

This document is a sample of the staffing positions and ratios for current Shelter In Place (SIP) and Congregate Settings in reference to RFQ #130 – COVID-19 Services. The City will require that Awarded Providers propose their own staffing plan upon award offer. As agreements are negotiated, the City will review and approve each Awarded Provider’s staffing levels per site. Currently, staffing coverage varies and the City is seeking Awarded Providers with the capacity and capability to adequately staff sites to meet the needs of participants and deliver the services as outlined in the RFQ.

SIP Sites					
Position	Staffing Ratio	Minimum Staff	Period	Shift /Week	Notes
Contracted Security	40	2	shift	21	The ratios for this position at any given site are determined by physical layout rather than number of units
Hotel Counselors	50	2	shift	21	
Janitorial/Facilities	100	2	shift	21	
Shelter Health Medical Team (<i>Mobile</i>)	0	0		0	This team works across multiple sites
Sheriff	0	.5	shift	21	Sheriffs cover 4 sites in pairs
Site Monitors (or <i>Peer Support Staff</i>)	40	2	shift	21	The ratios for this position at any given site are determined by physical layout rather than number of units
Site Leader	0	1	shift	21	Day and swing shift coverage only at most sites, except the largest hotel and the trailer park, which have 24/7 coverage.

Congregate Settings					
Position	Staffing Ratio	Minimum Staff	Period	Shift /Week	Notes
Contracted Security	40	2	shift	21	
Hotel Counselors	15	2	shift	14	
Janitorial/Facilities	100	2	shift	21	
Shelter Health Medical Team (<i>Mobile</i>)	0	0		0	
Sheriff	0	.5	shift	21	Sheriffs cover 4 sites in pairs
Site Leader	0	1	shift	21	