

Implement everyday preventive actions to prevent disease spread:

- Frequently wash hands and/or use alcohol-based hand sanitizer
- Frequently clean and disinfect high-touch surfaces with approved cleaners:
 - www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html
- Cover coughs and sneezes
- Avoid sharing phones, computers, desks and other equipment
- Practice social distancing and avoid mass gatherings
- Avoid touching mouth, nose and eyes with unwashed hands
- Strictly limit visitation
- Ensure that all common areas within the facility follow good practices for environmental cleaning. Cleaning should be conducted in accordance with CDC recommendations

Protect staff, volunteers and clients:

- Provide daily updates and reminders to staff and volunteers
- Monitor all for symptoms of illness daily: fever >100.4, new cough, body aches, shortness of breath, sore throat
- Minimize face-to-face contact between high-risk individuals (age 60+, chronically ill) and individuals who may be incubating the virus. Limit the number of staff who are in close (within six feet) contact with quarantined individuals and provide protective equipment
- Use disposable gloves when handling client belongings
- Ensure sleeping mats/beds for well clients are spaced at least three feet apart and that clients are placed head to toe
- Ensure bathrooms and other sinks are consistently stocked with soap and drying materials for handwashing
- Set up stations within the facility where all people can easily access hand sanitizers

Managing ill staff and volunteers:

- Immediately mask and isolate ill individuals
- Individuals with symptoms (e.g., fever, cough, or shortness of breath) should notify their supervisor and stay home
- Staff and volunteers should not return to the facility until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC-recommended precautions
- Report any possible COVID-19 illness in staff, volunteers or clients to your local health department
- Individuals who spent more than 15 minutes within six feet of someone diagnosed with COVID-19 are to be quarantined for 14 days

Managing ill clients:

- Notify health care facilities prior to transferring a client with a fever, cough or shortness of breath, or suspected or confirmed COVID-19
- Provide access to fluids, tissues and plastic bags for the proper disposal of used tissues
- Isolate clients with mild respiratory symptoms consistent with COVID-19 infection in individual rooms, and have them avoid common areas
- If individual rooms for sick clients are not available, consider using a large, well-ventilated room
- In areas where clients with respiratory illness are staying, keep beds at least six feet apart, use temporary barriers between beds (such as curtains), and request that all clients sleep head to toe
- If possible, designate a separate bathroom for sick clients with COVID-19 symptoms
- Consider reducing cleaning frequency in bedrooms and bathrooms dedicated to ill clients to as-needed cleaning (e.g., of soiled items and surfaces) to avoid unnecessary contact with the ill individuals
- Decisions about whether clients with mild illness due to suspected or confirmed COVID-19 should remain in the shelter or be directed to alternative housing sites should be made in coordination with local health authorities. Similarly, identifying respite care locations for patients with confirmed COVID-19 who have been discharged from the hospital should be made in coordination with local health care facilities and your local health department
- If a client with severe symptoms is identified, notify your public health department and arrange for the client to receive immediate medical care. Notify the transfer team and medical facility before transfer. Severe symptoms include:
 - Extremely difficult breathing (not being able to speak without gasping for air)
 - Bluish lips or face
 - Persistent pain or pressure in the chest
 - Severe persistent dizziness or lightheadedness
 - New confusion, or inability to arouse
 - New seizure or seizures that won't stop