



Health, Housing & Community Services Department  
Public Health Officer Unit Communicable Disease Prevention and Control Program  
Phone: (510) 981-5292  
cobcd@cityofberkeley.info  
[www.cityofberkeley.info](http://www.cityofberkeley.info)

## 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](mailto: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](mailto: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](#)

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- 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](mailto: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](mailto:cobcd@cityofberkeley.info) with any questions**