Shelter Provider Checklist for Incidence of COVID-19 in Residents/Staff
11-22-20

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/isolationaandquarantine/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.
<table>
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<tr>
<th>Boxed Text</th>
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<tr>
<td>Refer to Isolation and Quarantine: As indicated, continue to refer all COVID positive or symptomatic persons to Isolation and Quarantine (I&amp;Q) housing.</td>
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<td>COVID Testing:</td>
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<td>- 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.</td>
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<tr>
<td>COVID-19 Vaccines:</td>
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<td>- Getting vaccinated is the best way to keep staff, residents, and the community safe from COVID-19.</td>
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<td>- We encourage everyone to consider getting vaccinated and to talk to a provider about vaccine options.</td>
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<tr>
<td>- Ask the shelter staff for a list of vaccine locations or visit the website <a href="https://covid-19.acgov.org/vaccines">https://covid-19.acgov.org/vaccines</a></td>
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**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/isolationaandquarantine/](https://hcsa2.force.com/isolationaandquarantine/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:

- 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/outbreak team 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.