

CHECKLIST

PREVENTION STRATEGIES

HAND WASHING

- Hand wash stations with soap, water, and paper towels/hand dryer stocked and functional.
- Hand sanitizer stations with 60% alcohol
- Prevention supplies available and restocked (plan for higher usage during outbreak)

NOTES

VISUAL ALERTS AND POSTERS

VISIBLE SIGNS FOR HANDWASHING, COVERING COUGH, AND REPORTING ILLNESS

- Handwashing
[CDC poster link](#)
- Cover Your Cough.
[CDC Cover Your Cough English](#)
[CDC Stop the Spread English](#) [CDC Stop the Spread Spanish](#)

VISIBLE SIGNS FOR IDENTIFYING SYMPTOMS OF COVID-19 AND PREVENTION

- COVID-19 Symptoms
[CDC English poster link](#) [OCHCA English poster link](#)
[CDC Spanish poster link](#) [OCHCA Spanish poster link](#)
- Prevention
[OCHCA English poster link](#) [OCHCA Spanish poster link](#)
- Face Mask Usage
[CDC poster Link](#)

NOTES

CHECKLIST

PREVENTION STRATEGIES

SOCIAL DISTANCING

- Beds/mats spaced at least six (6) feet apart
[CDC visual guide on shelter sleeping arrangements](#)
- Beds/mats aligned so clients sleep head-to-toe
[CDC visual guide on shelter sleeping arrangements](#)
- Limitations on facility visitors to clients, essential staff, and support services.
- Social distancing in meal and common areas. Possible recommendations include:
 - Staggering of meals
 - Marking floor with tape to indicate 6 feet in areas clients must wait or line up
 - Placing seats/tables 6 feet apart in eating, smoking, and lounge areas.

NOTES

CLEANING

- Frequently touched surfaces and shared objects cleaned and disinfected between uses and at least daily using an EPA registered disinfectant. More frequent cleaning and disinfection may be required based on level of use.
 - Bathrooms
 - Dining area
- CDC cleaning guidelines
[CDC Cleaning Guidelines](#)
- EPA list of approved disinfectant products for use against COVID 19
[EPA list](#)

NOTES

FACE MASKS

- Active promotion and implementation of face masks to all staff and residents
- Availability of face masks to residents
- Proper usage of face masks
[CDC poster](#)

CHECKLIST

SCREENING AND ISOLATION

SCREENING

- PPE available to staff that must have direct face to face interaction within 6 feet of clients with fever and respiratory symptoms.
- Verbal screenings of all persons entering facility for signs and symptoms of COVID-19.
[HCA COVID 19 Screening Tool](#)
[COVID-19 Signs and Symptoms](#)
- Screening of all clients at least once weekly
- Use of standard facility procedures to determine whether a client needs immediate medical attention. Emergency signs include:
 - Trouble breathing
 - Persistent pain or pressure in the chest
 - New confusion or inability to rouse
 - Bluish lips or face

NOTES

ISOLATION AREA

- Identified isolation area that at a minimum, can hold symptomatic clients while awaiting transfer to a temporary isolation shelter.
Ideally, individual rooms with separate bathrooms. If unavailable, a large, well ventilated room for symptomatic residents. Clean and disinfect any shared bathrooms after each use by symptomatic persons.
[Cleaning](#)
- Limit items in isolation area to things that may be disinfected, washed, or disposed of.
- Beds 6 feet apart, in head to toe configuration
[CDC visual guide on shelter sleeping arrangements](#)
- Temporary physical barrier between beds, such as sheets, curtains, or dividers.

NOTES

CHECKLIST

CASE MANAGEMENT AND STAFF CONSIDERATIONS

MANAGEMENT OF A SUSPECT CASE

- Mask and gloves available for use of staff within 6 feet and/or physical contact with case or their secretions.
- Plan to separate suspect COVID-19 case from other clients.
- Post Illumination Foundation’s referral line 714-543-9400 to have available for referral to temporary isolation shelter.
- Refer to “Shelter COVID-19 Management Algorithm”
[Shelter COVID-19 Management Algorithm](#)
- Notify and consult with Shelter Response Team 714-567-6246
- Confirmed case: continue to screen staff and residents for COVID-19 for a minimum every 72 hours for 14 days after last exposure.

NOTES

STAFF CONSIDERATIONS

PPE

<input type="checkbox"/>	<p>Disposable gloves</p> <ul style="list-style-type: none"> • If staff are handling client belongings, they should use disposable gloves. Ensure they perform hand hygiene before and after use. If gloves are unavailable, staff should perform hand hygiene immediately after handling belongings. • Wear disposable gloves when handling dirty laundry.
<input type="checkbox"/>	Face masks

- Stop working and stay at home if ill
[CDC English Poster](#) [OCHCA English Poster](#)
[CDC Spanish Poster](#) [OCHCA Spanish Poster](#)
- Contingency plans for increased absenteeism due to illness
- Temporary isolation shelter available to staff if unable to isolate adequately at home; call 714-543-9400

NOTES

POSTERS, LINKS, AND RESOURCES

Posters

Directories

[*OCHCA Poster Directory*](#)

[*CDC Poster Directory*](#)

Face Masks

[*CDC Masks Do's and Don'ts English*](#)

Social Distancing

[*OCHCA Social Distancing English*](#) [*OCHCA Social Distancing Spanish*](#)

[*CDC Visual Guide on Shelter Sleeping Arrangements*](#)

[*CDC Visual Guide on Shelter Common Areas*](#)

[*CDC Visual Guide on Shelter Dining Areas*](#)

Visible signs for handwashing, covering cough, and reporting illness.

[*CDC Handwashing All Languages*](#)

[*CDC Cover Your Cough English*](#)

[*CDC Stop the Spread of Germs English*](#) [*CDC Stop the Spread of Germs Spanish*](#)

Visible signs identifying symptoms of COVID-19

[*CDC Signs and Symptoms English*](#) [*OCHCA Signs and Symptoms English*](#)

[*CDC Signs and Symptoms Spanish*](#) [*OCHCA Signs and Symptoms Spanish*](#)

CHECKLIST

POSTERS, LINKS, AND RESOURCES cont.

Links and Resources

Cleaning

[*CDC cleaning recommendations*](#)

[*EPA list of approved disinfectant products for use against COVID 19*](#)

Guidance and Resource Directories

[*OCHCA Homeless Service Providers Guidance and Resources*](#)

[*CDC Homeless Service Providers Guidance and Resources*](#)

Tools and Algorithms

[*OCHCA COVID-19 \(Novel Coronavirus\) Screening Tool and Guidance*](#)

[*OCHCA Shelter COVID-19 Management Algorithm*](#)