Shelter Provider Checklist for Incidents of COVID-19 Positive Residents/Staff

03/15/2022

Be Prepared:

☐ Follow Physical Distancing, hygiene, sanitation advice in ACHCH Shelter Health Guidance

☐ Review and implement approaches in the Alameda County Steps to Controlling Outbreaks in Congregate Living Facilities document.

☐ Carry out daily symptoms checks on all guests, visitors, staff and volunteers
  - Contact ACHCH for symptom check log, and PPE

☐ Make sure you have clear plan and staff for referrals of symptomatic persons to Operation Comfort. Here is the referral link: https://forms.gle/CG9GQW4R8nxRFwbg8

☐ 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 at all times except when eating or sleeping.

☐ Make sure you have adequate PPE on hand i.e. masks, disinfectant, gloves, etc.

On an Ongoing Basis:

Support staff and residents to carry out the following:

☐ Wear a Mask
  - Wear a mask at all times (except when sleeping or eating) in a shelter program. This applies to vaccinated as well as unvaccinated people.

☐ 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.

☐ COVID Testing:
  - COVID-19 testing is still important in ending the pandemic. All people displaying symptoms of COVID-19 should be tested and you should be aware of other situations when testing is recommended for you:
    - During a possible outbreak regardless of vaccination status.
    - If you’re unvaccinated and exposed to a COVID-19 positive person.
    - If your staff are exposed to a COVID-19 positive person regardless of vaccination status.

☐ COVID-19 Vaccines:
  - Getting vaccinated is the best way to keep staff, residents, and the community safe from COVID-19.
Upon receiving report/results of a shelter positive or symptomatic staff/resident:

Day 1

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 Operation Comfort if that is not possible.
   - □ **Refer resident to Isolation and Quarantine Hotel:**
     https://forms.gle/CG9GQW4R8nxRFwbg8
   - □ Contact ACHCH Regional Coordinator for your zone or ACHCH Shelter Health Manager Kari Jennings-Parriott (510) 472-4255; Kari.jenningsparriot@acgov.org
   - □ Communicate to staff and residents shelter quarantine procedure based on Health Officer Home Quarantine Instructions.
   - □ Review and follow Alameda County Outbreak Reporting Requirements and Instructions: https://covid-19.acgov.org/reporting-requirements#congregate
   - □ Sites are required to report every staff or resident case to ACPHD by emailing COVIDOB@acgov.org AND completing a Shared Portal for Outbreak Tracking (SPOT) Intake Form. For more information please visit: https://covid-19.acgov.org/reporting-requirements#congregate.

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 kari.jenningsparriot@acgov.org
   - □ Shelter Health Manager, Kari Jennings-Parriott, will support with contact tracing and identifying any close contacts.
   - □ **COVID-19 symptom screening and testing:** All people displaying symptoms of COVID-19 should be referred to Isolation & Quarantine, and you should be aware of other situations when testing is recommended for you:
     - During a possible outbreak regardless of vaccination status.
     - If you’re unvaccinated and exposed to a COVID-19 positive person.
     - If your staff are exposed to a COVID-19 positive person regardless of vaccination status.

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](https://covid-19.acgov.org/vaccines)
Days 2-10

- Work with the Alameda County Health Care for the Homeless and Alameda County Public Health contact tracing/outbreak team where needed.
- Utilize Home COVID Rapid Test Kits as directed by Alameda County Health Care for the Homeless and/or Alameda County Public Health
- 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.