

Shelter Provider Checklist for Incidence of COVID-19 in Residents/Staff

11-22-202

Be Prepared:

- Follow Physical Distancing, hygiene, sanitation advice in [ACHCH Shelter Health Guidance](#)
- Review and implement approaches in the [Alameda County Step-by-Step Instructions for Controlling Outbreak at the Facility](#) document.
- Carry out daily [symptoms checks](#) and [maintain log](#) of all guests, visitors, staff and volunteers.
- Make sure you have clear plan and staff for referrals of symptomatic persons to [Isolation and Quarantine](#) hotels.

Here is the I&Q referral link: <https://hcsa2.force.com/isolationandquarantine/s/>

- Prepare for shelter and staff quarantine: [Review Health Officer Isolation and Quarantine Orders](#) and [Home Quarantine Instructions](#) and determine how shelter residents, staff and volunteers can comply.
- Maintain an always-up-to-date program **roster** with names, contact info (phone number) of all residents and staff.
- Maintain a [daily log](#) of residents, guests, visitors, staff and volunteers which includes date of last visit/contact to location.
- Continue to have residents and staff masked – using N95 or KN95 masks -- at all times except when eating or sleeping.
- Make sure you have adequate rapid test kits and PPE on hand (masks, sanitizer, gloves, etc).

On an Ongoing Basis:

Support staff and residents to carry out the following:

- Wear a Mask**
 - **Wear a KN95 or N95 mask** at all times (except when sleeping or eating) in a shelter program. This applies to vaccinated as well as unvaccinated people.
- Promote and Respect Physical Distancing:**
 - Keep at least 6' away from others.
 - Wash your hands or use hand sanitizer.
- Know the Symptoms of COVID:**
 - Screen all staff for symptoms/contacts on a daily basis
 - Screening residents for symptoms/contacts will continue at shelters.
 - Fever, feeling lousy, chills, nausea, cough, loss of smell/taste.

- Refer to Isolation and Quarantine:** As indicated, continue to refer all COVID positive or symptomatic persons to [Isolation and Quarantine \(I&Q\) housing](#).
- COVID Testing:**
 - COVID-19 testing is still important in ending the pandemic. At-home rapid testing kits should be made available, and staff and residents should be encouraged and supported in self-testing regularly. ACHCH and ACPHD will support in directing testing cadence in the case of outbreaks.
- COVID-19 Vaccines:**
 - Getting vaccinated is the best way to keep staff, residents, and the community safe from COVID-19.
 - We encourage everyone to consider getting vaccinated and to talk to a provider about vaccine options.
 - Ask the shelter staff for a list of vaccine locations or visit the website <https://covid-19.acgov.org/vaccines>

Upon receiving report/results of a shelter positive or symptomatic staff/resident:

Day 0

- A. Immediately upon receiving positive test results or symptomatic resident/staff:
- Place symptomatic person in Isolation: Surgical mask, meals in isolation, and if possible using a separate bathroom from the other resident
 - If staff are positive or symptomatic, please have them quarantine at home or refer to Isolation/Quarantine if that is not possible.
 - Refer resident to Isolation and Quarantine Hotel:**
<https://hcsa2.force.com/isolationandquarantine/s/>
 - Contact the ACHCH Regional Coordinator in your region immediately:
 - **Berkeley:** Andrea Zeppa (510-891-8915/ Andrea.Zeppa@acgov.org)
 - **Oakland:** Lynette Ward (510-267-8634 / lynette.ward@acgov.org)
 - **Mid-County** (Alameda/San Leandro/Hayward): Phil Clark (510-891-5506 / phil.clark@acgov.org)
 - **South/East County:** Hanna Toda (510-891-8943 / hanna.toda@acgov.org)
 - Communicate to staff and residents shelter quarantine procedure based on [Health Officer Home Quarantine Instructions](#).
 - Email covidob@acgov.org and follow the [Step-by-Step Instructions for Controlling the Outbreak at the Facility](#). These include [online reporting of cases](#) in the countywide SPOT portal.
- B. **Next Steps:**
- Disinfect all common areas. [CDC Positive COVID-19 sanitation guidance](#)
 - Gather roster and visitor logs for ACHCH and the Public Health Department.
 - Identify shelter Communications Lead and backup. Send names and contact

info to your ACHCH Regional Coordinator.

- ACPHD and/or Regional Coordinator will support with contact tracing and identifying any close contacts.
- At-home rapid testing kits should be made available, and staff and residents should be encouraged and supported in self-testing regularly. ACHCH and ACPHD will support in guiding programs in resident testing in the case of outbreaks.

Days 1-10

- Work with the Alameda County Health Care for the Homeless program around Rapid Response testing, and work with Alameda County Public Health contact tracing/outbreakteam where needed.
- Your shelter may be distributing Home COVID Rapid Test Kits, please ensure that shelter residents and staff are self-testing at least once per week.
- Continue to screen for symptomatic staff/residents and refer immediately to Isolation & Quarantine.
- Stay in close touch with ACHCH, ACPHD Outbreak Investigators and Isolation & Quarantine nursing staff for follow up and release of residents from I&Q.