

## **COVID-19: MANAGEMENT GUIDELINES FOR SPECIAL SETTINGS**

Covid-19 has spread at a rapid rate on a global scale. The spread has been particularly seen in closed and crowded areas such as cruise ships. Other areas of concern are nursing homes, jails, prisons and detention centres which may be the perfect breeding ground for the spread of such infectious diseases such as COVID-19.

### **Lockups, prisons and detention camps**

People in lockups have not been to trial, nor have they been sentenced or convicted of any crime where else individuals in prison have been convicted of a crime. Therefore, the period of time spent in lockups is shorter than the period of time spent in prison. There is a regular movement of people in and out of lockups and prisons including employees and visitors which increases the risk of spread of disease in such establishments. Many of the inmates also have chronic diseases such as Diabetes, Hypertension and Heart Disease which makes them vulnerable to contracting COVID-19.

#### Action to be taken:

- Information on COVID-19, its effects and preventive measures must be conveyed to employees and inmates including personal hygiene, respiratory etiquette. Refer Appendices 1 and 2
- Regular updates on COVID-19 must be given to employees and inmates.

- Every person entering a correctional facility should be screened for symptoms such as fever and cough, recent travel and exposure to COVID-19 positive patients. Symptom screening should be carried out every day for inmates.
- Inmates displaying symptoms should be given a mask, isolated and referred for medical advice. Similarly staff with symptoms should wear a mask and seek medical advice. Refer Appendix 3
- Those whose symptoms get worse need to be referred for further management.
- Visitors with symptoms should not be allowed in to visit the inmates.
- Prison management must ensure access to soap and water as well as masks for those who are sick. If access is difficult, non-alcohol sanitizers may be provided. (Alcohol sanitizers are considered contraband)
- Surfaces including jail cell beds, bars, kitchen tables and chairs all need to be cleaned and disinfected regularly. Refer appendix 4
- Limit food handling and sharing of food.
- Ensure all preventive measures are taken during transfer of sick inmates and taking inmates to hospitals for treatment

- Encourage mental health assessment among employees where possible and carry out appropriate measures to reduce stress among employees.
- Monitor sick leave and absenteeism among employees. Keep a record of staff sick leave including reasons for leave, duration of leave and current status.

### **Offshore platforms**

- Information on COVID-19, its' effects and preventive measures must be conveyed to employees such as personal hygiene, respiratory etiquette etc. Refer Appendices 1 and 2
- Regular updates on COVID-19 must be given to employees.
- Every person going offshore should be screened for symptoms such as fever and cough, recent travel and exposure to COVID-19 positive patients at embarkation points (e.g. through health declarations). Those with positive history should be denied from going off shore and should seek medical advice.
- Employees should be screened daily while off shore for symptoms (i.e. supervisor asking symptoms from employees, self-health declaration etc.) and those displaying symptoms should be given a mask, isolated and medical advice sought. Refer Appendix 3

- Regular cleaning and disinfection should be carried out on the platform. Refer Appendix 4.
- Employer should provide Employee Assistance Program (EAP) and carry out appropriate measures to reduce stress among employees.
- Employer should have name list of personal onboard to assist the relevant authority in identifying close contacts should there be suspected or confirmed case on platform.

This guideline may be used as a basis for managing employees during this period of time. Employers and employees are advised to keep up to date with the latest developments and advice issued by the Ministry of health.

### **Personal hygiene and respiratory etiquette**

- Good personal hygiene should be observed at all times. Regular hand hygiene by washing with soap and water or use hand sanitizer
- Maintain at least 1 meter (3 feet) distance between yourself and anyone who is coughing or sneezing.
- Avoid touching eyes, nose and mouth
- Cover nose and mouth with a tissue when sneezing or coughing
- Put used tissue in a waste basket
- If no tissue available, use upper sleeve or elbow instead of hands while sneezing and coughing.

### **Guidelines for Hand Hygiene**

- Wash hands with soap and water or alcohol-based hand sanitizer after any contact with respiratory secretions
- Remove jewelry before hand wash procedure.
- Rinse hands under warm running water
- Lather with soap; cover all surfaces of the hands and fingers using friction.
- Rinse under warm running water.
- Dry hands thoroughly with a disposable towel
- Turn off faucet without recontaminating hands.
- Keep fingernails short and do not use fingernail polish or artificial nails.
- Alcohol-based hand sanitizer may be used to decontaminate hands that are not visibly soiled
  - Apply alcohol-based hand sanitizer to palm of one hand and rub hands together, covering all surfaces of hands and finger, until hands are dry.

### **Respiratory Etiquette**

- Cover mouth and nose with bend of elbow or tissue if coughing or sneezing.
- Throw tissue in the trash after using it
- Wash hands with soap and water or use hand sanitizer

### **Guidelines on wearing surgical masks (3 Ply)**

1. If you have running nose or flu like symptoms, you are advised to stay at home. If you need to go out, make sure you wear a surgical mask.
2. Avoid crowded places. Wear a surgical mask if you cannot avoid them
3. Wash hands before wearing a surgical mask and after taking one off.
4. When wearing surgical mask, the following should be noted:
  - 4.1. The facemask should fit snugly over the face
  - 4.2. The coloured side of the mask should face outside
  - 4.3. Tie all the strings that keep the mask in place
  - 4.4. The mask should fully cover the nose, mouth as well as the chin.
  - 4.5. The metallic wire part of the mask should be fixed securely over the bridge of the nose to prevent leakage
  - 4.6. The surgical mask should not be used more than a day but if it is wet, damaged or soiled by secretions or body fluid at any time, change the mask immediately.
  - 4.7. Discard all used surgical masks into a plastic bag which should then be tied properly before disposing it into a rubbish bin.

### DISINFECTION PROCEDURES

#### Surfaces

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol should be effective.
  - Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Prepare a bleach solution by mixing:
  - 5 tablespoons (1/3<sup>rd</sup> cup) bleach per gallon of water\* or
  - 4 teaspoons bleach per quart of water \*\*
  - For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
    - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.

\* 1 Gallon = 3.8 Liters

\*\* 1 Quart = 0.95 Liters