



COVID-19 Protocol for Cooling Center

Cooling Center Name: _____

Cooling Center Address: _____

Cooling Center Phone: _____

Approximate total square footage open to the public: _____

A. SIGNAGE & RECORDKEEPING

- Signage is posted at each public entrance of the Cooling Center to inform all staff and the public that:
“You may not enter the Cooling Center if you have a cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell, or are actively following isolation or quarantine orders. Maintain a minimum of six feet of space from one another and wear a face covering while here.”

- Each person is asked the following questions before entering:
- 1) Are you currently ill? Are you currently experiencing cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell?
 - 2) Are you under quarantine restrictions?
 - 3) Are you under isolation restrictions?

Anyone answering “yes” to any of the aforementioned questions shall not be allowed to enter.

If possible, provide alternative cooling sites for those showing symptoms of COVID-19. This may be separate rooms within Cooling Centers, a specially designated Cooling Center, 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, 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.

- A supply of face coverings is available for distribution 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)

- 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.

C. MEASURES TO PREVENT CROWDS FROM GATHERING AND KEEP PEOPLE AT LEAST SIX FEET APART (CHECK ALL THAT APPLY TO THE COOLING 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 Cooling 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 Cooling 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 cooling center sites arises, alternatives such as parked air-conditioned buses can be utilized.

D. MEASURES TO INCREASE HYGIENE (CHECK ALL THAT APPLY TO THE COOLING 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 Cooling 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.

- Post signage that visitors should not share water bottles or water glasses with anyone outside their household.

- 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**

Cooling Center Name: _____
Cooling 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)				
(7)				
(8)				

FIRST NAME	LAST NAME	ADDRESS	PHONE	EMAIL
(9)				
(10)				
(11)				
(12)				
(13)				
(14)				
(15)				
(16)				
(17)				
(18)				
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FIRST NAME	LAST NAME	ADDRESS	PHONE	EMAIL
(21)				
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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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