



Protecting yourself at work from COVID-19

Resource materials for healthcare workers

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Information sheet about COVID-19

What is COVID-19?

Coronavirus disease 2019 (COVID-19) is a disease caused by a new coronavirus, which has not been previously identified in humans. Coronaviruses are a large family of viruses found in both animals and humans.



What are the symptoms of COVID-19?

In most cases, COVID-19 causes mild symptoms including cough, fever, sore throat, loss of taste or loss of smell and tiredness. It can be more severe for some people and can lead to pneumonia or breathing difficulties. In some cases, infection can lead to death.



How does COVID-19 spread?

COVID-19 appears to spread most easily through close contact with an infected person. When someone who has COVID-19 coughs or sneezes, small droplets are released and, if you are too close, you can breathe in the virus. These droplets can land on objects and surfaces around the person such as tables, doorknobs and handrails. People can become infected by touching these objects or surfaces, then touching their eyes, nose or mouth.



Who is most at risk?

Older people, and people with other medical conditions, such as diabetes and heart disease, appear to be more at risk of developing severe disease.



What is the treatment for COVID-19?

There is no currently available treatment or vaccine for COVID-19. However, many of the symptoms can be medically treated and can improve over time.



**(Information as of 15 November 2020)*

Protecting yourself at work from COVID-19



Follow the guidance of your healthcare facility management and talk to your colleagues about agreed COVID-19 safety procedures.



When entering a room with a suspected or confirmed COVID-19 patient, put on:

- disposable gloves
- a clean, long-sleeve gown
- medical mask that covers your nose, mouth and chin
- eye protection such as goggles

Remember

Personal protective equipment should be changed between use and for each different patient. If utilizing single-use personal protective equipment (e.g., single-use masks, gloves, face shields) dispose in a waste bin with a lid and wash your hands thoroughly. Anything single-use cannot be reused or sterilized!



If performing an aerosol-generating procedure, such as intubation, use a particulate respirator such as an N95 – **do a seal check!**



Boots and coverall suits **are not required.**

Remember

Don't touch your eyes, nose or mouth with gloves or bare hands until proper hand hygiene has been performed.



If you start coughing, sneezing or develop fever after you have provided care, report your illness immediately to the concerned authority and follow their advice.

My 5 Moments for Hand Hygiene



Use alcohol-based hand rub or wash hands with soap and water:

1. Before touching a patient
2. Before performing clean/aseptic procedures
3. After body fluid exposure risk
4. After touching a patient
5. After touching patient surroundings

How to handwash

Wash hands when visibly soiled! Otherwise, use handrub.



Duration of the entire procedure: **40-60 seconds**



Wet hands with water



Apply enough soap to cover all hand surfaces



Rub hands palm to palm



Right palm over left dorsum with interlaced fingers and vice versa



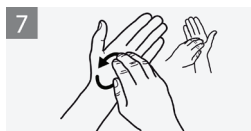
Palm to palm with fingers interlaced



Backs of fingers to opposing palms with fingers interlocked



Rotational rubbing of left thumb clasped in right palm and vice versa



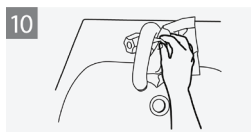
Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa



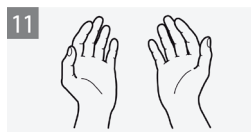
Backs of fingers to opposing palms with fingers interlocked



Dry hands thoroughly with a single use towel



Use towel to turn off faucet



Your hands are now safe.

How to handrub

Rub hands for hand hygiene! Wash hands when visibly soiled.



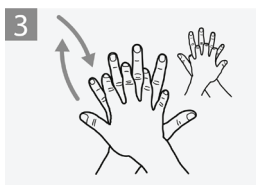
Duration of the entire procedure: **20-30 seconds**



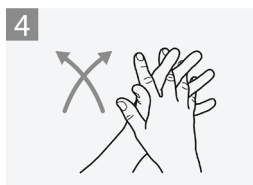
Apply a palmful of the product in a cupped hand, covering all surfaces



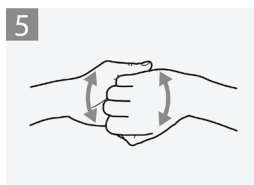
Rub hands palm to palm



Right palm over left dorsum with interlaced fingers and vice versa



Palm to palm with fingers interlaced



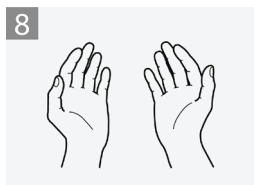
Backs of fingers to opposing palms with fingers interlocked



Rotational rubbing of left thumb clasped in right palm and vice versa



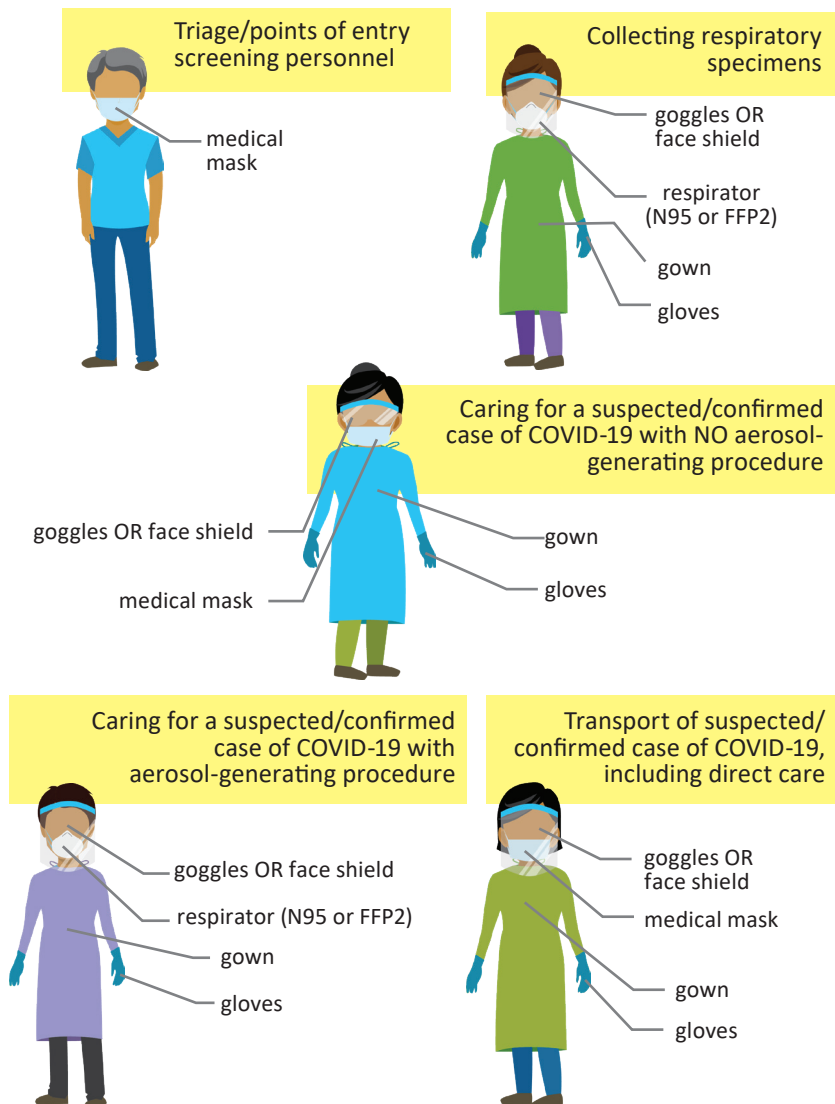
Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa



Once dry, your hands are safe.

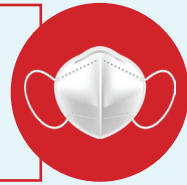
Personal Protective Equipment (PPE) according to healthcare activities

Remember hand hygiene is always important. Clean hands before putting on, and after taking off, PPE.



How to put on PPE (when all PPE items are needed)

Note: If performing an aerosol-generating procedure (e.g. aspiration of respiratory tract, intubation, resuscitation, bronchoscopy), a particulate respirator (e.g. US NIOSH-certified N95, EU FFP2, or equivalent respirator) should be used in combination with eye protection. Do user seal check if using a particulate respirator.



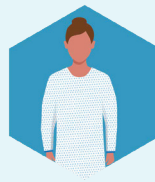
Step 1

- Identify hazards and manage risk.
- Gather the necessary PPE.
- Plan where to put on and take off PPE.
- Do you have a buddy? Mirror?
- Do you know how you will deal with waste?



Step 2

Perform hand hygiene using soap and water (40–60 seconds) or alcohol based hand rub (20–30 seconds).



Step 3

Put on a gown.



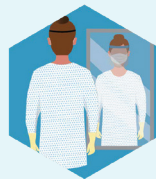
Step 4

Put on medical mask and eye protection (e.g., face shield or goggles).



Step 5

Put on gloves over gown cuff.



Step 6

Visually check yourself in mirror or with buddy.

How to remove PPE



Step 1

Remove gloves.



Step 2

Perform hand hygiene using soap and water (40–60 seconds) or alcohol based hand rub (20–30 seconds).



Step 3

- Peel off gown roll inside, out.
- Dispose gloves and gown safely.



Step 4

Perform hand hygiene using soap and water (40–60 seconds) or alcohol based hand rub (20–30 seconds).



Step 5

If wearing eye protection and mask:

- Remove eye protection from behind.
- Put eye protection in a separate container for reprocessing.
- Remove mask from behind.
- Move mask away from face.
- Do not touch front of mask.
- Do not allow the contaminated mask to touch any surface.
- Dispose of mask safely.



Step 6

Perform hand hygiene using soap and water (40–60 seconds) or alcohol based hand rub (20–30 seconds).

How to put on PPE (for aerosol-generating procedures)

Note: Aerosol-generating procedures include aspiration of respiratory tract, intubation, resuscitation, and bronchoscopy, requiring the use of a particulate respirator (N95/EU FFP2).



Step 1

- Identify hazards and manage risk.
- Gather the necessary PPE.
- Plan where to put on and take off PPE.
- Do you have a buddy? Mirror?
- Do you know how you will deal with waste?



Step 2

Perform hand hygiene using soap and water (40–60 seconds) or alcohol based hand rub (20–30 seconds).



Step 3

Put on a gown.



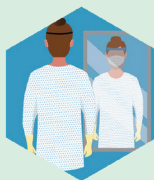
Step 4

Put on respirator mask and eye protection (e.g., face shield or goggles).



Step 5

Put on gloves over gown cuff.



Step 6

Visually check yourself in mirror or with buddy.

How to remove PPE



Step 1

Remove gloves.



Step 2

Perform hand hygiene using soap and water (40–60 seconds) or alcohol based hand rub (20–30 seconds).



Step 3

- Peel off gown roll inside, out.
- Dispose gloves and gown safely.



Step 4

Perform hand hygiene using soap and water (40–60 seconds) or alcohol based hand rub (20–30 seconds).



Step 5

If wearing eye protection and mask:

- Remove eye protection from behind.
- Put eye protection in a separate container for reprocessing.
- Remove mask from behind.
- Move mask away from face.
- Do not touch front of mask.
- Do not allow the contaminated mask to touch any surface.
- Dispose of mask safely.



Step 6

Perform hand hygiene using soap and water (40–60 seconds) or alcohol based hand rub (20–30 seconds).

How to perform a particulate respirator seal check



Step 1

Perform hand hygiene using soap and water (40–60 seconds) or alcohol based hand rub (20–30 seconds).



Step 2

Cup the respirator in your hand with the nosepiece at your fingertips allowing the headbands to hang freely below your hand.



Step 3

Position the respirator under your chin with the nosepiece up.



Step 4

Pull the top strap over your head resting it high at the back of your head. Pull the bottom strap over your head and position it around the neck below the ears.



Step 5

Place fingertips of both hands at the top of the metal nosepiece. Mold the nosepiece, using the fingers of each hand, to the shape of your nose. Pinching the nosepiece using only one hand may result in less effective respirator performance.



Step 6

Cover the front of the respirator with both hands, being careful not to disturb the position of the respirator.

Step 6a. Positive seal check

Exhale sharply. A positive pressure inside the respirator = no leakage.

If leakage, adjust the position and/or tension straps.

Step 6b. Negative seal check

- Inhale deeply. If no leakage, negative pressure will make respirator cling to your face.
- Leakage will result in loss of negative pressure in the respirator due to air entering through gaps in the seal.

How to wear a medical mask safely

DOs



Perform hand hygiene.
Wash hands or use alcohol-based hand rub.



Inspect the mask for
tears or holes.



Find the top side,
where the metal
piece or stiff edge is.



Ensure the colored-side
faces outwards.



Place the metal
piece or stiff edge
over your nose.



Cover your mouth,
nose and chin.



Adjust the mask to
your face without
leaving gaps on the
sides.



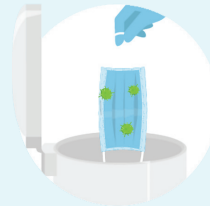
Avoid touching
the mask.



Remove the mask
from behind the
ears or head.



Take care not to touch
the mask with hands or
other surfaces.



Immediately discard
the used mask in a bin,
preferably with a lid.



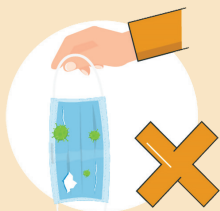
Perform hand hygiene.

Remember:

Masks alone cannot protect you from COVID-19. Maintain at least 1.5 metre distance from others and wash your hands frequently and thoroughly, even while wearing a mask.

How to wear a medical mask safely

DON'Ts



Do not use a damaged or damp mask.



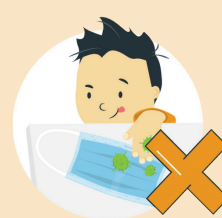
Do not wear the mask only over mouth or nose.



Do not wear a loose mask.



Do not touch the front of the mask.



Do not leave your used mask within the reach of others.



Do not re-use the mask.



Do not remove the mask to talk to someone or do other things that would require touching the mask.

Remember:

Masks alone cannot protect you from COVID-19. Maintain at least 1.5 metre distance from others and wash your hands frequently and thoroughly, even while wearing a mask.

Communicating with patients with suspected or confirmed COVID-19



- Be respectful, polite and empathetic.
- Be aware that suspected and confirmed cases, and any visitors accompanying them, may be stressed or afraid.
- The most important thing you can do is to listen carefully to questions and concerns.
- Use local language and speak slowly.
- Answer any questions and provide correct information about COVID-19.
- If available, share information pamphlets or handouts with your patients.
- Provide comforting words to suspected and confirmed patients.
- Gather accurate information from the patient: name, date of birth, travel history, list of symptoms, contacts, etc.
- Explain the healthcare facility's procedure for COVID-19, such as isolation and limited visitors, and the next steps.
- If the patient is a child, admit a family member or guardian to accompany them – the guardian should be provided and use appropriate personal protective equipment.
- Provide updates to visitors and family when possible.

Coping with stress in the workplace



It is normal to feel sad, stressed, or overwhelmed during a crisis.



Talk to people you trust or a counsellor about your feelings or concerns.



Maintain a healthy lifestyle: proper diet, sufficient sleep, regular exercise and social contacts with friends and family.



Don't use alcohol, tobacco or illegal drugs to deal with your emotions.



If you have concerns, talk to your supervisor. If you start feeling unwell, tell your doctor immediately.

Disinfecting surfaces: guide to preparing chlorine (bleach) solution

Step 1

Protect yourself by wearing appropriate personal protective equipment (PPE).

For hospitals, clinics and health facilities



For homes and other public places



Step 2

Prepare materials.



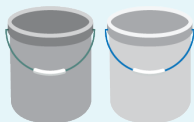
3.5% Liquid bleach



Water



Measuring cup



Buckets with lids



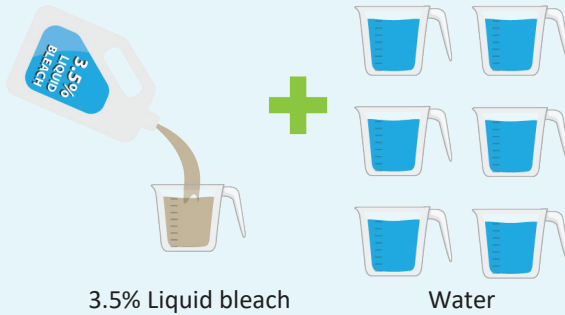
Labels



Marker

Step 3

Prepare 0.5% chlorine solution. This strong concentration is used **for disinfecting surfaces contaminated with blood spills/stains and other body fluids.**



Prepare solution in a well-ventilated area.
Pour 1 part 3.5% liquid bleach and 6 parts water into a bucket.



Stir well.
Label bucket to indicate concentration with the date and time of preparation.



Step 4

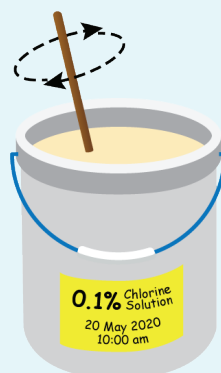
Prepare 0.1% chlorine solution. This concentration is used for **regular surface disinfection**.



Prepare solution in a well-ventilated area.
Pour 1 part **0.5% chlorine solution** and 4 parts water into a bucket.



Stir well.
Label bucket to indicate concentration with the date and time of preparation.



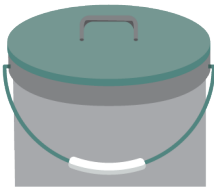
Reminders on handling chlorine (bleach solution)



Clean surfaces first with detergent and water before disinfecting with bleach solution.



Store in shade. Keep out of direct sunlight.



Seal the bucket with a lid when not in use.



Prepare bleach solution daily. Discard leftover after 24 hours.



Apply detergent or disinfectant with a cloth or paper towel. Do not spray directly onto surface.



Keep out of children's reach.

When you finish work – tips for health worker safety during COVID-19



During the COVID-19 pandemic, it is crucial that health workers feel comfortable returning home, knowing that they have taken steps to protect their families from becoming infected.

Health workers may have some fears or feelings of uncertainty that they can't return home, or they must do unusual things before entering their home.

It is important that health workers understand the simple steps they can take to safely return home after work and spend time with their loved ones.

Tips for health workers to keep safe:



Before you go to work

- Take your uniform in a separate bag, if you can change at work.
- If you choose to wear your uniform, go directly to work without going to other locations (such as the market) and take a change of clothes to wear at the end of your shift.
- Wear closed-in shoes that are easy to wipe down at the end of your shift (leather/plastic type are best for this).



When your shift finishes

- Wash hands with soap and water and dry them thoroughly.
- Remove your uniform and change into your own clothes. Give uniform to work laundry (if available).
- If there is no laundry, put uniform in a separate washable bag you can carry with you (a plastic bag is fine).
- Wipe down your work shoes with moistened with soap/water, wipes or alcohol-based hand rub.



When you arrive home

- Wash your hands as soon as you enter your home.
- Wash your uniform (together with washable bag) in hot water, separately to other linen / laundry.
- Use hot water and a detergent to remove the virus.
- Wipe down your phone with antibacterial wipes, alcohol-based hand rub or wipes moistened with soap/water.

Recognize the symptoms of COVID-19



fever



cough



sore throat



breathing difficulties



loss of taste or
loss of smell



Get tested in your health facility!

or call the COVID-19 toll-free HOTLINE
at 1-800200

For life threatening emergency and
ambulance service, call 111

Notes

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

