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Accessing the Non-Healthcare Facility Consult Request Form

1. Copy and paste this link into your web browser to access the form: https://dccovid.force.com/NonHealthcareConsultRequestForm/s/

2. Fill out all the necessary fields paying special attention to the ones that are mandatory (marked with a *)

   It is divided in 3 different sections:
   • Submitter Information
   • Establishment Information
   • Incident Summary
Populating the Request Form

Provide the submitter contact information within the **Submitter Information** section.

1. Fill out your contact information within the **Submitter Information** section.

   **Note:** Make sure to complete all the mandatory fields (marked with a *)

2. If you need to add an additional point of contact, select Yes in the Additional Point of Contact drop-down list. Then add the contact details within the fields that appear below.
3. Populating the Request Form

Provide facility information within the Establishment Information section.

Populate your school or facility details within the Establishment Information section.

Include the establishment type (e.g. “Childcare and Pre-K facilities” or “Schools K-12”), then continue to include the name and location details within this section.

*Note: Make sure to complete all the mandatory fields (marked with a *)
Populating the Request Form – Attaching a Line List

Upload a line list and provide incident details within the Incident Summary section.

If you have a line list that you would like to submit with this request, check the I have a list or need a template to upload checkbox.

Once checked, a new section will appear that contains an Upload Files component and a line list template and instructions.

Follow these steps to create and upload a line list to the request form.

1. Click on the XLS icon to download the line list template.
2. Populate the data within the line list template spreadsheet. Pay close attention to the guidance provided in the column headers and the error messages built into the spreadsheet.

IMPORTANT: you will receive an error message if you have the “I have a list” checkbox is checked, and the line list is not uploaded.
Populating the Request Form – Attaching a Line List

Upload a line list and provide incident details within the Incident Summary section.

Instructions continued

3. Once you have completed updating the line list, save the file in a CSV (Comma delimited) (*.csv) format. *Important*

4. Either drag and drop files into the ‘Upload Files’ component or click Upload Files button to upload a file from your PC.
Populating the Request Form – Attaching a Line List

Upload a line list and provide incident details within the Incident Summary section.

5. The Upload File component will appear to indicate that the file is uploading into the system and will inform you when it has successfully uploaded or if there is a failure. Click Done or the X to exit out of the popup screen.

6. The uploaded spreadsheet will appear within a table on the screen. Use the trashcan icon to remove the file.
Populating the Request Form

Provide the incident details within the **Incident Summary** section.

5. Use this section to include the case details with the following information:
   - **Is this COVID related?** – answer yes or no
   - **Suspected Disease** – locate the reported suspected disease/illness from the drop-down list
   - **Estimated Number of Visitors/Patrons Exposed** – provide a number value (if applicable)
   - **Estimated Number of Employees Exposed** – provide a number value (if applicable)
   - **Incident Description** – use this field to provide the health department with as much detail related to the incident as possible that can assist the investigation team when evaluating your case.
   - **Positive Case Submissions** – provide a number value (if applicable)

6. Click **Submit** once you have completed the form.
Submission Complete

After completing the Non-Healthcare Facility Consult Form, verify that the form has successfully been submitted.

A thank you message will appear on the screen indicating the Non-Healthcare Facility Consult Form has successfully been submitted to DC Health.

Need Help?

If you have any questions or need assistance with the Non-Healthcare Facility Consult Form, please contact Covid19.EPITA@dc.gov.