

Covid-19 Guidance for Business Places

Version 1.0

March 11, 2020



GENERAL INFORMATION:

COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in December 2019. It usually takes 2 to 14 days for you to show infection after having come into contact with someone with the disease.

SYMPTOMS:

Include

- Cough
- Difficulty in breathing
- Fever

Infections can cause more severe symptoms in the elderly, in persons with weakened immune systems, and in those with conditions like diabetes, cancer and chronic lung disease.

HOW DOES IT SPREAD:

There are 2 main routes by which people can spread COVID-19:

- By the respiratory droplets of an infected person (who coughs or sneezes) to people who are within 2 metres/6 feet.
- By touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions AND then touching their own mouth, nose, or eyes (e.g. touching door knobs or shaking hands then touching own face)

There is currently little evidence that people who are without symptoms are infectious to others.

It is likely that the risk will increase the longer someone has close contact with an infected person.

PREVENTING SPREAD OF INFECTION

GENERAL MEASURES

- Identify a room that can be quickly repurposed for isolation
 - A room that can be easily disinfected
 - Close to a washroom facility
- Have a plan to work from home where possible
- Encourage workers with respiratory symptoms to stay home
- Provide tissues, no-touch bins, soap, water and hand sanitizers
- Routinely clean all frequently touched surfaces e.g workstations, countertops, doorknobs

PERSONAL MEASURES

- Wash your hands thoroughly for at least 20 seconds. Do this often!!
- Use hand sanitizer if your hands aren't visibly soiled and if there is no soap and water readily available.
- Cover your mouth and nose with a tissue or your elbow (not your hands) when you cough or sneeze
- Put used tissues in a bin immediately and perform hand hygiene
- Avoid close contact with people who are unwell
- Clean and disinfect frequently touched objects and surfaces
- DO NOT touch your eyes, nose or mouth if your hands are not clean

Employees are not recommended to wear masks to protect against the virus. They are only recommended for use by ill persons to reduce the risk of spreading the infection to others. Staff members who work behind a full screen will have some measure of protection.

WHAT TO DO IF AN EMPLOYEE OR A MEMBER OF THE PUBLIC BECOMES UNWELL AND BELIEVES THEY HAVE BEEN EXPOSED TO COVID-19

If the person has travelled to an affected country or has been in contact with a suspected or confirmed case of Covid-19:

The unwell person should be removed to an area which is at least 2 metres (6 feet) away from other people. Where possible:

- o Use a room/ area where they can be isolated behind a closed door, such as a staff office
- o Designate a toilet for their use that is in close proximity
- o Remove furniture, documents, objects that cannot be easily disinfected
- o Provide tissues and a disposable bag
- o Open a window for ventilation

Call **462-6843** and explain which country they have returned from in the last 14 days and outline their current symptoms

Closure of the workplace is not recommended

Identify and list any contacts in the workplace. The management team of the workplace may be contacted by the Ministry of Health and Wellness to collect this information

Follow the cleaning protocol

MANAGEMENT OF CONTACTS:

Contacts would include:

- any person within 2 metres (6 feet) while the person was symptomatic
- anyone who has cleaned up any bodily fluids
- close friendship groups or workgroups
- any employee living in the same household

Close contacts will be isolated for 14 days from the last time they had contact with the ill person

Contacts will be actively followed up by the Ministry of Health and Wellness for development of symptoms

Staff who have not had close contact with the original confirmed case do not need to take any precautions and can continue to attend work.

HANDLING POST, PACKAGES OR FOOD FROM AFFECTED AREAS

There is no perceived increase in risk for handling these items

CLEANING OFFICES AND PUBLIC SPACES

- All surfaces that the person has come into contact with must be cleaned including:
 - Surfaces and objects which are visibly contaminated with body fluids
 - High-contact areas such as toilets, door handles, telephones
- Public areas where an ill person has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected.
- If a person becomes ill in a shared space, these should be cleaned using disposable cloths

REFUSE DISPOSAL

- All waste that has been in contact with the ill person, including used tissues, should be put in a bin with a plastic bag and tied when full. The plastic bag should then be placed in a second bin bag and tied

Cleaning and Disinfection for Infectious Diseases

AGENTS:

Bleach is a strong and effective disinfectant, but it is readily inactivated in the presence of organic (plant and animal) material

Alcohol (ethanol 70%) is **not** recommended for general cleaning. It can be used for small objects NOT contaminated with body fluids

GENERAL CLEANING PRINCIPLES:

- ⦿ Gloves should always be worn when cleaning
- ⦿ Cleaning an environment where a patient with Covid-19 has been accommodated requires the use of Personal Protective Equipment (PPE)
- ⦿ Single use (disposable) gloves should not be reused or washed
- ⦿ PPE should always be considered potentially contaminated following cleaning and should be removed and disposed of in a proper manner

PRECAUTIONARY NOTES

- ⦿ Disinfectant should be applied using a damp cloth and the surface allowed to air dry
- ⦿ Do not use a spray:
 - ⦿ The coverage will be uncertain
 - ⦿ Spraying may cause infectious particles to become airborne
- ⦿ DO NOT splash liquid whilst cleaning: pour close to container
- ⦿ A back and forth sweeping motion should be used when cleaning either floors or horizontal surfaces
 - ⦿ Do not hang up and swat mats
 - ⦿ The bucket used for mopping should have a wringer attached
 - ⦿ Mops should not be hand wrung
- ⦿ Mattresses and pillows should have plastic covers. These should be wiped over as for surface cleaning
- ⦿ Where available, separate containers with close fitting lids for sealed bags of waste should be used

CREATING BLEACH SOLUTIONS

- ⦿ 1:9 bleach
 - ⦿ 1 part bleach to 9 parts water OR
 - ⦿ 1½ cups bleach to 1 gallon water OR
 - ⦿ 110-115ml to 1 litre water

- ⦿ 1:99 bleach
 - ⦿ 1 part of 1:9 bleach solution, to 9 parts water, OR
 - ⦿ ¼cup bleach to 1 gallon water

Use cold water. Hot water inactivates bleach

Store solutions in bottles that you cannot see through

Label solutions carefully

CLEANING & SANITIZING

- ⦿ Cleaning of surfaces contaminated with body fluids
 - ⦿ Use multipurpose detergent first. Wipe or air dry
 - ⦿ Disinfect with **1:9 bleach** (1 part bleach to 9 parts water)
 - ⦿ Leave to air dry

- ⦿ Surfaces not contaminated with body fluids:
 - ⦿ Use multipurpose detergent first
 - ⦿ Disinfect with **1:99 bleach**
 - ⦿ Leave to air dry

EQUIPMENT THAT CAN BE IMMERSED	EQUIPMENT THAT CANNOT BE IMMERSED
1. Rinse under running water before cleaning to remove gross soiling	1. Wipe off obvious contamination with a damp cloth
2. Equipment should be washed with detergent, and rinsed	2. Apply detergent solution with a cloth then remove with a damp cloth
3. Immerse in bleach solution for at least 10 to 30 minutes. Make sure item is covered by the solution	3. Wipe subsequently with bleach solution
4. Once clean, equipment may be sterilized if necessary	4. Once clean, equipment may be sterilized if necessary

Hand Hygiene Information

Types of Hand Hygiene

Hand Washing

Hand washing with soap and water is the best method for cleaning the hands.

Hand washing can be used to maintain personal hygiene and should always be used when hands are visibly dirty.

It is important to wash your hands:

- If your hands are obviously dirty
- Before eating or handling food
- After using the toilet, changing diapers or sanitary napkins
- After handling animals, animal waste or any garbage
- Before and after attending to cuts or wounds
- If you have diarrhoea and/or vomiting; or are visiting such an ill person
- If you have any coughing, sneezing, or runny nose
- If you are visiting someone who has coughing, sneezing or a runny nose

Hand Sanitizer

This is a quick and convenient and alternative to hand washing.

This can be used:

- On hands which are not visibly contaminated with dirt or organic material
- When soap and water for hand washing is not readily available.

When dealing with diarrhoea and vomiting illnesses, soap and water should always be used. In this case, the use of hand sanitizer is NOT recommended.

It is important to wash under any rings and it is advisable to remove wristwatches before washing.

Hand-washing technique with soap and water



1 Wet hands with water



2 Apply enough soap to cover all hand surfaces



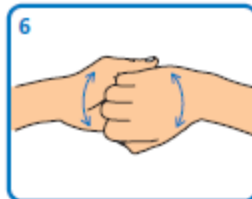
3 Rub hands palm to palm



4 Rub back of each hand with palm of other hand with fingers interlaced



5 Rub palm to palm with fingers interlaced



6 Rub with back of fingers to opposing palms with fingers interlocked



7 Rub each thumb clasped in opposite hand using a rotational movement



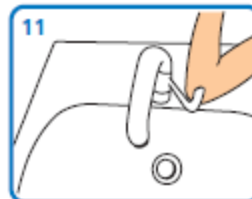
8 Rub tips of fingers in opposite palm in a circular motion



9 Rub each wrist with opposite hand



10 Rinse hands with water



11 Use elbow to turn off tap



12 Dry thoroughly with a single-use towel



13 Hand washing should take 15-30 seconds

For further advice on the issues contained in this leaflet, please call hotline at 462-6843 or email COVID@msjmc.org.

Alcohol handrub hand hygiene technique – for visibly clean hands



1 Apply a small amount (about 3 ml) of the product in a cupped hand



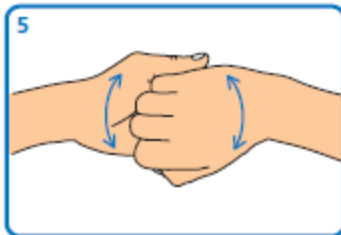
2 Rub hands together palm to palm, spreading the handrub over the hands



3 Rub back of each hand with palm of other hand with fingers interlaced



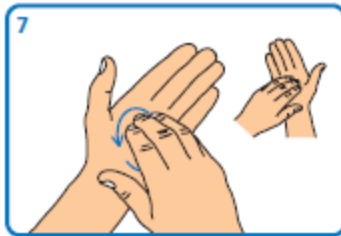
4 Rub palm to palm with fingers interlaced



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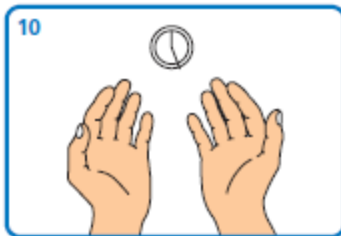
7 Rub tips of fingers in opposite palm in a circular motion



8 Rub each wrist with opposite hand



9 Wait until product has evaporated and hands are dry (do not use paper towels)



10 The process should take 15–30 seconds

How to make alcohol-based sanitizer / handrub

Formulation I

Final concentrations: ethanol 80% v/v, glycerol 1.45% v/v, hydrogen peroxide (H₂O₂) 0.125% v/v.

Pour into a 1000 ml graduated flask:

- a. ethanol 96% v/v, 833.3 ml
- b. H₂O₂ 3%, 41.7 ml
- c. glycerol 98%, 14.5 ml

Top up the flask to 1000 ml with distilled water*. Shake the flask gently to mix the content.

Formulation II

To produce final concentrations of isopropyl alcohol 75% v/v, glycerol 1.45% v/v, hydrogen peroxide 0.125% v/v:

Pour into a 1000 ml graduated flask:

- a. isopropyl alcohol (with a purity of 99.8%), 751.5 ml
- b. H₂O₂ 3%, 41.7 ml
- c. glycerol 98%, 14.5 ml

Top up the flask to 1000 ml with distilled water*. Shake the flask gently to mix the content.

Only pharmacopoeial quality reagents should be used

The addition of fragrances is not recommended because of the risk of allergic reactions.

All handrub containers must be labelled in accordance with national/international guidelines.

*While sterile distilled water is preferred for making the formulations, boiled and cooled tap water may also be used as long as it is free of visible particles.

Maximum bulk preparation of 50 litres per lot to ensure safety in production and storage.