

Communication and Education

Checklist

Item or task	To do	Doing	Done	N/A
Share the COVID-19 infographic for people experiencing homelessness with staff, volunteers, guests and clients.				
Ask guests, clients, staff and volunteers to wash hands often. <ul style="list-style-type: none"> • Post signs. 				
Ask clients with symptoms to wear a mask.				
Train staff in how to conserve masks and other Personal Protective Equipment (PPE). <ul style="list-style-type: none"> • See guidance to conserve PPE. 				
Ask everyone to cover coughs with inner elbow, inside of shirt collar or tissues. <ul style="list-style-type: none"> • Post signs about cough protection. 				
Ask everyone to stay 6 feet away from each other unless they live together.				
Keep indoor air fresh and breathable. <ul style="list-style-type: none"> • Open doors and windows 2-3 times a day for 3-4 minutes, when possible. • Use facility's ventilating fans. Clean them monthly. Replace air filters. 				
Ask staff and volunteers to stay home if they are sick. <ul style="list-style-type: none"> • Clients, staff and volunteers should inform management if they have respiratory symptoms consistent with COVID-19. 				
Screen for symptoms upon entry. <ul style="list-style-type: none"> • See COVID-19 Health Screening Guidelines for All Facilities. 				
Do your best to separate people with symptoms from healthy people.				
Offer a separate space to eat and rest if possible.				
Share COVID-19 Health & Safety at Home fact sheet with staff and volunteers.				