



Shelter/Day Room Guidance: COVID-19 Precautions

At this point, our best tools in preventing the spread of COVID-19 are simple ones:

- Stay calm.
- Wash hands often for 20 seconds using soap/water or use alcohol-based sanitizer.
- Cover coughs and sneezes with an elbow or tissue. Throw tissues away immediately.
- Avoid close contact with people who are sick, avoid hugs, touching, keep a distance of 6 feet.
- Clean and disinfect frequently-used objects and surfaces.
- Stay home when sick and avoid close contact with others.

How this applies to Shelters and Day Rooms

Below are some general steps and suggestions for modifications to check-in procedure, based on the best known information at this time from local and state health departments. These steps and changes will vary site to site depending on the layout of the facility and the availability of supplies. To the extent possible:

- **Modifications to Check-in/Entry Procedures:**
 - Staff, volunteers, and guests should wash their hands or use hand sanitizer before signing-in, entering the common area, or returning from the bathroom.
(How long is 20 seconds?" The time it takes to hum or sing the *ABC's* or *Twinkle Twinkle Little Star.*)
 - Provide options to increase social distancing at the check-in area and throughout common areas. Have staff, volunteers, and guests keep extra space between people wherever possible.
- **Screening Questions:** (See Page 2 for details and considerations)
 - Ask the screening questions on Page 2 upon check-in before entry to the shelter or day room.
- **Inform Shelter/Day Room Guests:** Direct guests to sneeze or cough into a tissue (and then throw it away) or into their elbow. Inform the guests about steps to protect themselves through use of social distancing and frequent hand washing/sanitizing.
- **Additional Cleaning:** Do additional cleaning of frequently touched surfaces, such as tables, chairs, doorknobs, furniture, bathrooms, light switches, and countertops. Each location may have different cleaning solutions or disinfectants; Program Managers should provide instruction as to the available cleaners at your site and their proper use.
- **Information Posters:** Posters from the CDC and Health Department regarding COVID-19 should be displayed at check-in areas and other locations around the site. You can download these posters at <https://kitsappublichealth.org/CommunityHealth/CoronaVirus.php> and <https://www.cdc.gov/coronavirus/2019-ncov/communication/factsheets.html>
- **Separation or Isolation:** Depending on the physical site, there may be opportunities to provide additional spacing between beds. If possible, for symptomatic guests, use separate rooms, spaces, or opposite ends of a room to separate sick guests from other guests without symptoms. Most persons with COVID-19 infections will likely have mild symptoms and not require hospital care. It might not be possible to determine if a person has COVID-19 or another respiratory illness just based on symptoms. Refer to <http://tiny.cc/u129kz> for more detailed steps for Isolation and Cleaning Considerations.



Shelter/Day Room Guidance: Screening Questions and Considerations for Symptomatic Guests

Screening Questions:

Ask the following screening questions upon check-in before entry:

1. Do you have a fever?
2. Have you been in contact with anyone that has the Corona virus?
3. Do you have a recent dry cough?
4. Are you having difficulty breathing?

Severe Symptoms: If the answer to any of the above questions is “yes” and the guest has **severe** symptoms (high fever AND at least 1 of the following: cough or difficulty breathing or shortness of breath) or other symptoms of a medical emergency (pain or pressure in the chest or abdomen, sudden dizziness, confusion, severe or persistent vomiting, flu-like symptoms that improve but then return worse with a cough).

- Ask them to contact their Primary Care Provider (PCP) to discuss their symptoms.
- If they reach their care provider their care provider will tell them what to do. If the guest is advised to stay at the shelter, give them a mask and isolate them from other shelter guests as best as possible. Advise the guest to follow the suggestions listed below:
 - Encourage these guests to wash their hands frequently.
 - Cover coughs and sneezes with a tissue or elbow.
 - Use social distancing – keep 6 feet from other guests, no hugging, touching, stay away from common areas if possible.
 - Just as with other rules for your shelter or day room, if a guest refuses to follow the above rules they may be asked to leave.
- **If the guest does not have a PCP or cannot reach their PCP, call 911 and request an aid car. Let the 911 operator know the symptoms that the guest is reporting.**

Coughs, Respiratory Symptoms and other Mild Symptoms: If a guest has a **cough or respiratory symptoms**, give them a mask if available and separate them from others as best you can. If the guest has other **mild** symptoms (runny nose, nasal stuffiness, mild headache/body ache, mild upset GI), these symptoms do not typically require medical attention.

- Encourage these guests to wash their hands frequently.
- Cover coughs and sneezes with a tissue or elbow.
- Use social distancing, keep 6 feet from other guests, no hugging, touching, stay away from common areas if possible.
- Just as with other rules for your shelter or day room, if a guest refuses to follow the above rules they may be asked to leave.

Please stay calm and stay tuned for more information as it becomes available. Thank you for all you are doing to help our homeless and vulnerable neighbors continue to get the assistance they need!