

Resource 3: Checklist: shared accommodation facilities and COVID-19 at Alert Level 3

This guidance prepared by Community Housing Aotearoa (CHA) applies to activity permitted and/or advised under the Government's Alert Level 3 response to the COVID-19 pandemic.

At Alert Level 3, the Ministry of Housing and Urban Development (HUD), the Ministry of Social Development (MSD), and CHA **do not recommend** moving new or returning residents/tenants into shared accommodation or extending a bubble for people living in housing with shared facilities.

There may be exceptional circumstances that we advise you talk through with HUD, MSD, and CHA first. CHA recommends speaking to HUD/ MSD to see if households could be temporarily housed in self-contained accommodation until the Alert Level permits movement into shared accommodation.

A COVID-19 [pre-move checklist](#) will provide important information and help identify the presence of any COVID-19 symptoms. Symptoms include one or more of the following: cough, shortness of breath, Fever 38 C +, sore throat, sneezing and runny nose, temporary loss of smell.

The checklist

| | | |
|--|----------------------|--|
| Name of person who completed assessment: | | |
| Date assessment completed: | COVID-19 Alert Level | |
| Name of organisation: | | |
| Name of service: | | |
| Type of accommodation: | | |
| Address: | | |
| Name of contact: | | |
| Name of contact at DHB/PHU: if required. | | |
| Contact details for DHB/PHU, if required | | |
| Other details/comment? | | |
| Alert level 4 | | |
| Shared accommodation providers may continue to operate under very strict protocols and management of access conditions, eg., contact to be maintained only with people staying in the same room; common social and recreation areas to be closed; physical distancing and roster split shift access to kitchen, laundry, or common areas. | | |
| This is relevant while we are at Alert Level 4 and 3, and is subject to change | | |
| Campgrounds with cabins may continue to operate under very strict protocols and management of access, eg, contact to be maintained only with people staying in the same room; common social and recreation areas to be closed; physical distancing and roster split shift access to kitchen, laundry, or common areas. | | |

Layout of the accommodation: attach sheet of paper for large layouts or multiple floors.

Assess layout of your accommodation to help identify areas you need to close, place hand sanitisers, or where you can create smaller 'bubbles' to help reduce the risk of COVID-19 spreading.

CLEANING AND DISINFECTION *One of the best ways to reduce spread of COVID-19*

What product is being used for cleaning and disinfection? (The [Ministry of Health](#) recommends using a combined product that cleans and disinfects to save time.)

What product is being used for disinfection? (Regional Public Health recommends a product containing hypochlorite, such as a quarter cup of household bleach diluted with 10 litres of water. A fresh solution should be made up daily.)

How often is cleaning carried out?
(Ideally twice daily)

Who is responsible for cleaning each area?
(staff or residents/tenants)

TYPE OF ACCOMMODATION IN THE COMPLEX

| Rooms | How many? | Describe cleaning and disinfection procedures? |
|--|-----------|--|
| Family units <i>Please describe</i> | | |
| Dorm rooms <i>(how many in each room, space between beds, and arrangement)</i> | | |

| | | |
|--|--|--|
| Self-contained <i>(fully or partial) Please describe</i> | | |
| Are there any essential workers living in your facility? | | |
| Are there any children under 5 living in your facility? | | |
| Are there any people over the age of 70 living in your facility? | | |
| Are there any people at high risk of complications from COVID-19 living in your facility? | | |
| Who cleans the rooms? Staff or whānau/residents/tenants? | | |
| Are cleaning products provided or do whānau/residents/tenants have their own? | | |

| COMMUNAL AREAS AND SHARED AMENITIES | |
|---|------------------|
| Common social and recreation areas: | To be closed off |
| Common areas/shared amenities – eg, kitchen, dining etc. | |
| How many? | |
| How often are they cleaned and disinfected? | |
| Who is responsible for the cleaning and disinfection? | |

| Kitchens | |
|---|--|
| How many? | |
| Are dishes, drinking glasses and utensils, etc, shared or does each person/whānau have their own? | |
| How are they cleaned between each use? <i>(Recommend dishwasher or hot wash and air dry. If that is not possible, we recommend each person/whānau have their own set of dishes, drinking glasses, utensils, and tea towels, etc).</i> | |
| Toilets | |
| How many? Separate or joined with showers? | |
| Is the use restricted/designated in any way eg, only residents of one floor or allocated to person/whānau in specific rooms? <i>Ideally use would be designated to specific rooms. For example, toilet and showers A to rooms 1,2,3, and toilet and showers B to rooms 4,5,6. Separate toilets and showers for people with symptoms.</i> | |
| How are they cleaned and disinfected? | |
| Who is responsible for cleaning and disinfection? Is appropriate PPE (gloves, surgical mask for some tasks) used? See PPE info to decide what is needed and instructions on proper usage. | |
| Showers | |
| How many? Separate or joined with toilets? | |
| Is the use restricted/ designated in any way eg, only residents of one floor or allocated to person/whānau in specific rooms? <i>Ideally use would be designated to specific rooms. For example, toilet and showers A to rooms 1,2,3, and toilet and showers B to rooms 4,5,6. Separate toilets and showers for people with symptoms.</i> | |

| LAUNDRY | |
|--|--|
| Are there laundry facilities? If yes, how many washing machines? | |
| Do whānau/residents/tenants do their own laundry? | |
| How is the laundry being dried? | |
| Are there allocated times and a roster for laundry? <i>Allocating rostered time will help maintain physical distance and people having to check continually to see if a washing machine is available.</i> | |
| Is appropriate PPE worn if people are handling soiled items? <i>People doing their own washing don't need PPE. However, staff doing washing should use PPE. Check the latest PPE advice for each task and situation</i> | |

| HAND HYGIENE | |
|--|--|
| Do you keep hand sanitiser available in the common areas? <i>(Recommend using in shared spaces at the reception, to use on arrival and leaving the accommodation facility, each corridor or by lifts).</i> | |
| If yes, where are they placed? <i>(Recommend providing at the reception, to use on arrival and leaving the accommodation facility, each corridor and by lifts)</i> | |
| What hand washing facilities are provided? <i>(Ideally want liquid soap, single use towels or air dryers at each hand wash basin and sinks)</i> | |
| Do you have posters reinforcing good hand washing practice? <i>(Local public health units can email out posters, if required or you can print off posters from the Ministry of Health website; these are available in different languages).</i> | |

| COMMUNICATION TO WHĀNAU/RESIDENTS/TENANTS | |
|--|---|
| <p>Do you have written information for staff, residents and tenants explaining the Alert Level 3 Covid-19 procedures that apply to the facility? <i>These include hand hygiene, cleaning, and rosters to restrict the number of people allowed in the shared amenities at one time. Keep in mind the 2-metre physical distancing rule, contactless drop offs, visiting tradespeople.</i></p> | <p>You can use this Resource to provide information on Covid-19. You can find information in multiple languages here.</p> |
| <p>Do you have a plan in place to inform people daily/or as appropriate about relevant aspects of their health and welfare? (<i>posters, texts, emails, social media, letters</i>)</p> | |
| HEALTH AND WELFARE | |
| <p>Have you advised whānau/residents/tenants how to recognise Covid-19 symptoms and report them? (<i>People who have developed symptoms should phone the Healthline 0800 358 5453 or their GP and tell their accommodation manager</i>). <i>Symptoms include one or more of the following: cough, shortness of breath, Fever 38 C +, sore throat, sneezing and runny nose, temporary loss of smell.</i></p> | <p>You can find information in multiple languages here.</p> |
| <p>If people do not have their own private transport, mobile testing units can be arranged for whānau/residents/tenants. <i>Staff of the mobile testing unit may advise on how to reduce the risk of COVID-19 spread within the accommodation.</i></p> | |
| <p>Do you and whānau/residents/tenants have a plan for self-isolation for people displaying COVID-19 symptoms in the 48 hours before test results are returned? <i>Consider how to manage a person/whānau unwell with COVID-19 symptoms in the short term to prevent spread of the virus. For example, by providing a designated toilet, additional cleaning, or delivery of food to the room. Discuss these issues with the testing agent.</i></p> | |
| If a test is positive for COVID-19 | |
| <p>Public health staff will contact you. They will want to identify and map people who have been in close contact or causal contact with one another. Close contacts are likely in a household or work bubble, where people spend most of their time with one another. Casual contacts will likely spend less time with each</p> | <p>Action required</p> <p>Maintain an up-to-date list of staff, whānau, residents and tenants. Encourage each person to think about their bubble and complete the list.</p> <ul style="list-style-type: none"> • Resource 5: Staff: Who is in your bubble mapping tool |

other and are more likely to maintain a 2-metre physical distance. Public health staff will also ask where people have been in the past two weeks, such as the supermarket, and whether people have received contactless delivery services and who from.

- [Resource 6](#): Residents/Tenants: Who is in your bubble mapping tool.

Contact tracing: The accommodation manager will be asked for a list of other staff, whānau, residents and/or tenants who have been in close or casual contact with anyone who has COVID-19.

The following are useful bubble mapping tools and will help if contact tracing is required:

- [Resource 4](#): Checklist on Extending Bubbles
- [Resource 5](#): Staff: Who is in your bubble mapping tool
- [Resource 6](#): Residents/Tenants: Who is in your bubble mapping tool.

Public health staff will liaise with the manager to: follow up close and causal contacts, organise testing if required, provide additional health and safety advice within the facility, and advise if additional cleaning and disinfection of surfaces is required (eg, toilets and high-touch areas).

All close contacts will be required to isolate for 14 days and report any symptoms of COVID-19 to public health staff and the accommodation manager as soon as possible.

Symptoms include one or more of the following: cough, shortness of breath, Fever 38 C +, sore throat, sneezing and runny nose, temporary loss of smell.

Public health staff will advise if other contacts need to self-isolate.

Notes and questions