

# Kitsap County Severe Weather Shelter Program Procedure Changes, FAQ, and Companion Materials for the 2021-2022 Season (v 1/24/22)

The Kitsap County Severe Weather Shelters provide a place for those who have no place else to go when strong weather conditions exist. This program is a partnership between Kitsap County Human Services Housing and Homelessness Division (KCHHD), Kitsap County Department of Emergency Management (KCDEM) and the organizations which host the shelters.

This upcoming season will require some changes to SWS operating procedures follow safety guidelines to mitigate the risk of COVID-19 (coronavirus) within the shelters when they are activated. This FAQ Document will describe some of the changes needed within each shelter and address some other expectations and questions which arise from these mitigation strategies. **UPDATES are highlighted in yellow.**

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## General Guidance and Procedure Changes

### 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. Everyone should wash upon entering a facility and before and after using the restroom or eating.**

**All guests should wear face masks when not at their bed cot/mat (unless guest is under age 2 or has trouble breathing). Staff and volunteers should wear masks at all times, regardless of vaccination status.**

**Cover coughs and sneezes with an elbow or tissue. Throw tissues away immediately. Provide tissues, trash receptacles, and hand sanitizer in waiting areas.**

**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.**

### Program Changes for the Season

**Changes to check-in times.** To accommodate potential referrals to Q&I for symptomatic guests, for the safety of the guests and shelter facilities this requires that the door closing times be pushed up to 8pm. **Check-in times are now 6pm-8pm** (\*6:30pm-8pm for Kingston).

**Changes to shift times** –in an effort to ensure the operation of the shelters due to limited staffing, and to reduce the risk of potential exposure we will be operating on a 2-shift schedule at Port Orchard, Silverdale, and Poulsbo shelter locations. The first shift is 5pm-12:30am, the second shift is 12:30am-8am. The earlier start time and later closing time will allow for more time to take additional cleaning time during set-up and closing. Having fewer shift means fewer people coming and going from the shelter during the night, and fewer volunteers needed to open the shelters during a criteria day.

\*The Kingston location will follow a separate shift schedule, 1<sup>st</sup> shift is 5:30pm-10pm; 2<sup>nd</sup> shift is 10pm-2am; 3<sup>rd</sup> shift is 2am-6:30am, and a clean-up shift 6am-8am.

**EOC workers may possibly be available to fill shifts to help the shelters activate.** If there are unfilled shifts, we may be able to request support from the KC Emergency Operations Center to staff the shelters. These workers are part of a program which also services the quarantine and isolation sites, and community testing program. This additional staffing is limited by availability, and currently only extends through Dec 31, 2021.

**Vaccination Requirements.** Currently Kitsap County Government and the Emergency Worker Program do not have vaccination requirements. Port Orchard and Kingston partners/facilities are requiring volunteers to be vaccinated to work shifts at these locations.

**Guest Transportation** – last season the SWS program partnered to ensure that guests could get a ride to a severe weather shelter during activation periods. We will continue to have access to transportation to/from each open severe weather shelter site again this season through a partnership with Gather Together Grow Together (G2G2). G2G2 is able to provide transportation for guests to the nearest open severe weather shelter.

**Volunteer Scheduling** – we have discontinued the use of Homebase for volunteer scheduling. Requests for shift coverage and scheduling will be managed by the site schedulers for each shelter location.

**Rapid Testing** – The SWS program has received some rapid testing supplies for use at the shelters. General guidance about the use of these supplies is provided as a separate document. The addition of rapid testing is included in the Screening Procedures on Page 5.

## Modifications to Check-in/Entry Procedures

**Suit up. Volunteers on the first shift will need to screen guests during check-in.** Upon arriving at the shelter volunteers will wash their hands for 20 seconds, then put on gloves and a procedure mask. Volunteers or staff will also sign-in on the guest's check-in sheet and perform a self-screening. Volunteers or staff taking guest temperatures should place themselves behind a physical barrier OR all of the following: wear a face shield, mask, and gloves. Volunteers or staff will screen all guests prior to being admitted into the shelter.

**Collect contact information for all shelter guests and visitors.** In addition to the standard sign-in sheet that includes date, time, and name, we also will need to collect the best way to contact (cell phone, email, message phone, Facebook Messenger, etc.) prior or upon entry to the facility. This contact information should be collected once per unique guest in the event that Kitsap Public Health District (KPHD) must initiate contact tracing. During check-in ask a guest to provide the best way to contact them. Check in time closes now at 8pm.

**Ask screening questions (see next section), check temperature, and encourage guests to report illnesses and exposure to COVID-19 to staff** prior or upon entry to the facility. If guests have symptoms or a temperature above 100.0°F, initiate the COVID-19 Referral Process for Quarantine or Isolation for Community Based Facilities (see page 8). **Contact Kitsap Public Health District (KPHD) at (360) 728-2235, select option 9 from the menu, and indicate that a referral to Q&I is needed.** Keep the guest separated from other guests, in a separate room if possible. **You will receive a call back from an on-call person with KPDH who will determine if a referral is appropriate for the particular situation and discuss the following steps.**

**Staff, volunteers, and guests should wash their hands or use hand sanitizer for 20 seconds** before signing-in, entering the common areas, and before and after using the restroom or eating. (How long is 20 seconds?" The time it takes to hum or sing the *ABC's* or *Twinkle Twinkle Little Star.*)

**During check-in provide a choice of a procedure mask or KN95 (if available) to each guest after they have washed their hands or applied hand sanitizer.** Guests wearing their own face coverings should be encouraged to take a new disposable or cloth mask to wear upon entry. Guests make take a few additional free cloth masks if available.

**All guests should wear cloth face coverings or procedure masks any time they are not on their bed/mat (in shared sleeping areas).** [See the updated mask guidance section for more information.](#) Cloth face coverings or procedure masks should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance. Guests who otherwise refuse to wear a mask can be asked to leave. Staff and volunteers should always wear cloth face masks or procedure masks, **regardless of vaccination status.**

## Screening Questions and Responses

Before guests enter a shelter, they should sign-in and complete a short screening process.

**1. Determine if the guest has a fever by:**

- Requesting that the guest take their temperature using an infrared or temporal thermometer (sanitize after use).
- Ask “**Have you felt like you had a fever in the past day?**”

**2. Ask the guest “Do you have a new or worsening cough today?”**

**3. Ask the guest “Do you have any of these other symptoms?” and ask each symptom separately for the guest to answer “yes” or “no” for each.**

- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

*Seek medical attention if the guest reports trouble breathing, pain or pressure in the chest, confusion or inability to arouse, or bluish lips or face. \*This is not a comprehensive list of symptoms of acute/severe symptoms requiring medical attention.*

**4. Ask the guest “Have you been tested for COVID-19 and received a positive test result in the last week?”**

**5. If the guest reports no symptoms ask the guest “Do you know if you have any known, suspected, or reported exposure to COVID, or close contact\* to someone who is?”**

- If the guest reports “yes” follow the SWS Rapid Antigen Testing Protocol.

**If a guest has a temperature above 100.0°F OR a new/worsening cough OR any of the less common COVID-19 symptoms OR a positive test result in the last 5 days OR receives a positive rapid antigen test result:**

- Provide a disposable procedure mask **or KN95 mask** for the guest to wear over the nose and mouth, if masks are available and if the guest can tolerate wearing the covering.
- Separate the guest from the shelter common areas and away from others or to an area designated for symptomatic guests.
- Notify a site manager and initiate the [COVID-19 Referral Process for Quarantine or Isolation for Community Based Facilities](#).
  - Have the guest call the main KPHD phone number at 360-728-2235, select option 9 from the menu, and ask to “speak to an on-call CD about a referral to Q&I”. An on-call staff member will call back regarding the referral.
  - KPHD determines if a referral to Quarantine or Isolation is warranted. If so, the guest will be informed that a referral will be made, and the phone number for Q/I Referral Coordinator will be given. Transportation for the guest to Q&I will be arranged by the referral coordinator.
  - If referral to Q&I is determined not warranted the guest can stay at the shelter.

## Separation and Physical Distancing

Depending on the physical site, there may be opportunities to provide additional spacing between beds. In general sleeping areas (for guests not experiencing respiratory symptoms), try to make sure guests faces are at least 6 feet apart. Align mats/beds so that guests sleep in a head to toe configuration. Set up dining chairs at least 6 feet apart.

**Provide options to increase social distancing at the check-in area and throughout common areas.** Have staff, volunteers, and guests keep extra space, at least 6 feet, between people wherever possible.

## Personal Protective Equipment (PPE), Non-PPE items, and Cloth Masks

There is a distinction between Personal Protective Equipment (PPE), such as gloves, masks, and face shields which are worn, and non-PPE equipment which may consist of hand sanitizer, disinfecting wipes, thermometers, and cleaning supplies.

### PPE Items

**PPE items including procedure masks, gloves, hand sanitizer, thermometers, disposable wipes, and face shields will be provided.**

**Gloves should be worn by volunteers when cleaning, disinfecting, and during screening guests at check-in.**

**Face shields should be worn together with gloves and disposable face masks by volunteers or staff if needed to be in close contact to assist a guest or to perform temperature checks unless a physical barrier is available. Face shields may be cleaned with a wet disinfecting wipe or with a bleach cleaning solution on all surfaces and left to dry.**

**All guests should wear cloth face masks or disposable procedure masks when not at their bed cot/mat. Disposable procedure masks will be provided and available for all guests. Staff/volunteers should wear masks or face coverings at all times, **regardless of vaccination status.****

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance. Cloth face coverings should be treated as hazardous if dirty and should be laundered at least daily. It is okay to launder masks with other clothing/bedding.

## CDC Recommended Mask Guidance

A mask is NOT a substitute for social distancing. Masks should still be worn *in addition* to staying at least 6 feet apart, especially when indoors around people who don't live in your household. Please follow the recommended guidance provided below.

### Who should wear a mask

Everyone 2 years of age and older should wear a mask in public settings and when they are around people who do not live in their household, **regardless of vaccination status.**

Wear a mask when caring for someone who is sick with COVID-19 (whether at home or in a non-healthcare setting). If you are sick with COVID-19 or think you may have COVID-19, wear a mask when you need to be around other people or animals, even in your own home.













### Who should not wear a mask

Children younger than 2 years old

Anyone who has trouble breathing

Anyone who is unconscious, incapacitated or otherwise unable to remove the mask without assistance

Wearing masks may be difficult for some people with sensory, cognitive, or behavioral issues. If they are unable to wear a mask properly or cannot tolerate a mask, they should not wear one, and adaptations and alternatives should be considered.

Recommended	Not Recommended
 <p data-bbox="464 1052 727 1115">Non-medical disposable masks</p>	 <p data-bbox="1024 1052 1351 1146">Masks that do not fit properly (large gaps, too loose or too tight)</p>
 <p data-bbox="464 1178 797 1308">Masks that fit properly (snugly around the nose and chin with no large gaps around the sides of the face)</p>	 <p data-bbox="1024 1199 1333 1329">Masks made from materials that are hard to breathe through (such as plastic or leather)</p>
 <p data-bbox="464 1356 781 1419">Masks made with breathable fabric (such as cotton)</p>	 <p data-bbox="1024 1377 1317 1507">Masks made from loosely woven fabric or that are knitted, i.e., fabrics that let light pass through</p>
 <p data-bbox="464 1482 789 1644">Masks made with tightly woven fabric (i.e., fabrics that do not let light pass through when held up to a light source)</p>	 <p data-bbox="1024 1566 1252 1587">Masks with one layer</p>
 <p data-bbox="464 1703 797 1724">Masks with two or three layers</p>	 <p data-bbox="1024 1692 1341 1755">Masks with exhalation valves or vents</p>
 <p data-bbox="464 1829 797 1850">Masks with inner filter pockets</p>	 <p data-bbox="1024 1818 1351 1881">Wearing a scarf/ski mask as a mask</p>

# Frequently Asked Questions

## Sign-in Sheet

An **updated sign-in** sheet has been provided for performing a symptoms screening for **all persons who enter the shelter** (guests, volunteers, and staff). Anyone entering the shelter should sign-in and complete a symptoms screening upon entry. Volunteers/staff working on the shift should additionally sign in on the “Emergency Worker Daily Activity Report”.

## Quarantine and Isolation Beds are Voluntary

If a guest is symptomatic initiate the [COVID-19 Referral Process for Quarantine and Isolation](#). Please note the Quarantine and Isolation site beds are a voluntary service, guests are not required or mandated to go to Quarantine and Isolation, and may leave at any time. Q&I beds provide separate rooms, meals, testing, and transportation to and from the Q&I site.

## Cleaning Face Shields

The CDC has released guidance for cleaning eye protection and face shields. 1) Wear clean gloves and carefully wipe inside, followed by outside of the face shield or goggle using a clean cloth saturated with a neutral detergent solution or disinfectant cleaner wipe. 2) clean the outside of the face shield with a clean cloth or EPA-registered disinfectant wipe. 3) Wipe the outside of the face shield with clean water or alcohol to remove residue. 4) Fully dry (air dry or use clean absorbent towels). 5) Remove gloves and perform hand hygiene.

## Will there be any Personal Protective Equipment (PPE) items provided?

The Kitsap Emergency Operations Center has approved the severe weather shelters to receive supplies which may include the following: nitrile gloves (various sizes), surgical procedure masks, hand sanitizer, face shields, no-touch infrared thermometers, and disinfectant wipes upon availability. These items will be made available to the shelters prior to the beginning of the season. Disposable procedure masks will be available for all guests.

## What if a guest is symptomatic at sign-in, or becomes symptomatic overnight?

At check-in if a guest is running a fever, has a new or worsening cough, or 2 or more common COVID-19 symptoms, have the guest wear a mask and place them in an isolated area away from other guests and follow the [COVID-19 Referral Process for Quarantine and Isolation](#). **Guests can call the main Kitsap Public Health District (KPHD) phone number at 360-728-2235, select option 9 from the menu, ask for an on-call CD and indicate that a referral to Q&I is needed. KPHD will determine if the guest will be referred and transported to a Quarantine & Isolation site. If YES a phone number will be provided to continue the referral process, if NO the guest is has been determined to be unlikely to have COVID-19 and can stay at the shelter.**

**If a guest becomes symptomatic overnight, separate the guest if possible, provide a rapid antigen test if not previously tested the same day. If the test is positive call KPHD for a referral to Q&I. If the test is negative, have the guest contact their Primary Care Provider (PCP) or Peninsula Community Health Services (360) 377-3776 in the morning. If there is a medical emergency dial 9-1-1.**

## What if a guest refuses to wear a mask, or is not compliant with the mask wearing rule?

Anyone under 2 years of age, anyone with a breathing problem, or anyone who is unconscious, incapacitated, or otherwise unable to remove the mask without assistance is not required to wear a mask. Staying at a severe weather shelter is behavior based; if a guest refuses to wear a mask, or repeatedly removes or improperly wears



a mask away from their cot should be warned about the rules. Like other SWS rules if a guest refuses to follow the rules they may be asked to leave.

### What additional expectations are anticipated?

In addition to the general volunteer duties outlines in the Volunteer Handbook, volunteers will additionally need to participate in cleaning/disinfecting commonly touched surfaces and objects, encouraging social distancing, and ensuring that guests are following new mask wearing rules. Volunteers should also be responsible for staying home if they are sick or caring for someone else at home who is sick.

### How many guests will we be able to serve on a night?

Due to guidance to keep bed/mats at least six-feet apart, the buildings and rooms used to host the severe weather shelter may not be able to accommodate as many guests as in previous seasons. Each shelter location will need to determine how best to use the space available within their facilities. Shelters will have a reduced capacity and may have to limit the number of guests permitted on a night.

### I am in a high-risk category (older adult or with certain underlying medical conditions), should I volunteer?

Staff and volunteers who are at higher risk for severe illness from COVID-19 should not be in close contact (within 6 feet) with persons who may be sick, **regardless of vaccination status**. These volunteers should identify flexible job duties while minimizing direct contact with guests.

### What other shelters are open?

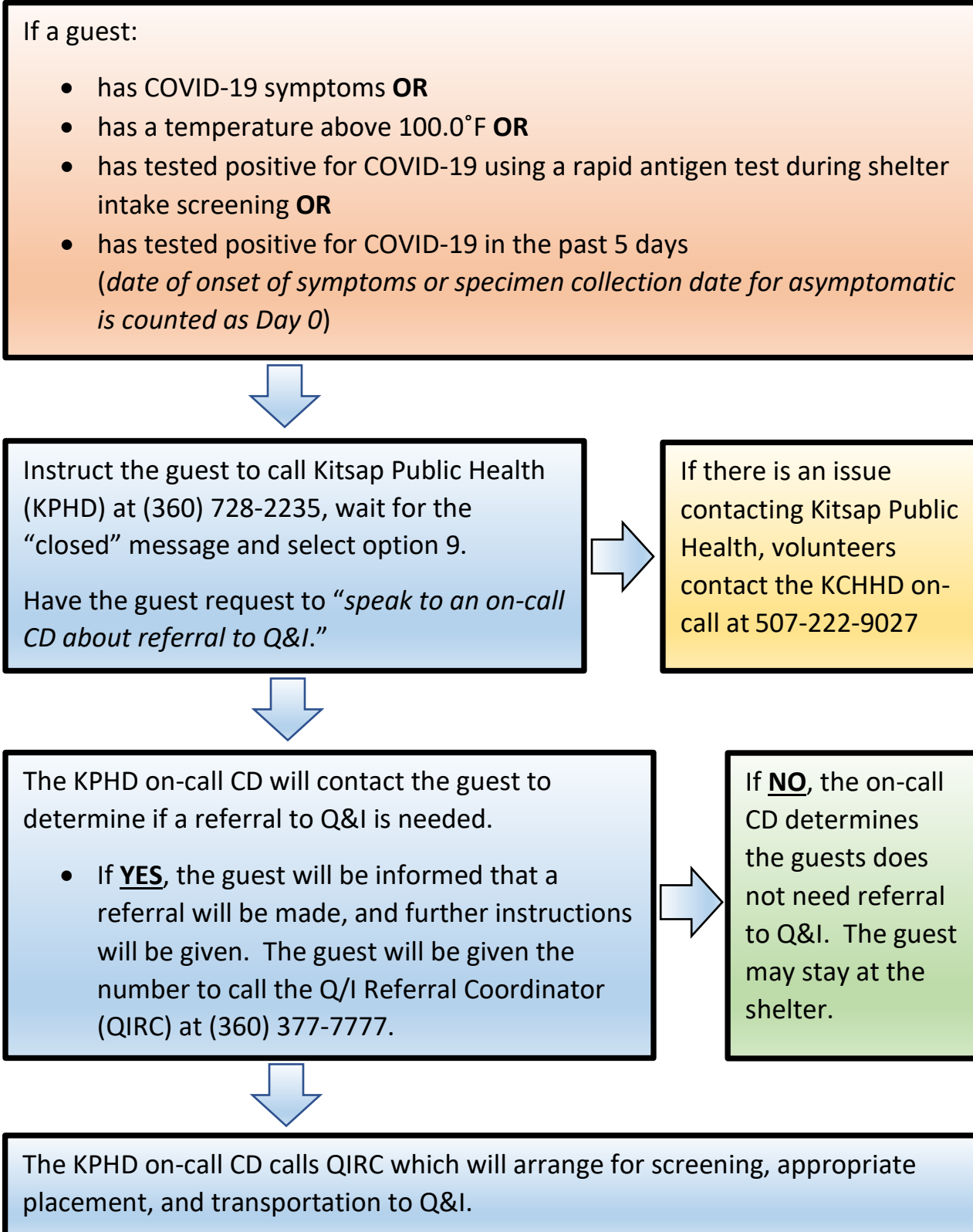
During the pandemic existing emergency shelters have implemented numerous changes including expanding to 24-hour/7-days a week sheltering, relaxed length of stay, sanitation/disinfection, physical distancing, and other measures to ensure homeless clients are provided enough safe shelter beds. **During this time the Salvation Army has been able to expand their temporary winter shelter to provide a dayroom and nightly accommodations and is anticipated to be open into 2022. The Kitsap Rescue Mission has transitioned to temporarily providing sheltering for guests at a hotel in Bremerton, referrals for this program are through the Housing Solutions Center (360) 473-2035 during business hours.** Together these shelters have made available up to 157 beds and have averaged 90 -120 clients per night, and can accept single adults and families. Both Salvation Army and Kitsap Rescue Mission shelters have shower facilities, hand washing stations, security, meals, and space for social-distanced socialization and entertainment.

### Where can I find more information and guidance for shelters?

The Kitsap County COVID-19 Guidance for Homeless Service Providers page at <https://www.kitsapgov.com/hs/Pages/HH-COVID-19.aspx> contains additional information, flyers, CDC and Health District Guidance pertaining to operating emergency shelters or other homeless services. You may also contact Cory Derenburger, Division Specialist at (360) 362-0404 or [cderenbu@co.kitsap.wa.us](mailto:cderenbu@co.kitsap.wa.us) for questions or assistance.

# Kitsap County COVID-19 Referral Process for Quarantine or Isolation for Community Based Organizations

(SWS Flowchart Update 1/24/2022)



# Kitsap Community Provider Surveillance Line List

## Kitsap County Community Provider Surveillance Line List

Instructions: Please use this form to document key information for any guest/volunteer/staff member who reports COVID-like symptoms while at your facility. Potentially contagious individuals should be isolated and referred to medical care if needed. Do not use this list to report potential close contacts. **Provide the line list to Kitsap Public Health District via fax at (360) 813-1168 or by phone at (360) 726-2235.**

If a guest/staff/visitor tests positive for COVID-19, KPHD will work with the positive case and/or shelter to identify close contacts who need additional follow-up.

Name (Last, First)	Date added to Line List	Date of Birth (or best guess of age)	Gender (M/F)	G-Guest, S-Staff or V-Volunteer	Best way to contact individual	Temperature ( "fever" defined as at least 100.0 F or S-subjective)	New/worsening cough (Y/N)	Additional signs/symptoms (select all that apply): C-Chills, RS-Repeated shaking with chills, SB-shortness of breath, M-Muscle pain/aches, H-Headache, ST-sore throat, L-Loss of Smell or Taste, O-other (specify)	Known close contact of a positive COVID-19 individual (Y/N/Unk)	COVID-19 test performed (Y/N/Unk)	Actions Taken (select all that apply): I-isolated individual, QI-called PCP/PCHS to refer to QI, H-sent home, 911-called 911, O-other:specify)	Referred by PCP/PCHS to Q&I (Y/N/Unk)	If not referred to Q&I, why not? C-PCP cleared, MH-mental concerns, SUD -Substance use disorder concerns, M-medical concerns, H-home, U-no provider available to assess, O-Other (specify)	Where is individual now?

Facility Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date Sent/Called in: \_\_\_\_\_

# Social Distancing and Bed Positions for Congregate Settings

## SOCIAL DISTANCING AND BED POSITION FOR RESIDENTIAL AND CONGREGATE SETTINGS

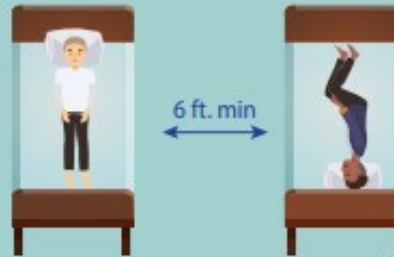
### Social Distancing

involves establishing ways to increase physical distance between individuals in settings where people commonly come into close contact with one another. Due to close proximity of staff and residents, residential and congregate settings can be vulnerable to the spread of COVID-19.

To ensure the safety of patients in residential and congregate settings and reduce the spread of COVID-19 transmission, below are instructions for bed positioning on all open sides of bed.

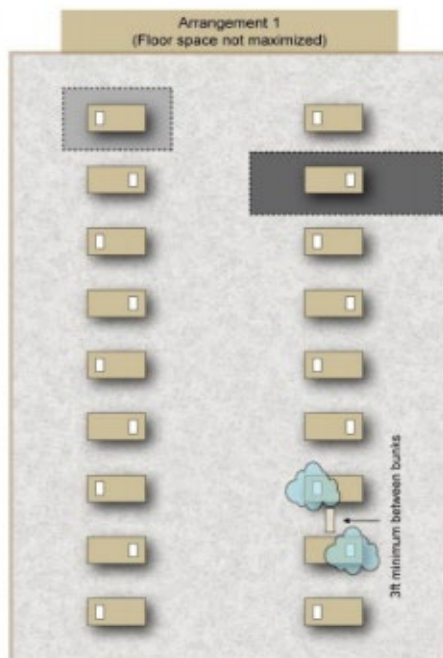
#### For single beds positioned next to each other (side-to-side):

- At least 6 feet apart AND patient's laying position is head to toe

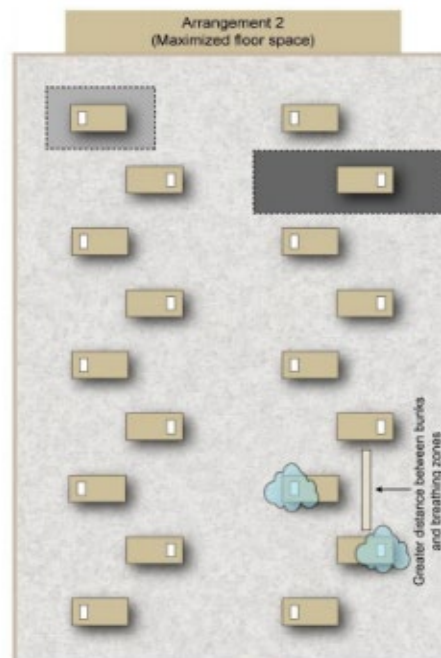


#### For beds positioned across from one another (end-to-end)

- Feet of beds are at least 6 feet apart AND patient's laying position is toe to toe.



72 sqft/per 1-man bunk  
144 sqft/per 2-man bunk  
3ft minimum between bunks  
Breathing zone



72 sqft/per 1-man bunk  
144 sqft/per 2-man bunk  
Greater distance between bunks  
Breathing zone

# How You can Protect Others from COVID-19 in Shelters: In General Sleeping Areas

Make sure your face is at least 6 feet away from others.



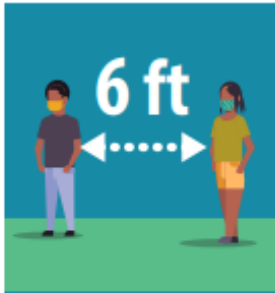
Sleep **head to toe.**

**Wear a mask** when **not** on your bed or mat.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

## PEOPLE EXPERIENCING HOMELESSNESS



**Stay at least 6 feet, about two arm lengths, away from other people.**

» Avoid hugging and handshakes.

**Cover your mouth and nose with a mask when around other people.**

» Wearing a mask is not a substitute for staying at least 6 feet apart from others.



**Avoid big crowds when you can.**

» Sometimes this won't be possible.  
» If you need to be in a line or a group of people, try to keep about 6 feet of distance from them.

**Find ways to maintain important connections with friends and family members even while staying physically apart**



CS12424C 11/20/2020

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

# WASH YOUR HANDS

**1 Wet**



**2 Get Soap**



**3 Scrub for at least 20 seconds**



**4 Rinse**



**5 Dry**



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

# Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



**Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.**

**Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)



**Please wear a mask.**



**Maintain a distance of 6 feet  
whenever possible.**



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

# CORONAVIRUS DISEASE 2019 (COVID-19)



Use disposable gloves when disinfecting after someone who is sick, like when you wash their dishes, do their laundry or disinfect other surfaces they have touched.



In most other situations, like running errands, wearing gloves is not necessary.

Protect yourself by frequently washing your hands.

Use disposable or reusable when a cleaning product's instructions say to use gloves.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

CS319544-A 08/04/2020



Protect

Against

COVID-19.

Safe and effective COVID-19 vaccines are available for free for everyone living in the United States.

I GOT MY  
COVID-19  
VACCINE!



Get Vaccinated:  
[cdc.gov/coronavirus/vaccines](https://cdc.gov/coronavirus/vaccines)