

Cheat Sheet for COVIDweb Updates

Email Subject Line	Likely Sender(s)	Page(s) to Update	Notes
"Daily Upload X/X/XX"	Brianna Cimaglia (EY)	No-Cost Community Testing Events Eventos de Pruebas Comunitarias	Format date column prior to upload Upload same file to English/Spanish pages
"Weekly Presumed Recovered"	Kala Rachamalla Karen Card	Patients Presumed to be Recovered Report Or edit directly here	Weekly on Mondays
"Congregate Living Facility Report for Dashboard" or "CLF Report"	Tessa Scott Emilya Huseynova Pankti Patel	CLF Report (direct link) Or edit directly here	Weekly on Tuesdays
"Statewide Standing Order" or "SWSO"	Lindsay Novacek Maria Turnley Betsy Tilson	Guidance: Health Care SWSOs for At-Home Tests and Diagnostic Testing (Accordion: All Guidance for Health Care Providers and Local Health Departments Section: "Providers") Guidance: Vaccines SWSOs for vaccines BOTH SECTIONS SWSOs for various Monoclonal Antibody treatments	Update date(s) and move most recently updated to the top of the section list
"Updated guidance documents that need to be posted" or "Provider Guidance Update" or "Updated Provider Guidance Document"	Sara Bond	COVID-19 Vaccine Provider Guidance Or edit directly here	Convert to PDF if sent as a doc (or request PDF) Change date on Guidance: Vaccines (Providers) and move to top of list
"StrongSchools Toolkit" Or other StrongSchools documents	Karen Wade Tracy Doyle NOTE: If sent by Brian Clark, it's for StrongSchoolsNC site and not Guidance page	Guidance: Education	Tracy may send a Sharepoint doc that you can't open. She's been asked to send clean PDFs – may need to be reminded.

"Respiratory report"	Mikhail Hoskins	Respiratory Virus Surveillance Report (direct link) Or edit directly here	Weekly on Thursdays
"Vaccine FAQ Updates"	Marjorie Bitar (Oak Hill Strategies) Jennifer Guzman (Neimand)	English: Vaccine FAQs PDF: Edit directly Spanish: Preguntas Frecuentes PDF: Edit directly	
Various	Kim Adamski (Neimand)	Likely related to Communications Toolkit	
"Provider Guidance Materials Update" or "Updated Provider Guidance Materials"	Lindsey McFarland (EY)	Provider Guidance Playbook Or edit directly here	Update date in CTA card on Therapeutics Information for Providers page
"Updated CDC Community Levels Map"	Hayley Young	Forward to Jim Webb at Neimand (jim@jimwebb.com)	