
Shelter Provider Checklist for Incidents of COVID Positive Residents/Staff

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.
- Make sure you have adequate PPE on hand (masks, gloves) for staff in case of positive or symptomatic guests.

Day 1

- A. Immediately upon receiving positive test results:
- Place symptomatic person in Isolation: Surgical mask, meals in isolation, and if possible using a separate bathroom from the other resident
 - Refer to Operation Comfort
 - Contact ACHCH Shelter Health Lead **Kari Jennings-Parriott (510) 472-4255**;
[Kari.jenningsparriott@acgov.org](mailto:kari.jenningsparriott@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 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
 - Receive/Review/Update Environmental Scan google doc sent to you by Kari.
 - Help schedule best next-day time for Rapid COVID Testing Team visit for contact testing of staff, residents and volunteers.
 - Identify two staff able to support next day Rapid COVID Testing Team (Roles include managing residents, referrals to Operation Comfort and other support of the Team)

Day 2:

- At least two shelter staff are on site ready to receive testing team.
 - 1 staff will organize residents and provide education
 - 2nd staff will register residents per instruction of the testing team
- Continue to disinfect regularly
- Continue to screen residents 2x daily for symptoms
- Continue to maintain quarantine and isolation as required in the shelter
- Identify supports that shelter may need in order to quarantine-or-isolate-in-place (food, supplies, staff, etc).

Days 2-3

- Wait for results and refer to Operation Comfort as needed.
- Continue to screen residents 2x daily and maintain psychical distancing.
- Based on results of testing, be prepared for public health recommendations regarding possible scenarios: shelter in place, isolation, quarantine, even closure of facility. Identify needed supports to enable compliance with Health Officer orders.

Days 5-14

- Continue to quarantine in the shelter
- Continue to screen residents 2x daily and maintain physical distancing.