Shelter Provider Checklist for Incidents of COVID-19 Positive Residents/Staff
7/21/21

Be Prepared:

☐ Follow Physical Distancing, hygiene, sanitation advice in ACHCH Shelter Health Guidance
☐ Be aware and respectful of County Health Officer orders
☐ Carry out daily symptoms checks on all guests, visitors, staff and volunteers
  ○ Contact ACHCH for symptom check log, PPE and thermometers.
☐ Make sure you have clear plan and staff for referrals of symptomatic persons to Operation Comfort.
☐ Prepare for shelter and staff quarantine: Review Health Officer Quarantine Order 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 yourself and the community safe from COVID-19.

7/21/2021
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 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 Operation Comfort https://forms.gle/CG9GQW4R8mxRFwbq8
   - Contact 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.

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.
   - Complete shelter roster (including all residents, staff all asap and send via secure email to ACHCH Shelter Manager Kari Jennings-Parriott kari.jenningsparriot@acgov.org (if you don’t have secure email, please email Kari first and then she will open a secure email channel)
   - 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.
   - Work with ACHCH to schedule time for Rapid COVID Testing Team visit for contact testing of staff, residents, and volunteers.
   - 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.
Identify a staff able to support Rapid COVID-19 Testing Team (Roles include managing residents, referrals to Operation Comfort and other support of the Team.

Days 2-10

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.