



## COVID-19 Protocol for Cooling Center

Last Updated 6/15/2021

Cooling Center Name: \_\_\_\_\_

Cooling Center Address: \_\_\_\_\_

Cooling Center Phone: \_\_\_\_\_

Approximate total square footage open to the public: \_\_\_\_\_

### A. SIGNAGE

- 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

- Provide symptom screenings for all visitors, including any volunteers, vendors, contractors, or other workers entering the Center. All staff should be screened for symptoms at the beginning of their shift.
- Each person is asked the following questions before entering:
  - 1) Are you currently ill? Are you currently experiencing fever or feeling feverish, such as chills or sweating? Do you have a cough, mild or moderate difficulty breathing, sore throat, muscle aches or body aches, headache, vomiting, diarrhea, new loss of taste or smell, or congestion or runny nose?
  - 2) Are you under quarantine restrictions?
  - 3) Are you under isolation restrictions?

If possible, provide alternative cooling sites for those showing symptoms of COVID-19 (e.g, fever, cough, shortness of breath). This may be separate rooms within Cooling Centers or a space that can be used to accommodate visitors with symptoms and separate them from others

- A log of visitors (**See Appendix A**) is maintained for each day the Cooling Center is open; all members of the public who visit the facility must sign-in each time they visit the Cooling 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.

- Visitors and staff should follow [CDPH Face Coverings Guidance](#) while in the Center. While visiting a Cooling Center, all visitors must wear a face covering regardless of vaccination status. The Center is encouraged to have a supply of face coverings to distribute to anyone who arrives without one. Face coverings must not be shared.

- A copy of this document is posted at each public entrance to the Cooling Center.

- Be prepared to address potential language, cultural, and disability barriers associated with communicating COVID-19 information to staff, volunteers, and those visiting Cooling Centers. Provide educational materials about COVID-19 in multiple languages, as needed.



**B. MEASURES TO PROTECT STAFF HEALTH (CHECK ALL THAT APPLY TO THE COOLING CENTER)**

- Staff who are sick or exhibiting symptoms of COVID-19 should stay home
- All staff who have contact with the public or other staff during their shift(s) must wear a face covering when interacting with others.
- 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.

**C. VENTILATION**

- The virus that causes COVID-19 is transmitted through the air and concentrates indoors. Follow [CDPH Interim guidance for Ventilation, Filtration, and Air Quality in Indoor Environments](#).



Public Health Department: Main Line (510) 267-8000

COVID-19 Information: (510) 268-2101

**D. MEASURES TO INCREASE HYGIENE (CHECK ALL THAT APPLY TO THE COOLING CENTER)**

- 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.
- 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.
- Follow the Centers for Disease Control and Prevention (CDC) [cleaning and disinfection guidelines for community facilities](#), and [cleaning facilities if someone is sick](#).
- 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.
- 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:** \_\_\_\_\_

**APPENDIX A:  
COOLING CENTER VISITOR LOG**

<b>Cooling Center Name:</b>	_____
<b>Cooling Center Address:</b>	_____
<b>Today's Date:</b>	_____

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

FIRST NAME	LAST NAME	ADDRESS	PHONE	EMAIL
(1)				
(2)				
(3)				
(4)				
(5)				
(6)				
(7)				
(8)				

FIRST NAME	LAST NAME	ADDRESS	PHONE	EMAIL
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FIRST NAME	LAST NAME	ADDRESS	PHONE	EMAIL
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FIRST NAME	LAST NAME	ADDRESS	PHONE	EMAIL
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FIRST NAME	LAST NAME	ADDRESS	PHONE	EMAIL
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