

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.

- 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/CG9GQW4R8nxRFwbg8>
 - 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.jenningsparriott@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.jenningsparriott@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.
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 - 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.