



Alameda County Health Care Services Agency
Public Health Department

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COVID-19 Protocol for Evacuation Center

Center Name: _____

Center Address: _____

Center Phone Number: _____

Approximate total square footage open to the public: _____

A. FACE COVERINGS & SIGNAGE

- A supply of face coverings is available for distribution to anyone who arrives without one. Face coverings must not be shared.
- Signage is posted at each public entrance of the Evacuation Center to inform all staff and the public that:

Face coverings are required for entry.

Please maintain a minimum of six feet of space from people outside your household.

B. SCREENING QUESTIONS

Ask each evacuee the following questions:

1. Within the last 10 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?
 Yes No

2. Do you live in the same household with, or have you had close contact* in the past 14 days with someone who has been in isolation for COVID-19 or had a test confirming they have the virus?
 Yes No

3. Have you had any one or more of these symptoms today or within the past 24 hours, which is new or not explained by a reason other than possibly having COVID-19?
 - Fever, Chills, or Repeated Shaking/
Shivering Yes No
 - Cough
 - Sore Throat
 - Shortness of Breath, Difficulty Breathing
 - Feeling Unusually Weak or Fatigued
 - Loss of Taste or Smell
 - Muscle pain
 - Headache
 - Runny or congested nose
 - Diarrhea
 - Nausea and vomiting

* **“Close contact”** is defined as living in the same house, being an intimate partner, being a caregiver, or being within 6 feet of an individual for longer than 15 minutes who has COVID-19.

People answering YES to any of these questions should be separated from other evacuees. This may be separate rooms within the Evacuation Centers, a specially designated Evacuation Center, or a space that can be used to accommodate visitors with symptoms and separate them from others.

Three areas may be needed:

- People who are COVID-19 positive (answering yes to number 1)
- People who may have been exposed (answering yes to number 2)
- People who may be suspected to have COVID-19 (answering yes to number 3)

C. RECORDKEEPING

- A log of visitors (**See Appendix A**) is maintained for each day the Evacuation Center is open; all members of the public who visit the facility, sign-in each time they visit the Evacuation Center.
- A copy of this document is posted at each public entrance to the Evacuation Center.
- Be prepared to address potential language, cultural, and disability barriers associated with communicating COVID-19 information to staff, volunteers, and those visiting Evacuation Centers. Provide educational materials about COVID-19 in multiple languages, as needed.

8 "MEASURES TO PROTECT STAFF HEALTH (CHECK ALL THAT APPLY TO THE 9J57I 5HCB CENTER)

- All staff have been told not to come to work if sick.
- All staff that have contact with the public or other staff during their shift(s) wear a face covering when interacting with others.
- All desks or individual workstations are separated by at least six feet of distance.
- Break rooms, restrooms, and other common areas are disinfected frequently, on the following schedule:
 - Break rooms: _____
 - Restrooms: _____
 - Other: _____
- Hand sanitizer effective against COVID-19 or soap and water are available to all staff at the following location(s): _____
- Staff are allowed frequent breaks to wash their hands.
- A copy of this document has been distributed to all staff.

9. MEASURES TO PREVENT CROWDS FROM GATHERING AND KEEP PEOPLE AT LEAST SIX FEET APART (CHECK ALL THAT APPLY TO THE 9J571 5 HCB CENTER)

- Limit the number of visitors at any one time, which allows for members of the public and staff to easily maintain at least a six-foot distance from one another at all practicable times.
Maximum number of visitors in the facility: _____
- Post staff at the door to ensure the maximum number of visitors in the facility is not exceeded.
- Place signs outside the Evacuation Center reminding people to be at least six feet apart.
- Place tape or other markings at least six feet apart in any area(s) inside the Evacuation Center where lines may form (e.g., restrooms) and on walkways at public entrances with signs directing visitors to use the markings to maintain distance.
- All staff and visitors have been instructed to maintain at least six feet distance from each other.
Exceptions: a) when necessary, staff may momentarily come closer, but only while wearing a face covering;
b) members of the same household can be closer than six feet apart.
- Optional—Describe other measures that relate to avoiding overcrowding or accommodations made for persons with symptoms of COVID-19: For example, when conditions allow (low humidity), shaded outdoor spaces with cross-draft airflow augmented by evaporative coolers may provide a safe alternative. If a lack of potential evacuation center sites arises, alternatives such as parked air-conditioned buses can be utilized.

F. MEASURES TO INCREASE HYGIENE (CHECK ALL THAT APPLY TO THE EVACUATION CENTER)

- Restrooms normally open to the public remain open to the public.
- Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the Evacuation Center and anywhere else inside the facility, or immediately outside, where people have direct interactions. Instruct clients and staff to wash or sanitize hands frequently, including upon entry.
- Clean high traffic areas and frequently disinfect commonly used surfaces, including tables, doorknobs, toilets, and handwashing facilities. Limit sharing of items and clean/disinfect shared items between users. Clean touchable surfaces between shifts or between users, whichever is more frequent.
- If water bottles are distributed at the Evacuation Center, ensure visitors do not share bottles or glasses.
- Optional- Describe other measures (e.g., preventing the use of shared items such as toys):

You may contact the following person with any questions or comments about this protocol:

Facility Contact Name: _____

Phone number: _____

**APPENDIX A:
EVACUATION CENTER VISITOR LOG**

Center Name: _____

Center Address: _____

Today's Date: _____

Please provide the following information:

FIRST NAME	LAST NAME	ADDRESS	PHONE	EMAIL
(1)				
(2)				
(3)				
(4)				
(5)				
(6)				
(7)				
(8)				
(9)				
(10)				
(11)				
(12)				
(13)				

FIRST NAME	LAST NAME	ADDRESS	PHONE	EMAIL
(14)				
(15)				
(16)				
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FIRST NAME	LAST NAME	ADDRESS	PHONE	EMAIL
(29)				
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