Shelter Provider Checklist for Confirmed or Suspected COVID-19 Cases

If you have a confirmed or suspected COVID-19 case currently or recently housed in your facility:

**IMMEDIATELY**
- Isolate resident or staff who has tested positive or is symptomatic in separate room and bathroom.
- Call City of Berkeley Communicable Disease Prevention and Control Program (CD) to notify of case immediately:
  - Contact Information for City of Berkeley Communicable Disease: **(510) 981-5292**
  - Afterhours please call **(510) 981-5911** and ask for the on call Health Officer
  - The City of Berkeley CD program will contact you as soon as possible to advise on shelter operations, possible transfers, and isolation/quarantine of residents & staff.
- Screen residents and staff for symptoms of COVID-19.
  - Isolate any residents or staff who screen positive & transfer to Operation Comfort
  - Call 911 for any resident or staff with severe or concerning symptoms (e.g. shaking, high fevers, difficulty breathing, delirious, unable to eat or drink water)
- Alert Operation Comfort of cases and symptomatic residents needing transfer. If staff cannot not isolate at home they may also be able to access Operation Comfort. Operation Comfort accepts referrals from 8 a.m.-10 p.m.
  - Operation Comfort Hotel Screening & Referral
  - Operation Comfort/Quality (Expanded Population) Referral Form
- Notify Alameda County Health Care for the Homeless Shelter Health Lead
  - Kari.jenningsparriott@acgov.org 510-472-4255

**WITHIN 24 HOURS**
- Identify additional staff that might have had direct, sustained contact (at least 15 min within 6’) with case(s). Instruct them to quarantine at home per Health Officer Quarantine Order
- Identify additional residents with close contacts (at least 15 min within 6’) to case(s) (roommates, intimate or family partners, other close contacts as defined above). Refer to Operation Comfort (see above)
- Please send an encrypted, secured email to cobcd@cityofberkeley.info:
  - Site Map and Site Specific Plan if it has been developed
  - City of Berkeley Line List template with all identified residents and staff exposed to case
  - Shelter Roster and Visitor Logs
- Any information on case if known, including date tested, symptom onset, duration of time at shelter, current location and contact information.
  - Notify the City of Berkeley CD via phone or email with any new positive test results
  - Screen remaining residents twice daily for fever and COVID-19 symptoms
  - Alert City of Berkeley Vulnerable Populations Lead Jennifer Vasquez: jvasquez@cityofberkeley.info
  - Testing will be arranged by City of Berkeley CD with EOC Testing Coordinators
    - Plan on having residents sign a Release of Information form so that COVID test results can be shared between COB, residents and shelter staff.
  - CD & Vulnerable Populations will continue to assist in next steps for shelter operations
    - Develop staffing plan if shelter to stay open
    - Quarantined staff cannot work until completion of 14 day period regardless of testing
  - Common areas will require disinfection once vacated by residents, per CDC guidelines.

**DAYS 2-14**

- Continue to screen remaining residents twice daily for symptoms of COVID-19 and maintain quarantine/physical distancing procedures until 14 days from potential exposure.
  - Isolate any positive screened individuals and arrange for possible testing with City of Berkeley and transfer to Operation Comfort
- Continue daily disinfection and discourage use of common spaces
- Receive new test results and notify City of Berkeley Communicable Disease of new cases
  - Refer positives & close contacts to Operation Comfort as needed
  - Isolation of a case ends after 10 days after onset of symptoms have subsided, plus one day after resolution of fever or if asymptomatic 10 days following positive test
- Generally, you will be contacted when a shelter guests will be released from isolation/quarantine at Operation Comfort, and guest will have a formal letter of release with their name.

**AT ALL TIMES**

- Continue to follow physical distancing, masking guidelines and sanitation advice per Alameda County Shelter Health Guidelines and COB Health Officer Orders
- Maintain an always-up-to-date program roster with names, contact info (phone number) of all residents and staff.
- Maintain daily log of residents, guests, visitors, staff and volunteers which includes date of last visit/contact to location.
- Make sure you have adequate supplies, such as PPE, on hand for staff and residents in case of positive or symptomatic guests.
- Screen each resident, guest and staff entering and exiting your shelter for COVID-19 symptoms.
- Make sure you have a plan to respond quickly to symptomatic or positive cases in your facility
- Make a staffing plan in case of COVID + so that shelter has the ability to maintain operations
- Participate on weekly ACHCH Shelter Provider COVID Community Calls and share updates and guidance.

*Please contact the City of Berkeley CD program at cobcd@cityofberkeley.info with any questions*