



Martinez Senior Center Cooling Center Action Plan COVID 19

Purpose

The Martinez Senior Center, when activated as a Cooling Center, is a temporary air-conditioned facility made available during extreme temperature conditions to provide heat relief when normal home cooling mechanisms are ineffective and/or unavailable. During the COVID-19 shelter-in-place, the Martinez Senior Center has been identified by Contra Costa County Health Services as a permitted cooling center location for residents seeking heat relief. When activated, the Cooling Center will be open from 1 p.m. – 6 p.m.

Activation

When the National Weather Service forecasts a high of 96 degrees or hotter for two or more consecutive days without an adequate drop in nighttime temperatures, the Cooling Center will be activated.

Activation Guidelines

- Senior Center staff monitor the National Weather Service forecasts for high temperatures or Excessive Heat Warnings.
- The Emergency Operations Services Officer, City Manager or designee declares activation of the Cooling Center. Decision for activation is typically made 24 hours in advance; however, activation may occur at any time if urgent public health and safety issues arise.
- Deputy City Manager or designee informs the following:
 - ❖ Martinez Police Department
 - ❖ IT Department to generate a notification that will be placed on the City website and approved social media outlets
 - ❖ Senior Center Supervisor, who will then prepare facility for activation and designate an area(s) within the Center, based on available space, and notify the necessary staff and CERT Coordinator to organize volunteers needed to open the facility.

Amenities

The Cooling Center is accessible, air-conditioned and has water and restroom facilities. Medical care is not available and anyone experiencing or observing a medical emergency should call 9-1-1. Pets are not allowed in the Cooling Center. Accommodations will be made for service animals. An adult must accompany children at all times.

Facility Usage:

- Visitor capacity for the Cooling Center is 50.
- Rooms 2 and 3 will be used for as the cooling center space. The wall between Rooms 1 & 2 will be put up to block off Room 1.
- Chairs will be placed six feet between individuals within this space to maintain physical distancing. Blue tape will be placed on the floor by each chair, as an indicator of where each chair needs to remain.
- The lounge will be reserved for individual family units who live together and do not need to maintain physical distancing.
- Signage will be placed at the entrance with CDC guidelines regarding requirements for face covering, social distancing and that if feeling sick, individuals will not be able to enter the facility.
- Additional signage will be placed at the entrance and in strategic places within the facility providing instruction on hand hygiene, respiratory hygiene, cough etiquette, cloth face coverings and physical distancing.

Individual Control Measures:

- All City staff, volunteers or other workers entering the center will be screened for temperature and symptoms at the beginning of their shift.
- Two CERT volunteers will be stationed at the front door with a table and chairs to check all visitors to the Cooling Center.
- All visitors will be screened before entering the Center. Screening measures will consist of temperature checks using infrared thermometers, and a person's temperature must be 100.4 or lower to enter into the Center.
- All visitors will be asked whether they have had COVID-19 symptoms such as a cough, a fever, difficulty breathing or chills within the last 24 hours and if they have had contact with a person known to be infected with the novel coronavirus within the last two weeks. Anyone who answers "Yes" will be prevented from entering the Cooling Center.
- All visitors will be required to wear cloth face coverings while in the Center. If a visitor does not have a face covering, the Center will provide one while supplies last.

- All visitors will be required to use hand sanitization before entering the Center.
- All visitors will be required to sign-in and fill out a Cooling Center guidelines form.
- No in and out privileges are allowed. Visitors will be required to have their temperatures checked at the door before reentering.

Cleaning and Disinfecting Protocols

- All staff and volunteers will be required to wear PPE (mask, disposable gloves, aprons) when disinfecting.
- Prior to the facility opening, a thorough cleaning and disinfecting of all chairs, tables, doorknobs, counter, toilets and handwashing facilities will be conducted.
- Restrooms will be limited to one guest at a time. In the women's restroom stalls 2, 3 & 4 will be locked leaving one stall open. The men's restroom only has one stall. Restrooms will be disinfected every hour (toilet handle, door knobs, handwashing stations and counter surfaces).
- If a visitor has left, the chair they used will be disinfected immediately before another visitor's usage.
- Drinking fountains will not be available; visitors will be encouraged to bring their own water/drinks with them.

Staffing Needs: 2-4 people

- **Registration:** Two people are needed, one to check in and one to check temperatures.
- **Cleaning:** One needed to move throughout facility cleaning high touch areas (may be room monitor if needed).
- **Monitor Restroom Table:** One person needed to ensure restrooms are utilized one person at a time and cleaned every hour.

Cooling Center Guidelines: Participants are expected to adhere to the following:

- All participants must sign a Cooling Center guidelines form.
- Always stay in the designated Cooling Center areas.
- Children must always be accompanied by an adult.
- Please do not use outlets to charge phones etc.
- Please do not move any of the furniture.
- Please clean up after yourself and leave area the way you found it.
- Use language and behavior that is respectful, courteous and will not offend or disturb others.
- Please keep noise level down to a reasonable and respectful volume.
- Please make sure to have your own reading material.
- Please no sleeping or lying on the ground.
- Please do not place feet on the furniture.

- Belongings should be limited to one bag and a purse per person. People with a large number of items will be asked to leave bags outside the facility.
- No smoking.
- Restrooms are located in our lobby and may only be used one person at a time.
- Sorry, Wi-Fi is not available.
- Those with disruptive behavior will be asked to leave.

Approved by: 
Eric Figueroa, City Manager

Effective: June 16, 2020