

Social Distancing Protocol for Cooling Center

Cooling Center Name: _____

Cooling Center Address: _____

Approximate total square footage
of space open to the public: _____

All Cooling Centers must implement all measures listed below and be prepared to explain why any measures not implemented are inapplicable to the site.

A. SIGNAGE & RECORDKEEPING

- Signage is posted at each public entrance of the Cooling Center to inform all employees and the public that: "You may not enter the Cooling Center if you have a cough, fever or are actively following isolation or quarantine orders. Maintain a minimum of six feet of space from one another while here."
- Each person is asked the following questions before entering:
 - 1) Are you currently ill?
 - 2) Are you under quarantine restrictions?
 - 3) Are you under isolation restrictions?Anyone answering "Yes" shall not be allowed to enter.
- 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.
- A copy of this document is posted at each public entrance to the Cooling Center.

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

- All employees have been told not to come to work if sick.
- All employees that have contact with the public or other employees during their shift(s) wear a cloth 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 employees at the following location(s): _____

Employees are allowed frequent breaks to wash their hands.

Copies of this document have been distributed to all employees.

**C. MEASURES TO PREVENT CROWDS FROM GATHERING
(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 employees to easily maintain at least a six-foot distance from one another at all practicable times.

Maximum number of visitors in the facility:

Post an employee at the door to ensure the maximum number of visitors in the facility is not exceeded.

Optional-Describe other measures:

**D. MEASURES TO KEEP PEOPLE AT LEAST SIX FEET APART
(CHECK ALL THAT APPLY TO THE COOLING CENTER)**

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 employees have been instructed to maintain at least six feet distance from visitors and from each other, except, employees may momentarily come closer, when necessary and only while wearing a cloth face covering. Exception: members of the same household can be closer than six feet apart.

Optional—Describe other measures that relate to the set-up of the Cooling Center:

E. 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 and disinfect surfaces frequently with a focus on high-contact areas.

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:** _____

Date Last
Revised: _____

**APPENDIX A:
COOLING CENTER VISITOR LOG**

COOLING CENTER NAME:

COOLING CENTER ADDRESS:

TODAY'S DATE:

Click or tap to enter a date.

Thank you for visiting us today!

FIRST NAME	LAST NAME	ADDRESS	PHONE	EMAIL
(1)				
(2)				
(3)				
(4)				
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