

**Current Practice Inventory for COVID-19 Infection Prevention Assessment of Shelters (5/26/2020)**

Adapted from: [https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19\\_Homeless-H.pdf](https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19_Homeless-H.pdf)

“Ask?” pertains to areas where support/assistance is welcome & the recommendation is realistic & acceptable to the shelter recognizing real-world limitations & finite resources

**Staff considerations:**

	<b>Yes</b>	<b>No</b>	<b>Ask?</b>
- General processes for staff:			
Screening all staff for COVID-19 signs/symptoms prior to start of shift as part of an established/written policy	<input type="checkbox"/>	<input type="checkbox"/>	___
Promoting social distancing in staff work and break areas (e.g., stagger breaks, minimize large groups)	<input type="checkbox"/>	<input type="checkbox"/>	___
Staff wearing cloth face coverings for source control	<input type="checkbox"/>	<input type="checkbox"/>	___
Staff laundering own clothing/uniforms after use with warmest appropriate water setting & allow adequate time for drying	<input type="checkbox"/>	<input type="checkbox"/>	___
Sick staff members staying home; contingencies for absenteeism	<input type="checkbox"/>	<input type="checkbox"/>	___
Training/education related to COVID-19	<input type="checkbox"/>	<input type="checkbox"/>	___
Resources for stress and coping	<input type="checkbox"/>	<input type="checkbox"/>	___
- General processes for <u>client-facing operations</u> :			
Minimizing number of staff involved in face-to-face interactions	<input type="checkbox"/>	<input type="checkbox"/>	___
Limiting involvement of staff at higher risk for severe COVID-19	<input type="checkbox"/>	<input type="checkbox"/>	___
Maintaining social distancing (≥6 ft) or considering barrier	<input type="checkbox"/>	<input type="checkbox"/>	___
Avoiding handling client belongings (if necessary, using disposable gloves & hand hygiene)	<input type="checkbox"/>	<input type="checkbox"/>	___
Wearing isolation/surgical mask at all times unless working alone in an enclosed space	<input type="checkbox"/>	<input type="checkbox"/>	___
- If conducting <u>COVID-19 screening</u> (e.g., symptom and/or temperature check) for clients:			
Physical barrier (glass/plastic window or partition)	<input type="checkbox"/>	<input type="checkbox"/>	___
Maintaining social distancing (≥6 ft)	<input type="checkbox"/>	<input type="checkbox"/>	___
PPE (i.e., fa face mask, eye protection, gloves) if within 6 ft radius			
If social distancing & no physical contact: isolation/surgical mask + gloves	<input type="checkbox"/>	<input type="checkbox"/>	___
If physical contact likely: isolation/surgical mask + eye protection + gloves	<input type="checkbox"/>	<input type="checkbox"/>	___
- If providing care for <u>suspected/confirmed COVID-19 clients</u> :			
Maintaining social distancing (≥6 ft)	<input type="checkbox"/>	<input type="checkbox"/>	___
PPE (i.e., N95 respirator or isolation/surgical mask, eye protection, gown and gloves)	<input type="checkbox"/>	<input type="checkbox"/>	___

**Facility layout considerations:**

	<b>Yes</b>	<b>No</b>	<b>Ask?</b>
- Client-facing operations:			
Using physical barriers to protect staff (e.g., sneeze guard; additional table between staff and client to ensure social distancing)	<input type="checkbox"/>	<input type="checkbox"/>	___
- Meal service areas:			
Ensuring ≥6 ft radius around seats	<input type="checkbox"/>	<input type="checkbox"/>	___
Allowing food delivery to clients or for clients to take food away	<input type="checkbox"/>	<input type="checkbox"/>	___
- General sleeping areas (asymptomatic clients):			
Ensuring client faces are ≥6 ft apart (e.g., align bedding so clients sleep head-to-toe)	<input type="checkbox"/>	<input type="checkbox"/>	___
- HIPAA-compliant space for providing onsite services/care to clients (phone/internet)	<input type="checkbox"/>	<input type="checkbox"/>	___
- Contingency planning for symptomatic or suspected/confirmed COVID-19 clients			
Prioritizing individual rooms w/ separate bathroom	<input type="checkbox"/>	<input type="checkbox"/>	___
Integrating into City health department COVID-19 plan for unhoused	<input type="checkbox"/>	<input type="checkbox"/>	___

**Facility procedure considerations:**

	<b>Yes</b>	<b>No</b>	<b>Ask?</b>
- Reduce the risk for transmission of infection			
Limiting visitors who are not clients, staff, or volunteers	<input type="checkbox"/>	<input type="checkbox"/>	—
Promoting hand hygiene (stock bathrooms/sinks w/ soap & drying materials; provide alcohol-based hand sanitizers at key locations – <i>e.g.</i> , registration desk, entrances/exits, meal service areas)	<input type="checkbox"/>	<input type="checkbox"/>	—
Providing/requiring all clients to wear cloth face coverings on arrival/entry	<input type="checkbox"/>	<input type="checkbox"/>	—
Encouraging asymptomatic clients to wear cloth face coverings any time they are not in their room or on their bed/mat in shared sleeping areas (no face coverings if age ≤2 yrs)	<input type="checkbox"/>	<input type="checkbox"/>	—
Requiring symptomatic clients to wear cloth face coverings when not alone in a private room	<input type="checkbox"/>	<input type="checkbox"/>	—
Laundering cloth face coverings regularly	<input type="checkbox"/>	<input type="checkbox"/>	—
Collect in sealable container ( <i>e.g.</i> , trash bag) and handle using appropriate PPE ( <i>i.e.</i> , face mask, gloves, ±gown); emphasize handwashing			
Laundering client clothing regularly (or facilities available for client to use)	<input type="checkbox"/>	<input type="checkbox"/>	—
Cleaning & disinfecting frequently touched surfaces at least twice daily and shared objects between use with an EPA-registered disinfectant	<input type="checkbox"/>	<input type="checkbox"/>	—
- Make social distancing easier			
Staggering meal services	<input type="checkbox"/>	<input type="checkbox"/>	—
Instituting maximum occupancy limits for common rooms, bathrooms, and general sleeping areas	<input type="checkbox"/>	<input type="checkbox"/>	—
Modifying common spaces to encourage ≥6 ft distancing ( <i>e.g.</i> , placement of furniture, tape marking)	<input type="checkbox"/>	<input type="checkbox"/>	—
Closing common spaces ( <i>e.g.</i> , playrooms) if unable to maintain ≥6 ft distancing	<input type="checkbox"/>	<input type="checkbox"/>	—
- General processes			
Regularly assessing clients for sign/symptoms of COVID-19	<input type="checkbox"/>	<input type="checkbox"/>	—
Identifying clients at high risk for complications of COVID-19 & encouraging them to take additional precautions against infection	<input type="checkbox"/>	<input type="checkbox"/>	—
Ensuring continuity of mental health, substance use treatment services, and general medical care	<input type="checkbox"/>	<input type="checkbox"/>	—
- Contingency planning for symptomatic or suspected/confirmed COVID-19 clients			
Identifying signs/symptoms of COVID-19 that require emergent care (trouble breathing, chest pain/pressure, new confusion/inability to arouse, bluish lips or face)	<input type="checkbox"/>	<input type="checkbox"/>	—
Identifying a designated medical facility to refer clients who might have COVID-19			
- Emergency department (emergent/urgent care)	<input type="checkbox"/>	<input type="checkbox"/>	—
- Primary care (non-urgent)	<input type="checkbox"/>	<input type="checkbox"/>	—
Notifying designated medical facility in advance of client arrival if there is concern for COVID-19 and in general of any medical concerns	<input type="checkbox"/>	<input type="checkbox"/>	—
Ensuring safe shelter for those with confirmed COVID-19 (integrate into City health department plan for unhoused with COVID-19); provide reassurance & secure belongings & spot at shelter whenever possible	<input type="checkbox"/>	<input type="checkbox"/>	—

**Communication:**

	<b>Yes</b>	<b>No</b>	<b>Ask?</b>
- Staff & client facing messaging/materials (entrances, other strategic locations)			
Handwashing	<input type="checkbox"/>	<input type="checkbox"/>	—
Use of cloth face coverings	<input type="checkbox"/>	<input type="checkbox"/>	—
Cough etiquette	<input type="checkbox"/>	<input type="checkbox"/>	—
Social distancing	<input type="checkbox"/>	<input type="checkbox"/>	—
- Educating staff on COVID-19			
In-person education	<input type="checkbox"/>	<input type="checkbox"/>	—
Web-based or written education	<input type="checkbox"/>	<input type="checkbox"/>	—
- Educating clients on COVID-19			
In-person education	<input type="checkbox"/>	<input type="checkbox"/>	—
Web-based or written education	<input type="checkbox"/>	<input type="checkbox"/>	—

**Supplies:**

	<b>Yes</b>	<b>No</b>	<b>Ask?</b>
- Sufficient access to:			
Soap	<input type="checkbox"/>	<input type="checkbox"/>	—
Alcohol-based hand sanitizers (>60% alcohol)	<input type="checkbox"/>	<input type="checkbox"/>	—
Tissues	<input type="checkbox"/>	<input type="checkbox"/>	—
Trash receptacles	<input type="checkbox"/>	<input type="checkbox"/>	—
Cloth face coverings	<input type="checkbox"/>	<input type="checkbox"/>	—
PPE (isolation/surgical mask, eye protection, gloves; $\pm$ N95 respirator)	<input type="checkbox"/>	<input type="checkbox"/>	—
Cleaning supplies ( <i>e.g.</i> , EPA-registered disinfectants)	<input type="checkbox"/>	<input type="checkbox"/>	—

**Notes:**

## Resources

### APPENDIX 1: CDC educational posters

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html>

### APPENDIX 2: CDC cleaning and disinfection best practices

From: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

#### Hard (Non-porous) Surfaces

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered household disinfectants should be effective.
  - A list of products that are EPA-approved for use against the virus that causes COVID-19 is available (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>). Follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.
  - Additionally, diluted household bleach solutions (at least 1000 PPM sodium hypochlorite) can be used if appropriate for the surface. Follow manufacturer's instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Bleach solutions will be effective for disinfection up to 24 hours.
    - Prepare a bleach solution by mixing:
      - 5 tablespoons (1/3 cup) bleach per gallon of water or
      - 4 teaspoons bleach per quart of water

#### Soft (Porous) Surfaces

- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
  - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
    - Otherwise, use products that are EPA-approved for use against the virus that causes COVID-19 (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>) and that are suitable for porous surfaces

#### Electronics

- For electronics such as tablets, touch screens, keyboards, remote controls, and ATM machines, remove visible contamination if present.
  - Follow the manufacturer's instructions for all cleaning and disinfection products.
  - Consider use of wipeable covers for electronics.
  - If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

#### Linens, Clothing, and Other Items That Go in the Laundry

- In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry.
- Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.