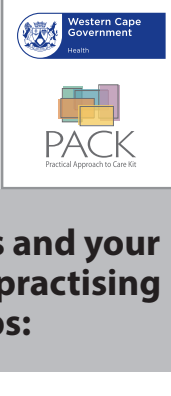


Coronavirus disease (COVID-19): Practise safely



Keep yourself, your colleagues and your family safe from COVID-19 by practising safely using these steps:

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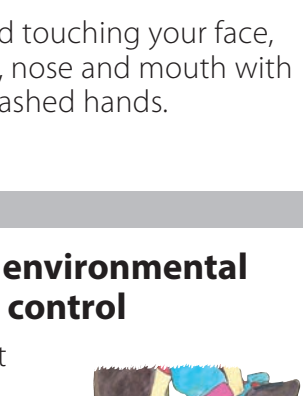
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1. Practise good hand hygiene

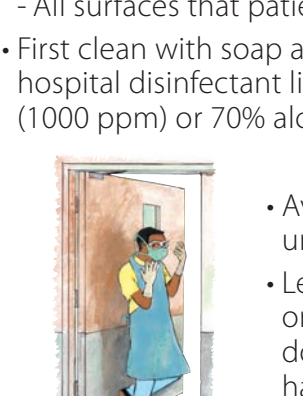
- Clean your hands frequently throughout the day. Also remember the 5 moments for hand hygiene:
 1. Before touching a patient
 2. After touching a patient
 3. After touching patient surroundings
 4. After exposure to body fluid
 5. Before doing a procedure
- Use 70% alcohol-based hand rub or soap and water to clean hands. If hands visibly soiled, ensure you use soap and water.
- Follow these steps to clean your hands:
 - If using hand rub, apply palmful to cupped hand. If using soap and water, roll up sleeves, rinse hands in clean water and apply soap to palm.
 - Clean your hands for at least 20 seconds using steps 1 - 6 below.
 - If using soap and water, rinse your hands with clean water and dry on paper towel or allow to dry on their own.



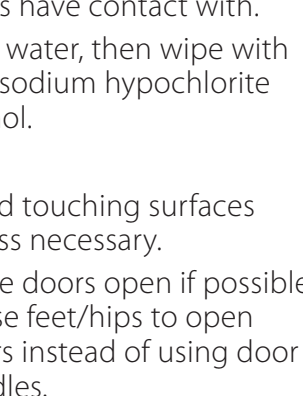
Rub palms together.



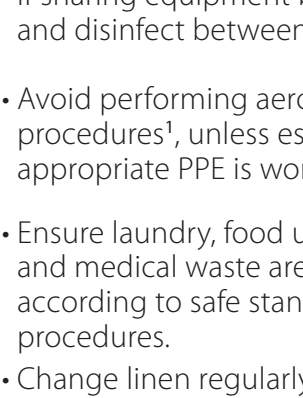
Rub tips of nails against palm. Swap hands.



Rub fingers between each other.



Place one hand over back of other, rub between fingers. Swap hands.

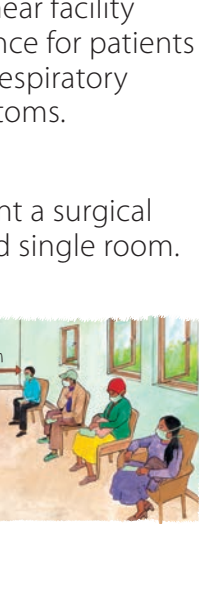
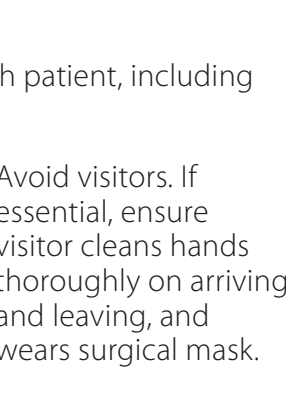



Grip fingers and rub together.


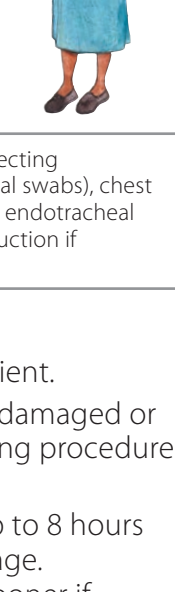


Rub each thumb with opposite palm. Swap hands.

2. Practise good respiratory hygiene

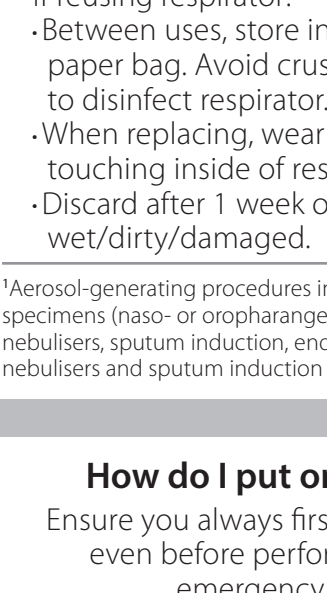
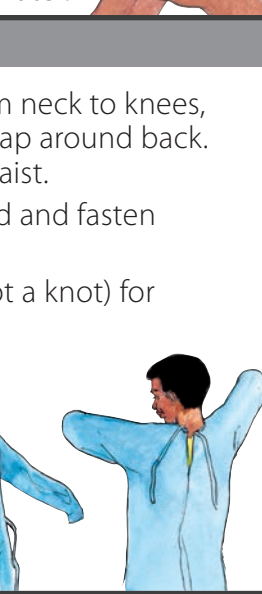
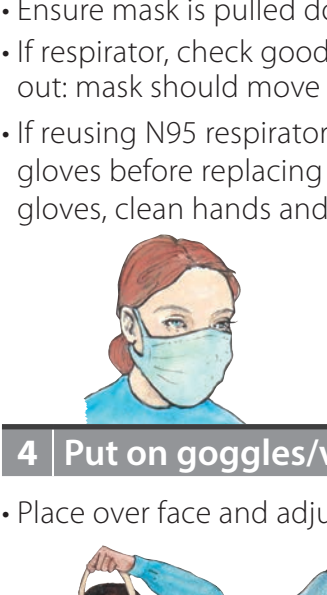
- Cover mouth and nose with a tissue or elbow (not hands) when coughing or sneezing. If using a tissue, discard immediately and wash hands.
 
- Wear a surgical mask or N95 respirator according to your task.
 - While wearing mask/respirator, avoid fiddling with or touching outside surface at all times. If touched, perform hand hygiene immediately.
- Provide surgical mask for patient with suspected or confirmed COVID-19.
- Perform hand hygiene if contact with respiratory secretions.
 
- Avoid touching your face, eyes, nose and mouth with unwashed hands.
 

3. Practise good environmental infection control

- Clean and disinfect at least twice a day:
 - All frequently touched surfaces, like workstations, telephones, keyboards, counter tops, doorknobs and medical equipment.
 - All surfaces that patients have contact with.
- First clean with soap and water, then wipe with hospital disinfectant like sodium hypochlorite (1000 ppm) or 70% alcohol.
 
- Avoid touching surfaces unless necessary.
- Leave doors open if possible, or use feet/hips to open doors instead of using door handles.
- If possible, use disposable or dedicated equipment (like stethoscopes, blood pressure cuffs, thermometers).
- If sharing equipment between patients, clean and disinfect between each use.
- Avoid performing aerosol-generating procedures¹, unless essential. If essential, ensure appropriate PPE is worn.
- Ensure laundry, food utensils and medical waste are managed according to safe standard procedures.
- Change linen regularly and send to laundry marked as infectious.
 

¹Aerosol-generating procedures include: collecting respiratory specimens (nasal- or oropharyngeal swabs), chest physiotherapy, nebulisers, sputum induction, endotracheal intubation. Avoid nebulisers and sputum induction if suspected/confirmed COVID-19.

4. Manage patient flow within facility

- Have a separate, well-ventilated triage area near facility entrance for patients with respiratory symptoms.
 
- If suspected COVID-19, give patient a surgical mask and isolate in well-ventilated single room.
- If single room not available, isolate patient in separate area allocated for patients with suspected COVID-19.
 
- Ensure adequate ventilation and maintain a distance of at least 1 metre between patients.
- Limit patient movement within facility:
 - If possible, perform tests and procedures in patient's room and use portable x-ray equipment.
 - Ensure patient wears a surgical mask if needing to move through facility.
- Limit people in contact with patient, including health workers.
 
- Avoid visitors. If essential, ensure visitor cleans hands thoroughly on arriving and leaving, and wears surgical mask.

5. Wear appropriate Personal Protective Equipment (PPE)

- Precautions are required by health workers to protect themselves and prevent transmission of COVID-19. This includes the appropriate use of PPE.
- Help ensure a safe supply of PPE by using it appropriately and only when indicated.
- Wear PPE according to your task:

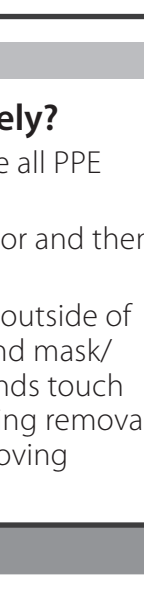
Triage or screening patients:

- Surgical mask



Managing a patient or cleaning/disinfecting after patient with suspected/confirmed COVID-19:

- Surgical mask
- Goggles/visor
- Apron
- Non-sterile gloves



Performing aerosol-generating procedure¹ in patient with suspected/confirmed COVID-19:

- N95 respirator
- Goggles/visor
- Apron/gown
- Non-sterile gloves



¹Aerosol-generating procedures include: collecting respiratory specimens (nasal- or oropharyngeal swabs), chest physiotherapy, nebulisers, sputum induction, endotracheal intubation. Avoid nebulisers and sputum induction if suspected/confirmed COVID-19.

When do I change my PPE?

- Change gloves between each patient.
- Change apron/gown if wet/dirty/damaged or after performing aerosol-generating procedure¹.
- If using **surgical mask**:
 - May be used continuously for up to 8 hours because of current supply shortage.
 - Discard after 8 hours of use, or sooner if removed, touched by unwashed hands or gets wet/dirty/damaged.
- If using **N95 respirator**:
 - Ideally, N95 respirator should be used once only and then discarded. However respirator may be reused for up to 1 week because of current supply shortage.
 - Avoid touching outside surface of respirator at all times. If outside is touched, wash/disinfect hands immediately and change gloves.
 - If reusing respirator:
 - Between uses, store in a clearly labelled, clean paper bag. Avoid crushing, bending or trying to disinfect respirator.
 - When replacing, wear gloves and avoid touching inside of respirator.
 - Discard after 1 week of use, or sooner if it gets wet/dirty/damaged.

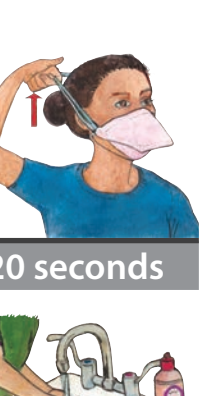
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How do I put on PPE correctly?

Ensure you always first put on PPE correctly, even before performing CPR or other emergency procedures.

1 | Clean hands for at least 20 seconds

- Disinfect hands using alcohol based hand rub, or thoroughly wash hands using soap and water.



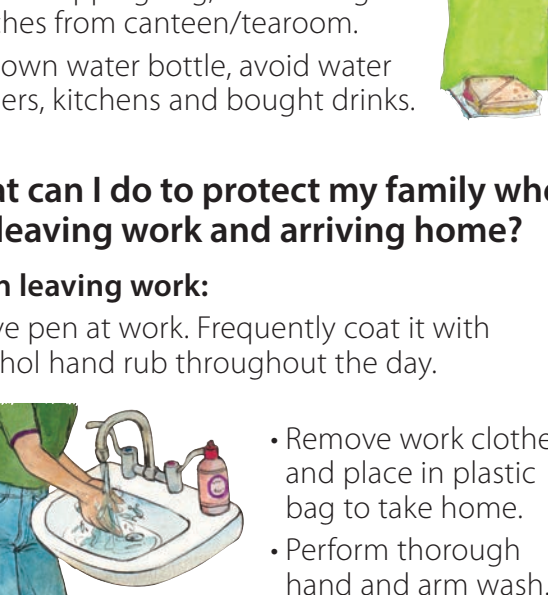
2 | Put on gown/apron

- If gown, fully cover torso from neck to knees, arms to end of wrists, and wrap around back. Fasten at back of neck and waist.
- If apron, place loop over head and fasten around waist.
- When fastening, use bow (not a knot) for easy release.



3 | Put on mask/respirator

- Secure ties or elastic bands at middle of head and neck.
- Mould flexible band to nose bridge (do not pinch).
- Ensure mask is pulled down under chin.
- If respirator, check good fit by breathing in and out: mask should move in and out with breath.
- If reusing N95 respirator, put on clean non-sterile gloves before replacing it. Once on face, remove gloves, clean hands and continue to step 4.



4 | Put on goggles/visor

- Place over face and adjust to fit.



5 | Put on non-sterile gloves

- Extend gloves to cover wrists/end of gown.



How do I remove PPE safely?

- Before leaving patient's room, remove all PPE except mask/N95 respirator.
- After leaving patient's room, close door and then remove mask/N95 respirator.
- When removing PPE, remember that outside of gloves, goggles/visor, gown/apron and mask/respirator is contaminated: if your hands touch the outside of any of these items during removal, immediately clean hands before removing next item.

1 | Remove gloves

- Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove.
- Hold removed glove in gloved hand.
- Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove.
- Discard in medical waste bin.

2 | Clean hands for at least 20 seconds

- Disinfect hands using alcohol based hand rub, or thoroughly wash hands using soap and water.

3 | Remove gown/apron

- If wearing a visor (not goggles), remove visor as below before removing gown/apron.
- Unfasten gown/apron ties. Ensure sleeves don't touch body when doing this.
- If gown: pull gown away from neck and shoulders, touching only inside of gown. Turn gown inside out.
- If apron: pull over head and roll downwards, touching only inside of apron.
- Fold or roll in to bundle and discard in medical waste bin.

4 | Remove goggles/visor

- Remove goggles/visor from back by lifting head band or ear pieces.
- Discard in medical waste bin.

5 | Remove mask/respirator

- If mask, first untie/break bottom ties, then top ties and remove without touching front of mask.
- If respirator, first grab bottom elastic, then top elastic and remove without touching front of respirator.
- Discard in medical waste bin.

6 | Clean hands for at least 20 seconds

When leaving work:

- Disinfect hands using alcohol based hand rub, or thoroughly wash hands using soap and water.

6. How to transition between home and work

Follow these principles to protect yourself at work and to protect your family by not bringing COVID-19 home.

What must I do before leaving home and arriving at work?

Clothes

- Wear dedicated simple clothing (like short-sleeved t-shirt and pants) and cheap/old, dedicated work shoes. If long sleeves, keep them rolled up.
- Hot wash and dry clothes daily (or alternate 2 sets if unable to dry daily).
- Avoid wearing a belt, jewellery and a lanyard.
- Use a cloth surgical cap, use a disposable cap instead.

Phone, wallet and keys

- Leave wallet at home – bring essentials (like access card, drivers licence, bank card) in sealable plastic (Ziploc) bag.
- Remove protective case from phone. Consider keeping phone in closed, sealable plastic (Ziploc) bag and change this daily.
- Keep your phone in your pocket/bag, avoid placing it on work surfaces. Leave it on loud volume.
- If able, wipe phone down between each patient.
- Keep your keys in your pocket/bag and do not remove until after you have washed hands when leaving work.

Food and drink

- Bring lunch from home in reusable fabric shopping bag, avoid bought lunches from canteen/tearoom.
- Use own water bottle, avoid water coolers, kitchens and bought drinks.

What can I do to protect my family when leaving work and arriving home?

When leaving work:

- Leave pen at work. Frequently coat it with alcohol hand rub throughout the day.

- Remove work clothes and place in plastic bag to take home.
- Perform thorough hand and arm wash.

When you arrive home:

- Remove shoes and leave outside before entering home.

- If not already changed, remove work clothes at front door. Put these (or clothes in bag if changed already) straight into a hot wash, along with reusable fabric shopping bag. Then thoroughly wash hands.

- Immediately have hot shower/bath/wash.
- Avoid hugs, kisses and direct contact with family members until after shower/bath/wash.

