Site Locator

This is the public-facing GISCorps Vaccination Site Locator app. You can check this site to see how sites you've added appear to the public. This can be helpful in deciding how to format information. Link:

<https://giscorps.maps.arcgis.com/apps/instant/nearby/index.html?appid=3b4bd11928ec488281b0280d4d45533a>

Tab 10: Testing Dashboard

This is a public-facing dashboard that shares statistics from the testing site data we create.

Tab 11: Vaccination Dashboard

This is a public-facing dashboard that shares statistics from the vaccination site data we create.

Creating Data

Information Sources

Testing site information can come from three main sources, each of which is discussed in greater detail below:

1. Your own research or knowledge (please only include testing and vaccination locations whose locations are publicly shared on a government or testing provider website).
2. Social media posts from the authoritative accounts of testing providers, health departments, and government officials like mayors and governors.
3. Press releases from government agencies or testing and vaccination providers.
4. News reports (always verify information by visiting the testing provider's website).
5. The Social Media queue (Tab 5 of the Volunteer Portal)
6. The State Notes spreadsheet (Tab 7 of the Volunteer Portal)

Please keep in mind that we only want to add testing sites and testing site details that are being officially shared through government communications, the testing site owner/operator, or other official channels. Some local governments are choosing to keep testing site location private for now, and we must respect that.

Your own research or knowledge

You can search the internet, mining local health department websites, hospital websites, news sources, pharmacy chains (except CVS, because they provide us with regular updates so it's not necessary), urgent care chains, and other online sources. If you have connections in the medical community or any level of government, you can check in directly with those sources as well. Please keep in mind that you should not share any information without permission. If a testing center is not publicly sharing its location, we don't want to add it to our map.

The Vax Info Sources sheet (Tab 6) includes links to vaccination site information for every state and some counties and cities. Feel free to add information here if you find it and make notes on your progress mapping these sites.

Social media and news reports

You can check the Social Media Queue (Tab 5) for public social media posts that might tip you off to new testing and vaccination sites or updates to existing sites. You can also add posts that you come across if you don't have time to map them yourself; just paste the URL for the post into column A of the first empty row. Please do a quick search (Ctrl-F) for the link you're posting on the archive sheet to make sure it hasn't already been shared.

Please keep in mind that social media and news reports are useful only in pointing you toward further research. Any information you find must be verified through official sources such as health departments or testing center websites. **We do not post any testing or vaccination sites that have not been publicly shared by these official sources.** Sites may not be prepared to handle an influx of people they aren't expecting.

Social Media Queue

You may find links here to recent posts about testing and vaccination sites opening, closing, or changing their hours or requirements. Please make sure to mark a post “in progress” if you’re working on it and “completed” if you’ve finished uploading it. You can also add links here if you don’t have time to map them yourself!

To avoid duplication of effort, please follow these directions (also posted in the top left cell of the spreadsheet):

1. Check out a post by checking the “in progress” box so everyone knows it is being worked on.
2. Evaluate the information in the post to see if any of the testing or vaccination locations need to be updated as a result of this information. Keep in mind we only want to add information that is being publicly shared by the site operator, its owner, or local government.
3. Add the site or update its information on Tab 2 (directions [below](#)).
4. Finally, mark the post completed by checking the “completed” checkbox. The post will automatically be removed from the queue and transferred to the Archive sheet.

State Notes spreadsheet

This is a Google spreadsheet with a sheet for each state. Please leave notes here for others working in the same state, and check here first in case there’s important information there that you should see and understand as you’re adding points. Many of your fellow volunteers work in state and local government and might have important insight to share. Always check here first and be sure to add your own notes too!

Public Form Submissions

Members of the public and testing and vaccination providers can submit a Survey123 form with testing site information. These submissions are added directly to the map with a status of Public Form Submission Pending Review. Public form submissions for new sites will appear as magenta dots on the map, while update suggestions will appear as yellow dots on the map.

Public form submissions are hidden from the public REST service and the public apps until we review them, verify their information, fill in all the missing fields, and update the status field. If you are just getting started, you can ignore these sites. They will be reviewed and processed by experienced volunteers.

The public survey link is <https://arcg.is/10S1ib>. ***Please feel free to share this form with members of the public who have authoritative knowledge to share, such as state, county, or municipal health departments. This form is a great way to empower people within***

these agencies to keep their own testing sites up to date in our dataset. There is an [email template](#) at the end of this document that you are welcome to use to contact these agencies.

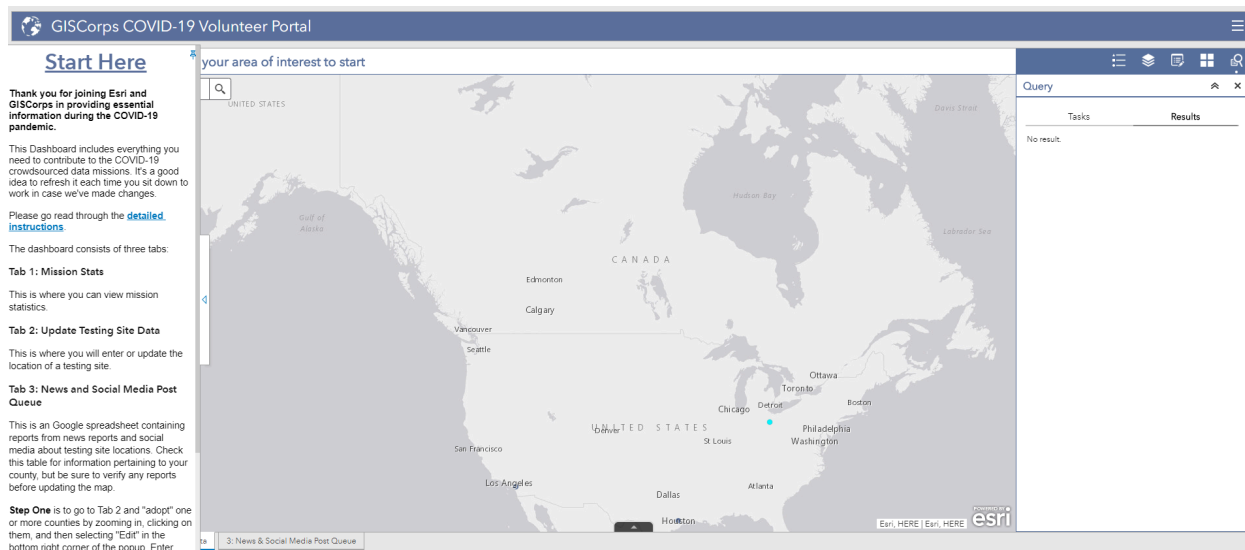
Priorities

If you're not sure where to focus your efforts, please keep the following priorities in mind. They are based on usage stats for our data (our testing site location data is more widely used than vaccination site location data).

1. Maintaining data in your local area
2. Maintaining data in areas where Covid is surging (see the choropleth map on Tab 1)
3. Verifying and updating existing mapped sites
4. Adding new permanent testing sites
5. Adding new permanent vaccination sites
6. Adding new mobile/short-term testing sites
7. Adding new mobile/short-term vaccination sites

Adding and updating testing and vaccination site locations

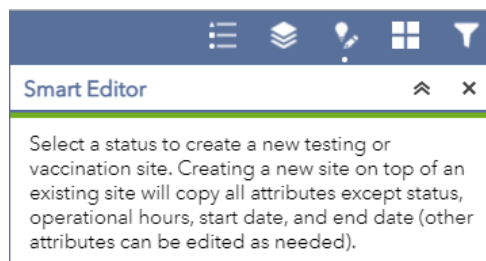
1. In the [GISCorps COVID-19 Volunteer Portal](#), click on Tab 2.



2. **Read the instructions on the side panel.**

If you don't see the side panel, click on the narrow white bar on the left side of the screen to expose it. These instructions might change, so it's a good idea to scan them each time you log in. If we make major changes, we'll add a splash screen to let you know.

3. Zoom in to see the testing sites layer.



- To add a new testing location, click the Smart Editor button (top right, looks like this:



-) and select the appropriate Status icon on the Smart Editor widget. Usually this will be either Operational, Restricted, or Scheduled to Open.
- Enter the address in the search box in the top left corner of Tab 2. The application will zoom to the location and place a gray dot on that address. This is where you will place your testing site point. If you have additional information describing a more precise location (e.g., the parking lot behind the building), place the point there. You can zoom in and turn on the Imagery basemap to see buildings, parking lots, etc., to improve your precision if necessary.
- Place the testing location in the correct place on the map (use the search box to find the location of the address) and fill in the information about the testing location in the Smart Editor panel that will open when you place the point on the map. Detailed descriptions of each field are available in [Appendix A - Smart Editor Widget Fields](#).

For more information about COVID-19 test types and processing locations, please see [Appendix B - Test Type and Processing Location options](#), [Appendix C - Test Type flowchart](#), and [Appendix D - Processing Location flowchart](#). This is very important information, so please don't leave the test type and processing location fields blank. Ask for help in Slack if you're not sure which to choose!

Required fields are marked, but please complete as many fields as possible. Please be as accurate and thorough as you can.

Note that some Smart Editor fields are displayed conditionally. For

The screenshot shows the 'Smart Editor' widget interface. At the top, there is a navigation bar with icons for list, layers, Smart Editor (lightbulb), window, search, filter, and home. Below the navigation bar, the 'Smart Editor' title is displayed with expand and close icons. A progress indicator shows '(1 of 12)'. The main form area is titled 'Testing Sites' and contains the following fields:

- Name of Facility *: Borger Pharmacy
- Status: Operational
- Full Address *: 524 W 10th St, Borger, TX 79007
- Municipality *: Borger
- County: Hutchinson
- State: Texas
- Local Health Department URL: https://www.dshs.texas.gov/coronavirus/
- Owner Name: Borger Pharmacy
- Owner Type: Public-Private Partnership

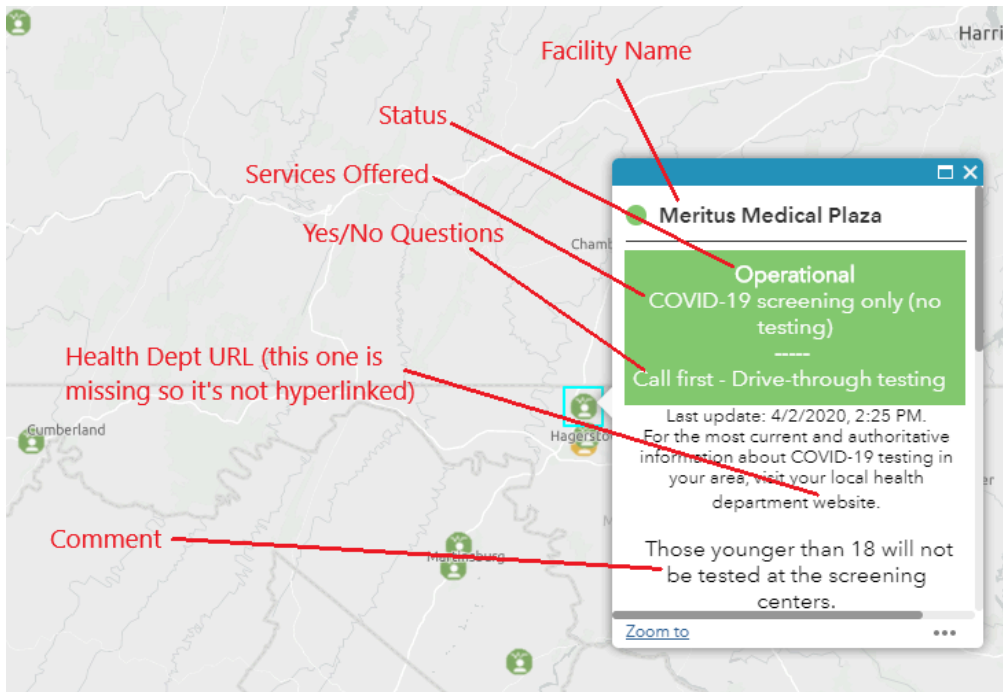
At the bottom of the form, there are two buttons: 'Close' (highlighted in blue) and 'Save'.

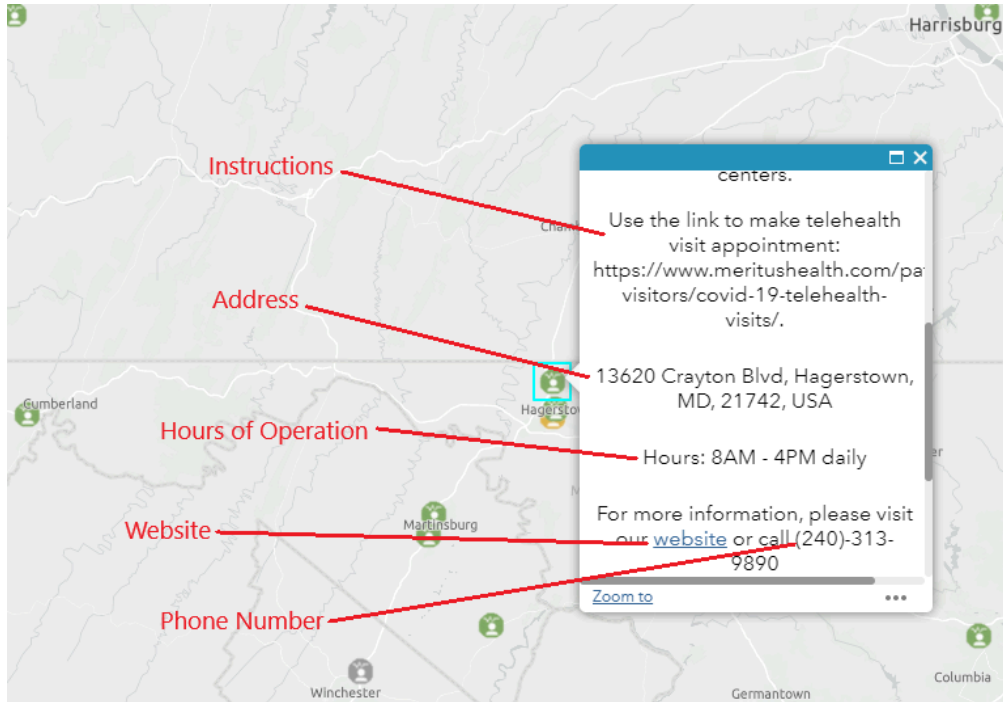
example, if you indicate that a site does not offer vaccination, you won't see the Vaccination URL field.

Please remember to enter complete URLs in the website, COVID-19 Vaccination URL, and Local Health Department URL fields. You must include the http:// or https:// or the links will not open within our Testing Site Locator app or other Esri applications using our data.

7. Scroll down to the bottom and click the save button.
8. When you're first getting started, it's a good idea to check the appearance of your points in our Testing Site Locator app (tab 8) to see how the data you entered appears in the popups.

Here's what the fields look like in a complete popup in the Testing Site Locator app:





Duplicating Points

1. Sometimes you may want to duplicate a point (e.g., when multiple popup testing events are scheduled at the same location).

To do this, simply drop a new point directly on top of the existing point. All fields will be copied from the original point except Operational Hours, Start Date, End Date, and Data Source. Update these fields to reflect the details for the new call event. Please duplicate a point rather than just updating the start and end date. This will create a more complete dataset for researchers to analyze down the road.

2. Similarly, you may want to duplicate a point and move it to another location (e.g. when entering multiple sites for a series of testing or vaccination sites that share most of the same details).

To do this, drop a new point on top of an existing one and then (without saving the point) enter the new address in the address search box in the top left corner of the map. Then zoom out so that you can see both the selected point that you are currently editing and the search location (dark gray dot). You can then drag the selected point to the search location. (Make sure you zoom and again to refine the location of the point!) Then update the Name, Address, Municipality, County, State, Hours, Start Date, End Date, and Data Source fields as necessary.

Moving Testing and Vaccination Sites

If a site has changed its location, please don't move the point. Instead, duplicate the point (see above), move the new point to the new location, and then change the status of the original point to Discontinued. You can also add a note to the Volunteer Note field of both sites explaining the move.

If a site was placed in the wrong location by mistake, please move it to the correct location:

1. To move a site, click on the point. If the Smart Editor is already active, the site's details will appear in the Smart Editor panel. (If another site is displayed in the Smart Editor panel already, you'll have to close it first.)

If the Smart Editor is not active, the site's popup will open. Click the three-button menu on the bottom right of the popup. Select Smart Editor to open the Smart Editor panel.

2. Enter the correct address in the Search box and press enter. A list of search results will appear below the search box.

Note that if for some reason the site has the correct address entered in the address field but is in the wrong location, the first search result may be the point you created if the address is the same; instead select the address below "ArcGIS World Geocoding Service" in the white section of the search results. This will drop a dark gray dot on the new location. Zoom out until you see your editable point and drag it to the correct location. Click Save on the Smart Editor widget to save the point in the new location.



Updating Existing Testing and Vaccination Site Details

You should update testing and vaccination site locations whenever their details change. This can include location, hours, instructions, test types, vaccine information, or any other attributes.

1. To update the details for an existing site, click on the point. If the Smart Editor is already active, the site's details will appear in the Smart Editor panel. (If another site is displayed in the Smart Editor panel already, you'll have to close it first.)

If the Smart Editor is not active, the site's popup will open. Click the three-button menu on the bottom right of the popup. Select Smart Editor to open the Smart Editor panel.

2. Make the changes that are necessary and enter today's date in the Last Verified Date field.
3. Click Save.

Note that if a testing site closes to make way for a vaccination site, you should update the testing site's status to Discontinued, enter the end date if it is known, and add a new point for the vaccination site. That way, we will retain the historical information about the testing site that existed at that location. (If you drop the new point right on top of the testing site point, most of the fields will be populated with the original site's details, which may save you some time. Just be sure to update everything that is different for the new site.)

Also keep in mind that Detailed descriptions of each field are available in [Appendix A - Smart Editor Widget Fields](#).

For more information about COVID-19 test types and processing locations, please see [Appendix B - Test Type and Processing Location options](#), [Appendix C - Test Type flowchart](#), and [Appendix D - Processing Location flowchart](#). **Ask for help in Slack if you're not sure which to choose!**

Deleting Testing and Vaccination Site Locations

Please do not delete a site because it has closed. Instead, change its status to Discontinued and click save. We want our data to serve as a historical record of testing and vaccination sites as well as a source of current site locations.

The screenshot shows the 'Smart Editor' interface for editing a testing site. The title bar reads 'Smart Editor' with a close button. Below the title bar is a navigation bar with icons for home, layers, help, grid, search, filter, and map. The main content area is titled 'Testing Sites' and contains a form with the following fields:

- Name of Facility *: Borger Pharmacy
- Status: Operational
- Full Address *: 524 W 10th St, Borger, TX 79007
- Municipality *: Borger
- County: Hutchinson
- State: Texas
- Local Health Department URL: https://www.dshs.texas.gov/coronavirus/
- Owner Name: Borger Pharmacy
- Owner Type: Public-Private Partnership

At the bottom of the form are two buttons: 'Close' (highlighted) and 'Save'.

If you add a point by mistake, please just change its status to “Invalid” and save the point. This will hide the point on the map, and we’ll delete it later. The “Delete” function has been disabled for the Testing Sites layer to prevent volunteers from accidentally deleting points.

Adding sites in bulk

Sometimes you may find a large source of data. Examples include maps or lists of testing and vaccination sites, pharmacy chains, urgent care chains, etc. If many fields are the same for all the sites, it may be easier to add them to a spreadsheet where you can process the data more quickly.

If you’d like to prepare a spreadsheet to be appended to the dataset in bulk, please make a copy of [this Google Sheet template](#) and fill out as many fields as possible (the red fields are most important, but please fill out as many fields as possible). Don’t worry about geocoding or checking to see if each site is already mapped; we will geocode the points and check for duplicates as part of the import process.

When you’ve prepared the spreadsheet, please post the link in Slack and tag @hollytorpey.

QA/QC

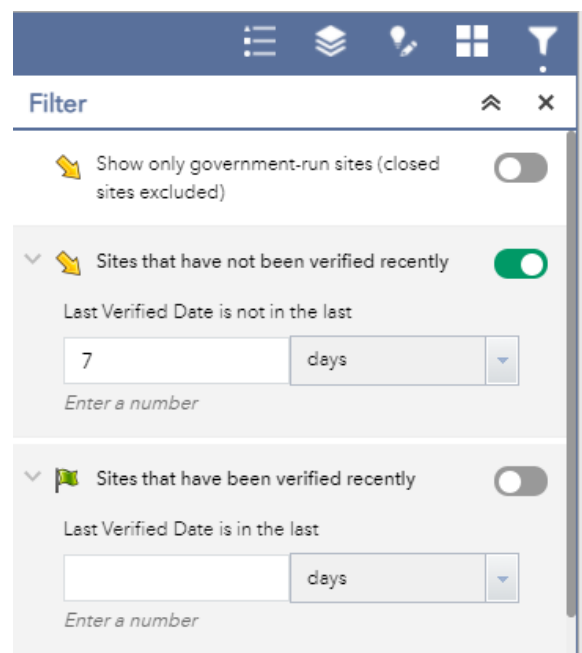
As the data set grows and time passes, QA/QC becomes increasingly important. We have set up some filters to help with this process. To access the filters, click the filter icon at the top right corner of Tab 2. It looks like a little funnel.

Filters have been designed to help identify common problems. Scroll down the list of filters to see the available options. Feel free to use these to find sites that need attention.

Keep in mind that the filters work together with “AND” logic. If you have two or more filters turned on, only sites that meet the criteria of all filters will appear on the map.

A good QA/QC workflow is to first visit the website of the county or city you are working on. Search our map for each of the testing or vaccination site locations to make sure they are mapped, confirming and updating details as needed. Add any sites that are not included. Make sure you update the Last Verified Date for each site that you check.

Next, turn on the “Sites that have not been verified recently” filter, entering 7 days (or whatever makes sense to you). This will filter the points on the map to



only those that haven't been verified in the last week. Now you can click on each of those points, visit their website, and confirm that they are still operational and that their details are current. Update any sites that need to be updated, and change the status of any sites that are no longer operational to "Discontinued."

Who is using this dataset?

The product of your hard work are public feature service views of testing and vaccination sites. We also have our own Testing and Vaccination Site finder apps and dashboards. All data and related apps are available to the public here:

<https://covid-19-giscorps.hub.arcgis.com/pages/contribute-covid-19-testing-sites-data>. They can be downloaded in a variety of formats.

Our data also appears on the official state testing site maps for Texas, California, and several counties and cities. Various media outlets use it to populate their testing site finder maps, and Amazon uses it to answer "Ask Alexa" questions about testing site locations.

If you scroll to the bottom of the [Hub site](#), you'll see a more complete list of articles and applications that have used our data. There's also a list of some of the people and organizations using our data in [this pinned Slack post](#). This includes the statewide testing site finder maps hosted by the states of [Texas](#) and [California](#) as well as the [testing site finder](#) on Florida COVID Action's website.

Please feel free to share the [Hub site](#) on social media and elsewhere... the more use and exposure our data gets, the more input we get from testing providers and the public, which makes the data more complete and accurate for everybody.

Points you add are immediately visible in the public testing sites layer, which is being [offered for free to public health agencies and other organizations as part of a bundle of COVID-19 solutions](#) as part of Esri's Disaster Response Program as well as on the [GISCorps COVID-19 Resources Hub site](#).

Finally, the data appears on our own COVID-19 Testing Site Locator app, which you are welcome to share publicly. Here's the link: <https://bit.ly/2QTtIqS>.

That's it, you're ready to get started! Again, please check for new testing center information by searching the internet, checking for new Public Testing Center Submission points, and checking the social media queue as often as possible throughout the project.


What to do when you've finished volunteering

When you are finished contributing to the mission, please fill out [this feedback form](#) to report your hours. We track total volunteer hours contributed for each mission, so please let us know how much time you put in so we can reflect the magnitude of this huge mission on our [Mission Statistics dashboard](#) (don't forget to include your AGO username so we can verify your work). When we get your feedback report, we'll send you a certificate and letter documenting your contribution for GISP credit. **THANK YOU for your contributions!**

Appendix A - Smart Editor Widget Fields

Below is a list of the attribute fields included in the Testing and Vaccination Sites layer with brief explanations of each. Note that some Smart Editor fields are displayed conditionally. For example, if you indicate that a site does not offer vaccination, you won't see the Vaccination URL field. A detailed Data Dictionary is available [here](#).

* Attributes with an asterisk appear on the popups in the public Testing Sites Locator app, so please make an effort to populate those fields whenever possible:

- **Facility Name***
- **Status***
 - Choices: Scheduled to Begin, Operational, Restricted, Scheduled to End, Temporarily suspended, Discontinued, Not Publicly Shared, Invalid, Pending Review, Missing Data - please complete
 - Restricted refers to sites that only offer services to certain groups of people based on an affiliation. This includes sites only vaccinating or testing established patients, sites like VA clinics that only test or vaccinate veterans, sites offering testing or vaccination only to students or employees of a certain institution, etc. **Please do not use Restricted for sites that only test or vaccinate people who meet CDC criteria or people within vaccination eligibility groups.** The difference is that these sites will vaccinate or test anyone once they become eligible or if they meet the CDC criteria; a restricted site will only test people affiliated with a particular organization or provider *regardless* of vaccination eligibility or testing criteria.
 - Only points with the following status values will appear in the public map: Operational, Restricted, Scheduled to Open, Scheduled to Close, Temporarily Suspended, and Discontinued.
- **Complete address of facility***
 - Please include a full address whenever possible, including street address, city, state, zip code.
 - Note that entering this address will not place your point in the correct location. You need to place your point in the correct location manually. You can use the Search box in the top left corner to find the location, and you can also switch to a different basemap to help pinpoint the right location (satellite imagery and OpenStreetMap can both be helpful). Click this icon to switch to a different basemap: 
- **Municipality***
 - city or town where the testing site is located
- **County** (or parish, municipality, district, etc.)
 - The Smart Editor will automatically populate this field
- **State, District, or Territory**

- Two-letter abbreviation for US State or territory name
- The Smart Editor will automatically populate this field
- **Local Health Department URL***
 - URL for the health department with jurisdiction over that testing site
 - The Smart Editor will automatically populate this field with the state health department, but you are welcome to replace it with a county or local health department URL if you think it is more useful.
 - Please **always include the full URL, including the http:// or https://**, or the link will not work in the Testing Site Locator app. The best way to do this is to copy the link from the URL box of your web browser.
- **Owner Name**
 - a county health department, a private lab, a hospital, etc.
- **Owner type**
 - Choices: state, county, private, non-profit, tribal, public-private partnership, etc.
 - Note that in many cases, sites are operated by partnerships between more than one agency. In this case, select the primary agency or (if you're not sure), the largest agency (so if it's a partnership between a state and a county, choose state).
- **Facility type**
 - Choices: Clinic, Hospital, Kiosk, Lab Patient Service Center, Medical Center [large hospital complex], Mobile/Pop-up (short-term event) [use this for sites that are only open for less than a week or come and go periodically], Non-medical facility [if testing conducted *inside* the facility], Other, Outdoor/Tent [use this for outdoor testing sites that are open week after week], Public Health Department, Retail [CVS, Walgreens], Urgent Care).
 - Short-term sites (less than two weeks) should always be marked Mobile/Pop-up (short-term event) even if they fit in another category as well.
 - Pharmacies with drive-throughs should still be marked Retail/Pharmacy even though the test collection occurs in the person's car.
 - Urgent care facilities and clinics that do curbside testing should still be marked Urgent Care or Clinic even though the test collection occurs in the person's car.
 - Longer-term testing and vaccination sites at stadiums, convention centers, churches, senior centers, and schools may be Outdoor/Tent or they may be Indoor Non-Medical Facility, depending on whether they're held inside the facility or in the parking lot. If they're offering drive-through testing or vaccination, it's a safe bet they're outdoors. Please remember that if the site is short-term, it should always be categorized Mobile/Pop-up (short term event).
 - *Please see the FAQ for further tips on choosing the right Facility Type.*
- **Vetted**
 - This field only applies to Federally Qualified Health Centers that were added in bulk. We have been gradually verifying each one of these and updating details and statuses as needed. When we do that, we change this field to "status confirmed". Ignore it for all other sites.

- **Phone***
 - This is a phone number that members of the public can call to find out more information or make an appointment.
- **Website***
 - This is the website where members of the public can find more information about the testing or vaccination site. This is one of the most important pieces of information you will enter.
 - It's better to link to the provider's main site rather than a sign-up or registration form. The links to those forms tend to change often, so it's better to link to their main informational page rather than a sign-up form.
 - Please **always include the full URL, including the http:// or https://**, or the link will not work in the Testing Site Locator app. The best way to do this is to copy the link from the URL box of your web browser.
- **Operational Hours***
 - Please include the days and hours when this site is open for testing or vaccination.
 - Example: Weekdays: 9am to 5pm, Weekends 12pm - 4pm
 - If the hours are variable or unclear, it's fine to enter something like "check website" or "variable" or "by appointment only" (if appointments are required).
 - For short-term sites, it's helpful to include the dates (example: March 2nd and 3rd from 8am to 5pm). Please make sure you enter the start and end dates in the start_date and end_date fields as well!
- **Contact Name**
 - The name of a person who can be contacted for updated information about the testing site). This is helpful if you have the information and might want to check back with them later. If you don't know, leave it blank.
- **Contact Phone**
 - See above
- **Contact Email**
 - See above
- **Comments***
 - Any information the public should know. This will appear on the public popup.
 - Often this can be copied and pasted from the provider's website.
 - Try not to enter anything that will quickly be out of date. It's better to keep it simple and direct the public to find current information on the provider's website.
 - 500 character limit.
 - If you are comfortable with html, you can include html tags to include clickable links, but be aware that they will count toward the character limit.
- **Instructions***
 - Information about what people need to do to register for an appointment or obtain services.
 - 500 character limit.

- If you are comfortable with html, you can include html tags to include clickable links, but be aware that they will count toward the character limit.
- **Vehicle capacity**
 - The number of vehicles that the site can accommodate at one time
 - This is rarely available
- **Daily testing or vaccination capacity**
 - The number of people who can be tested or vaccinated in a day
 - This is sometimes available but often not
- **COVID-19 Testing Services Offered***
 - COVID-19 testing only, COVID-19 screening and testing, COVID-19 screening only, no COVID-19 screening or testing
 - Choose Testing Only for sites where testing will occur without any screening process (asymptomatic testing sites, sites where the person must complete a virtual screening process to get an appointment)
 - Choose Screening and Testing for sites where people can go if they feel sick and want to be screened for Covid and possibly tested. Also choose this option for sites that don't require appointments but are only testing people who meet certain criteria and will conduct screening prior to offering a test.
 - Occasional sites only screen people, and then send them elsewhere for testing. Choose Screening Only for these sites.
 - If a site only offers vaccination, choose None.
- **Offers COVID-19 Vaccine**
 - Choices: Yes, No, Unknown
- **Vaccination URL**
 - This is the URL of the webpage where a person can find information about obtaining vaccination from this provider
 - In the case of sites that only offer vaccination, it may be the same as the Website field.
- **Minimum Age**
 - whole numbers only
- **Drive-through***
 - Does the site offer drive-through testing or vaccination?
 - Include curbside testing or vaccination
- **Vehicle Required***
 - Is a vehicle required to obtain services?
- **Appointment Required***
 - Is an appointment required to obtain services?
- **Referral Required**
 - Is a doctor's order required to obtain services at this site?
- **Call first**
 - Does a member of the public need to call first before going to this site?
- **Virtual Screening***

- Choose Required if people must complete an online screening questionnaire or participate in a video or telephone screening process to determine eligibility for testing or vaccination.
- Choose available if virtual screening is optional.
- **Kind of Test***
 - Please see the [Appendix B](#) for detailed descriptions and [Appendix C](#) for help deciding what to choose.
 - Choices: Molecular, Molecular and Antigen, Molecular and Antibody, Antigen, Antigen and Antibody, Antibody, All three, Unspecified Diagnostic Test (please only use this when all means of determining the test type have failed, None
 - This is another of the most important pieces of information we collect. Please do not leave it blank.
 - Select None or leave blank for sites that only offer screening or vaccination.
- **Processing Location***
 - Choices: point-of-care [results in minutes], onsite lab, offsite lab, lab [unspecified location], not specified, n/a.
 - Please do not leave this field blank.
 - See [Appendix D](#) for help deciding what to choose.
- **Offering same-day diagnostic (not antibody) results***
 - If the website doesn't specify that they offer same-day results, the answer is No.
- **Offering take-home tests***
 - These are self-administered tests that people then mail in to a lab. If they don't specify that they are offering this option, the answer is No.
- **Start Date**
 - The date testing or vaccination began or will begin.
 - This information is used to update the statuses of sites opening each day. If you enter a start date, you won't need to remember to come back and update the status when the event begins.
 - Please include this information whenever possible as it's very useful for researchers using our data. Don't guess, though; only enter the start and end dates if you know what they are.
 - Do not simply update the start date for pop-up sites that return to the same location after having closed previously. Instead, add a new point on top of the old one. The Smart Editor will update most of the fields with the exception of hours of operation, start date, end date, and data source (since these are often different for subsequent events).
- **End Date**
 - The final date of testing or vaccination.
 - This information is used to update the statuses of sites closing each day. If you enter an end date, you won't need to remember to come back and update the status when the event ends.

- Please include this information whenever possible as it's very useful for researchers using our data. Don't guess, though; only enter the start and end dates if you know what they are.
- Do not simply update the start date for pop-up sites that return to the same location after having closed previously. Instead, add a new point on top of the old one. The Smart Editor will update most of the fields with the exception of hours of operation, start date, end date, and data source (since these are often different for subsequent events).
- **Wheelchair Accessibility**
 - Is this site accessible to people in wheelchairs?
 - Yes, Partially, Don't Know, Not Applicable
 - This information will appear on wheelmap.org
- **Accessibility Support**
 - Is support available at this site for people with disabilities?
 - Yes, Partially, Don't Know, Not Applicable
 - This information will appear on wheelmap.org
- **Data Source**
 - Please indicate where you found the information. This can be a URL or a description.
- **Red Flag**
 - This defaults to No, but you can change it to Yes if you find a testing site that appears to be fraudulent, unethical, or is using tests that are not FDA authorized.
 - Also please let us know in Slack if you find a sketchy testing or vaccination site
- **Volunteer Note**
 - Leave explanatory information here that will be helpful to other volunteers or people analyzing the data in the future.
 - 500 characters or less.
- **Fine Print**
 - This defaults to no. Setting this to Yes indicates that there is some kind of stipulation or requirement for testing. Examples include centers that require patients to donate blood in order to get an antibody test result, or centers that require that people participate in a research study to be tested.
- **Public Form Submission**
 - This indicates whether a site was originally added via our public Survey123 form
 - Read-only
- **Bulk Upload**
 - This indicates whether a site was originally added via a bulk data upload
 - Read-only

Appendix B - Test Type and Processing Location options

Please comb through testing site information to find the exact test type if it is provided, as this is very important information. If the test type is not provided, please see the flow charts in [Appendices C and D](#). Descriptions of test types and their corresponding processing locations are below. Please do not leave the Kind of Test and Processing Location fields blank.

Note that the most common combination is a molecular (PCR) test processed in an offsite lab. If a provider says they are doing COVID testing and results are available in days rather than minutes, it is a safe bet that they are administering molecular tests that are sent to an offsite lab.

Molecular (lab test processed in an onsite or offsite lab) - These include the PCR tests that we've been seeing the most of so far. They are usually swab tests (nasal or oral) that are sent to a lab for processing, but saliva tests also exist. These tests confirm the presence of the virus by targeting its genetic material in a tissue sample (usually a swab). Samples are sent to a lab for processing; occasionally the lab is onsite but usually the lab is offsite. Processing time varies but is usually more than 24 hours, though an on-site lab may provide results more quickly. Example: [CDC 2019-nCoV Real-Time RT-PCR Diagnostic Panel \(CDC\)](#)

Molecular (point of care test processed on the spot) - These are usually swab PCR tests that can be administered and processed on the spot in a special point-of-care system by a trained person, usually returning results within minutes. These tests confirm the presence of the virus within minutes by targeting its genetic material in a tissue sample (usually a nasal or oral swab). They are not sent to a lab, either onsite or offsite. The recently authorized [Abbott ID NOW Rapid test](#) is an example.

Antibody (processed in an onsite or offsite lab) - These are blood tests (also called serology or serological tests) that are sent to a lab for processing, either onsite or offsite. Processing time varies. Antibody tests are used as screening tests; they indicate previous exposure but cannot diagnose current infection. May be referred to as IgG or IgM testing. Point-of-care antibody tests (below) are more common than lab antibody tests. Example: [Abbott's IgG antibody test](#).

Antibody (point-of-care test processed on the spot) - These are the finger-prick blood tests (also called serology or serological tests) that are processed on the spot by a trained person using a point-of-care system, usually returning results within minutes. They are not sent to a lab, either onsite or offsite. Antibody tests are used as screening tests; they indicate previous exposure but cannot diagnose current infection. Example: [RightSign](#)

[COVID-19 IgG/IgM Rapid Test Cassette](#)

Antigen Tests - These are tests that look for proteins specific to the virus. They are diagnostic tests and were approved in the second week of May. Most (or perhaps all) are rapid tests with point-of-care processing (So far, I've never come across a provider who sends them to a lab). Many sites will follow up a positive antigen test with a "gold standard" PCR test to confirm the diagnosis. Examples: [Sofia SARS Antigen Fluorescent Immunoassay \(FIA\)](#), [Quidel Lyra Direct SARS-Co-V2 Assay](#), and [Abbott BinaxNOW COVID-19 rapid antigen test](#).

Molecular and Antibody - Sites offering both molecular and antibody testing.

Molecular and Antigen - Sites offering both molecular and antigen testing.

Antibody and Antigen - Sites offering both antibody and antigen testing.

All three - This is for testing sites that are offering molecular, antibody, and antigen testing

None (screening only) - This is for dedicated screening sites that are not collecting specimens of any kind.

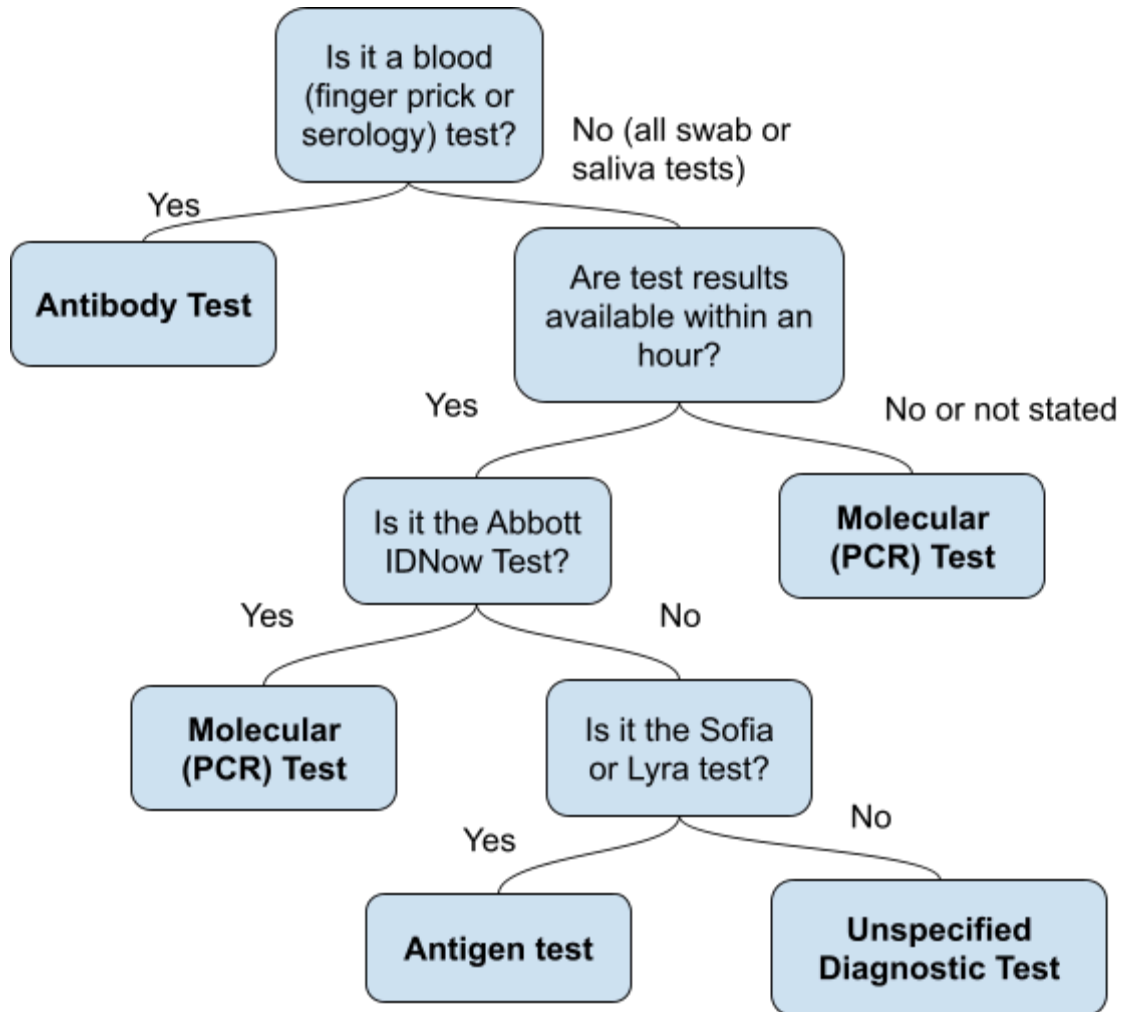
Not specified - Choose this option if the website does not provide test type information.

Needs more research - If the website provides vague test type information and you are not able to make a determination, either call the testing center and ask or choose this option.

Here's [a complete list of currently authorized tests](#). If they are processed in a lab, they will have an H and/or an M in the Authorized Setting(s) column. If they are point-of-care tests, they will have a W in the Authorized Setting field.

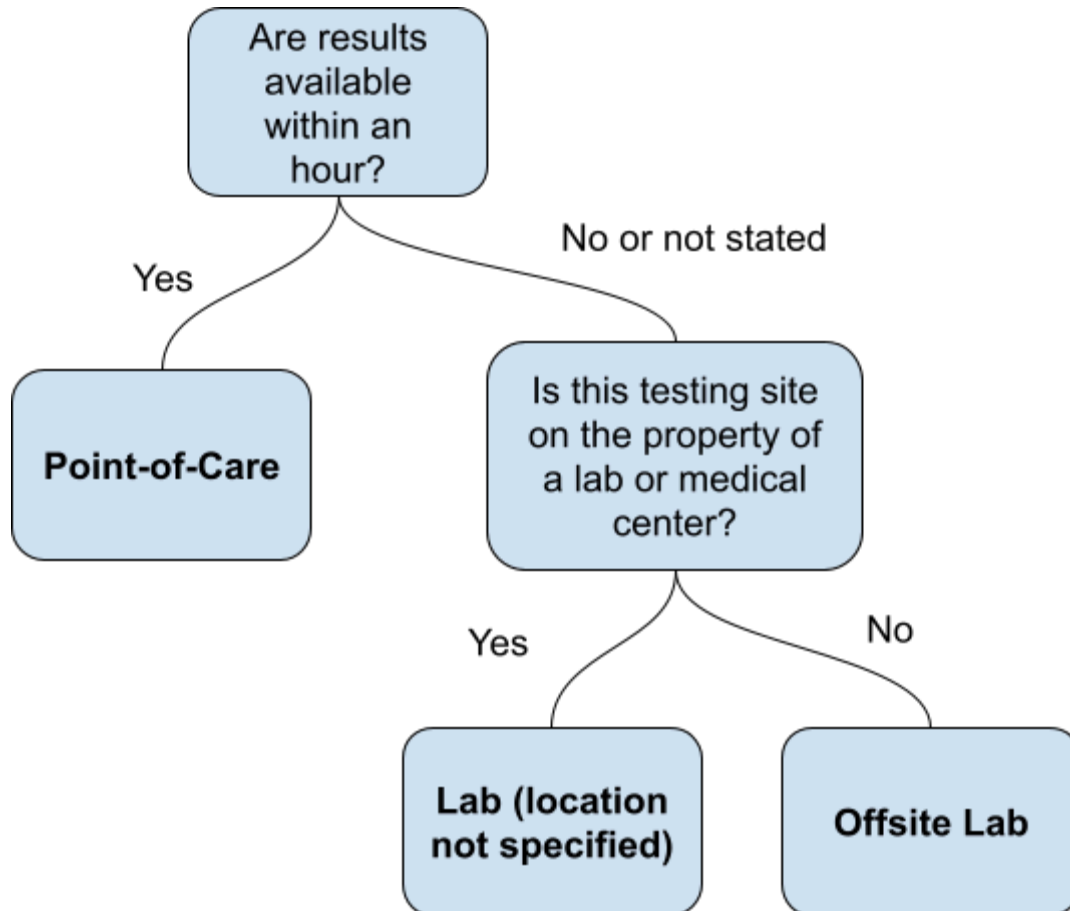
Appendix C - Test Type flowchart

Test type flow chart (for use when test type is not clearly stated):



Appendix D - Processing Location flowchart

Processing location flow chart (for use when processing location is not clearly stated):



Appendix E - Health Department/Testing Provider Contact Email Template

Hello, I wanted to make you aware of a national level project led by two nonprofit organizations, [GISCorps](#) and [Coders against COVID](#).

As GISCorps volunteers, we are participating in a nationwide project to track public and private COVID-19 Testing Centers. The information collected for each facility includes important instructions and links to related websites, which are displayed on interactive maps available to the public. The nationwide Testing Site Location data is also available to federal, state, local, tribal, and NGO partners on the FEMA COVID-19 Hub. Our goal is to help you inform the public. The dataset is freely available to anyone and we do not profit from it in any way. You can learn more about this project here:

<https://covid-19-giscorps.hub.arcgis.com/pages/contribute-covid-19-testing-sites-data>.

Having an overall picture of available Testing Centers is essential for members of the public looking for testing, for decision makers and analysts assessing capacity and allocating resources, and for journalists reporting on the pandemic. This public source of information can reduce the number of calls and requests for information, easing some of the workload for agencies and organizations answering people's questions. The information we collect is available to the public at [FindCovidTesting.com](#) and in the GISCorps [Testing Sites Locator app](#). Some states, counties, and municipalities ([Texas](#) and [California](#) are two examples) are also serving our data on their own web maps, and anyone is welcome to link to (or embed) our testing site locator app on their website.

To date, much of the data has been provided by volunteers who 'adopted' a county or region of interest and populated the data based on information found online. As the project matures and testing becomes more widespread, we increasingly rely on direct contributions of information from government agencies and testing providers to maintain the accuracy and completeness of our data. Volunteers continue to work behind the scenes, vetting incoming data for completeness and accuracy.

There are three ways you can contribute testing site information:

1. **One by one** - Input testing sites one by one using this form: <https://arcg.is/10S1ib>. You can also suggest an update for any testing site on our map by clicking the "Suggest an update" link at the bottom of the site's description on our [testing site locator app](#). All form submissions are verified by a volunteer before being made public.

2. **In bulk** - You can populate a copy of [this spreadsheet template](#) with multiple testing sites, email them to admin@giscorps.org, and we will upload them in bulk.
3. **Directly** - If you have GIS staff available to work with us directly to add locations, we have a special interface for that, and can provide more information. Email admin@giscorps.org to find out more.

For more information or questions, please email admin@giscorps.org.

Your collaboration is much appreciated!