



COVID-19 Protocol for Opening Extreme Weather Centers

Last Updated 7/28/2021

Center Name: _____

Center Address: _____

Center Phone: _____

Approximate total square footage open to the public: _____

A. SIGNAGE
<input type="checkbox"/> Post signs at entrances and strategic locations providing instruction on use of face coverings, hand hygiene, respiratory hygiene, and cough etiquette.
B. INDIVIDUAL CONTROL MEASURES AND SCREENINGS
<input type="checkbox"/> Provide symptom screening <i>and/or</i> signage for all visitors, including any volunteers, vendors, contractors, or other workers entering the Center. All staff should self-screen for symptoms at the beginning of their shift.
<input type="checkbox"/> Examples of questions for the signs at the entrance: <ol style="list-style-type: none"> 1) Are you currently ill? Are you currently experiencing fever or feeling feverish, such as chills or sweating? 2) Do you have a cough, mild or moderate difficulty breathing, sore throat, body aches, headache, vomiting, diarrhea, new loss of taste or smell, or congestion or runny nose? 3) Are you under quarantine restrictions? 4) Are you under isolation restrictions? <p>If yes, please DO NOT ENTER and notify a staff member.</p> <p>If possible, provide alternative sites for those showing symptoms of COVID-19 (e.g., fever, cough, shortness of breath). This may be separate rooms within Center or a space that can be used to accommodate visitors with symptoms and separate them from others.</p>
<input type="checkbox"/> A log of visitors (See Appendix A) is maintained for each day the Center is open; all members of the public who visit the facility must sign-in each time they visit a Center. The logs from each day must be kept in a secure location for at least 60 days and made available to the Alameda County Public Health Department (ACPHD) upon request. ACPHD will keep any logs we request confidential.
<input type="checkbox"/> Regardless of vaccination status, all visitors must wear a face covering while visiting a Center. For more information, please see the CDPH's guidance for face coverings .
<input type="checkbox"/> A copy of this document is posted at each public entrance to the Center.
<input type="checkbox"/> Provide educational materials about COVID-19 in multiple languages, as needed.



C. MEASURES TO PROTECT STAFF HEALTH (CHECK ALL THAT APPLY TO THE CENTER)

- Staff who are sick or exhibiting symptoms of COVID-19 should stay home.
- Everyone must** wear a face covering when a Center is open.
- Break rooms, restrooms, and other common areas should be disinfected frequently, on the following schedule:
 - Break rooms: _____
 - Restrooms: _____
 - Other: _____
- Alcohol-based (at least 60% alcohol) hand sanitizers, 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.

D. VENTILATION

- The virus that causes COVID-19 is transmitted through the air and concentrates indoors. Follow [Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments \(ca.gov\)](#)
- See above link for information on proper use of fans.

E. HYDRATION

- Provide individual water bottles, if available. If not, provide access to filtered water and disposable cups.



Alameda County Health Care Services Agency
Public Health Department
 www.acphd.org

Colleen Chawla, Director
Kimi Watkins-Tartt, Director
Nicholas Moss, MD, Health Officer

Public Health Department: Main Line (510) 267-8000
 COVID-19 Information: (510) 268-2101

F. MEASURES TO INCREASE HYGIENE (CHECK ALL THAT APPLY TO THE CENTER)	
<input type="checkbox"/>	Restrooms normally open to the public remain open to the public. Keep bathrooms and other sinks consistently stocked with soap and drying materials for handwashing.
<input type="checkbox"/>	Provide alcohol-based hand sanitizers that contain at least 60% alcohol at key points within the facility, including entrances/exits and other common areas where people have direct interactions. Instruct clients and staff to wash or sanitize hands frequently.
<input type="checkbox"/>	Follow the Centers for Disease Control and Prevention (CDC) cleaning and disinfection guidelines for community facilities , and cleaning facilities if someone is sick .
<input type="checkbox"/>	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.
<input type="checkbox"/>	Optional - Describe other measures (e.g., preventing the use of shared items such as toys):

Any additional measures should be listed on separate pages and attached to this document.

You may contact the following person with any questions or comments about this protocol:	
Facility Contact Name: _____	Phone number: _____



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**APPENDIX A:
 THE CENTER VISITOR LOG**

Center Name:	
Center Address:	
Today's Date:	

Thank you for visiting us today! Please provide the following information:

FIRST NAME	LAST NAME	ADDRESS	PHONE	EMAIL
(1)				
(2)				
(3)				
(4)				
(5)				
(6)				



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FIRST NAME	LAST NAME	ADDRESS	PHONE	EMAIL
(7)				
(8)				
(9)				
(10)				
(11)				
(12)				
(13)				
(14)				
(15)				
(16)				



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FIRST NAME	LAST NAME	ADDRESS	PHONE	EMAIL
(17)				
(18)				
(19)				
(20)				
(21)				
(22)				
(23)				
(24)				
(25)				
(26)				



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FIRST NAME	LAST NAME	ADDRESS	PHONE	EMAIL
(27)				
(28)				
(29)				
(30)				
(31)				
(32)				
(33)				
(34)				
(35)				
(36)				



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FIRST NAME	LAST NAME	ADDRESS	PHONE	EMAIL
(37)				
(38)				
(39)				
(40)				
(41)				
(42)				
(43)				
(44)				
(45)				
(46)				