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CIRCULAR H 89/2020: COVID-19 GUIDANCE FOR HEALTH WORKERS IN PRIMARY HEALTH CARE FACILITIES

The Western Cape Department of Health is committed to supporting the delivery of standardised, efficient primary care during the COVID-19 outbreak. This PACK COVID-19 package has been developed by the Knowledge Translation Unit from the various policies developed by the Department and has drawn on the input of clinical and health system leads in the province. It reflects and complies with latest NICD guidance and Western Cape Department of Health circulars:

- Clinical management of suspected or confirmed COVID-19 disease, Version 4. National Department of Health/National Institute of Communicable Diseases (18 May 2020)
- Coronavirus disease 2019 (COVID-19): Community Screening and Testing Quick Reference for Health Workers. Version 1.3. National Department of Health/National Institute of Communicable Diseases (23 April 2020)
- Circular H75/2020: Guidelines for quarantine and isolation in relation to COVID-19 exposure and infection. National Department of Health (5 May 2020)
- Circular H35/2020: Guidelines for PPE use during the coronavirus disease 2019 (COVID-19) Western Cape Government Health (25 March 2020)
- Circular H77/2020: Guidelines for the prevention and management of coronavirus infection in healthcare facilities. Western Cape Government Health (13 May 2020)
- Circular H58/2020: COVID-19 Occupational health and safely (OHS) policy. Western Cape Government Health (29 April 2020)

20th Floor, 4 Dorp Street, Cape Town Tel: +27 21 483 3647 Fax: 086 276 4673 P O Box 2060, Cape Town, 8000 westerncape.gov.za • Circular H56/2020: Cleaning and disinfectant guideline for COVID-19 infections. Western Cape Government Health (25 April 2020)

Designed for use by professional health workers – nurses and doctors – working in primary care facilities, it contains an approach to screening, evaluating and managing both the patient suspected of COVID-19 and the contact of someone with COVID-19, administrative detail around contact tracing, advice giving around isolation/quarantine and procedures for infection prevention and control (IPC) both in facility and on arriving home, including the use of protective personal equipment (PPE). It also covers an approach to managing the health worker who has been exposed to coronavirus.

This content has been updated to guide health care workers in facilities where testing capacity is limited.

While our health facilities are likely to be increasingly drawn into caring for those with COVID-19 over the coming months, it is crucial that we still pay attention to delivering routine care to those with chronic conditions. This package includes a page covering the de-escalation of care for stable patients with TB, HIV, NCDs and chronic mental health disorders.

This COVID-19 package is accompanied by an online training module which supports familiarity with the content and uptake in health facilities and clinical practice. We encourage you to access this training which is available at no cost, and data-free from: <u>https://knowledgetranslation.co.za/resources/covid-19-training/</u>.

We hope this package will be a support to you as you work on the frontline of the response to the pandemic, to bring care to the many who need it. We thank you for your commitment, courage, and professionalism.

The various authors of the policy circulars referenced in this document could be approached for further information. Ms Anne-Rita Koen <u>Anne-Rita.Koen@westerncape.gov.za</u> may be approached for support to obtain these circulars.

This circular is an update to Circular H84 of 2020.

Yours sincerely

DR KEITH CLOETE HEAD OF DEPARTMENT WESTERN CAPE GOVERNMENT HEALTH DATE: 27 MAY 2020





COVID-19

Updated 21 May 2020 for use in Primary Health Care Facilities in Western Cape, SA. Note that COVID-19 guidance is evolving. Check www.knowledgetranslation.co.za/resources for latest versions.

Practical Approach to Care Kit: Coronavirus

Guidance for health workers in Primary Health Care Facilities Updated 21 May 2020 · Western Cape Edition

Glossary

IPC	Infection Prevention and Control	PUI stands for "Person under investigation"	This refers to a person who has symptoms that meet the criteria for testing for COVID-19. This person is suspected of having COVID-19.
Isolation	Isolation is a when a person with confirmed COVID-19 is separated from others.	PPE	Personal Protective Equipment
Quarantine	 Quarantine is when a person is separated from others because s/he: is waiting for COVID-19 test results OR has been in close contact with someone with COVID-19. S/he may have been infected and could spread it to others without knowing. 	Vulnerable person	A vulnerable person is a person at increased risk of developing severe COVID-19 and includes the elderly (\geq 60 years old), those known with lung/heart/other chronic disease (e.g. cancer, on TB treatment, immunocompromised, diabetes, hypertension).

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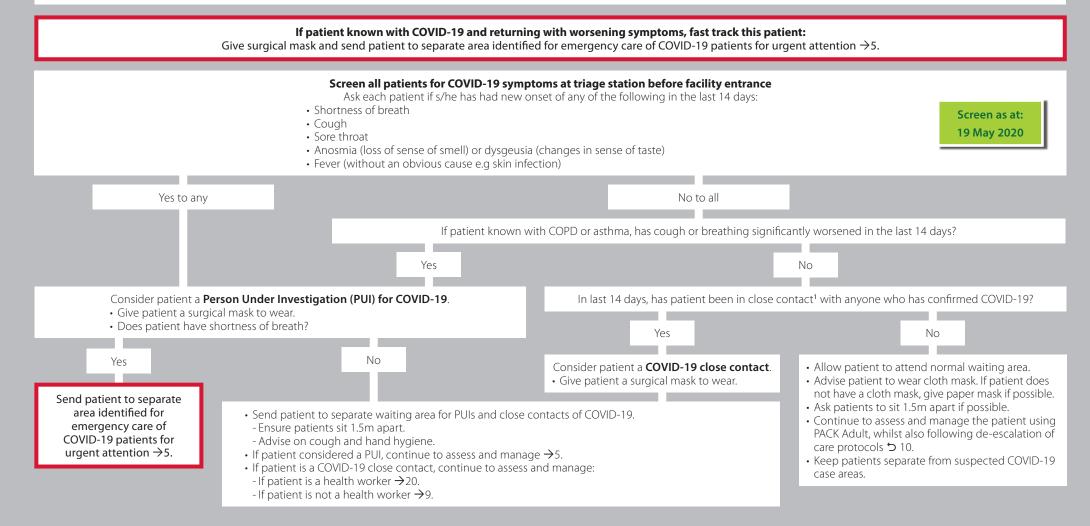
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The Lung Institute Trust) and the Western Cape Department of Health cannot be held liable or responsible for any aspect of healthcare administered with the aid of this information or any other use of this information, including any use which is not in accordance with any guidelines or (mis-)use outside the Western Cape, South Africa. Health Care Professionals are strongly advised to consult a variety of sources and use their own professional judgment when treating patients using this information. It is the responsibility of users to ensure that the information contained in this document is appropriate to the care required for each of their patients within their respective geographical regions. The information contained in this document should not be considered a substitute for such professional judgment.

Screen all patients for COVID-19

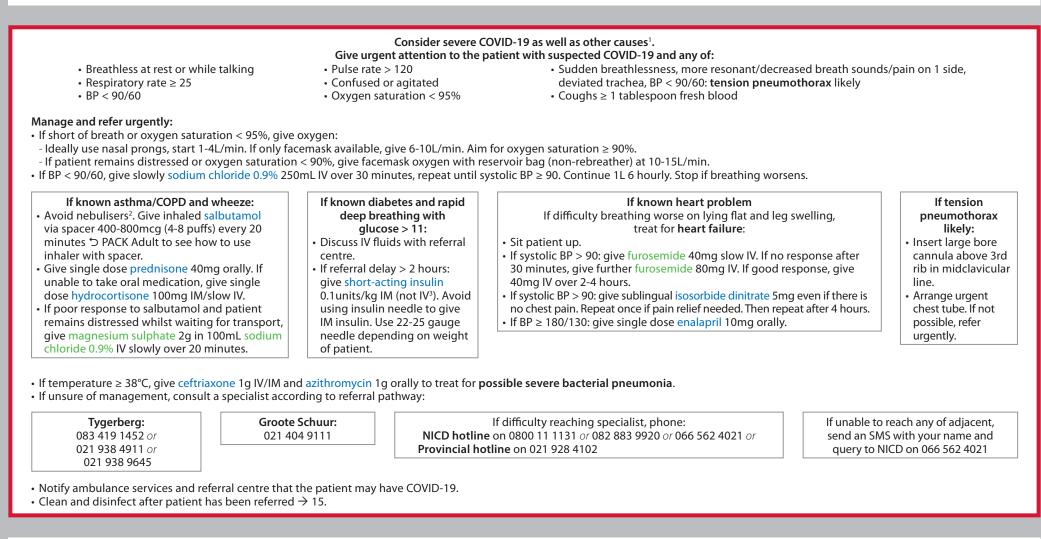
- Ensure triage staff wear a surgical mask and keep 1.5m apart from patients. Ensure queuing patients keep 1.5m apart from each other.
- Have 70% alcohol-based hand sanitiser or soap and water handwashing stations available for all patients entering the facility.
- Ensure facility has separate streams/patient flows for patients who are suspected of having COVID-19 and those who are not.
- Ensure triage station has a supply of surgical masks to give patients with respiratory or COVID-19 symptoms and patient information leaflets for the patients' contacts.



¹Close contact is when a person has had face-to-face contact (within 1 metre) of a COVID-19 person, or has been in a closed environment (like room or vehicle) with a COVID-19 person for at least 15 minutes.

Assess and manage the patient with suspected COVID-19

• When working in close contact with a PUI, ensure you are wearing appropriate personal protective equipment 🖱 15.



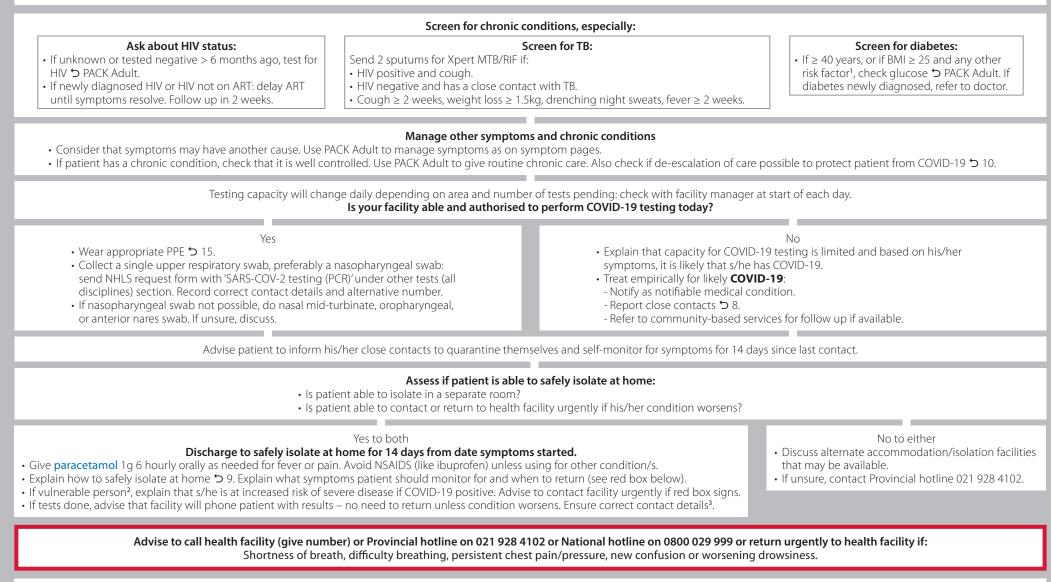
If patient not needing urgent attention, continue to assess and manage \rightarrow 6.

¹Other causes may include influenza, TB, bacterial pneumonia, Pneumocystis pneumonia (PCP or PJP) if immunocompromised. ²Nebuliser use is discouraged as it is considered an aerosol-generating procedure that can spread coronavirus. ³Avoid giving insulin intravenously (IV) as it may cause low potassium and heart dysrhythmia and needs in-hospital electrolyte monitoring.

Updated 21 May 2020 for use in Primary Health Care Facilities in Western Cape, SA. Note that COVID-19 guidance is evolving. Check www.knowledgetranslation.co.za/resources for latest versions.

Approach to the patient with suspected COVID-19 not needing urgent attention

• When working in close contact with a PUI, wear appropriate personal protective equipment ildash 15.



Clean and disinfect after patient has left facility \rightarrow 15.

¹Diabetes risk factors: physical inactivity, hypertension, parent or sibling with diabetes, polycystic ovarian disease, Indian ethnicity, cardiovascular disease, diabetes during pregnancy or previous big baby > 4000g, previous impaired glucose tolerance or impaired fasting glucose or TB in past year. ²Vulnerable persons include elderly (≥ 65 years old), those known with lung/heart/other chronic disease (e.g. cancer, on TB treatment, immunocompromise, diabetes, hypertension). ³Include an alternative phone number.

Follow up results

Phone ¹ patient to provide test results and follow up hi • Check SARS-CoV-2 result. Also check if TB sputums, CD4 count/CrAg were sent: recall patient if Xpert or CrAg positive.	is/her condition	
SARS-CoV-2 positive	SARS-CoV-2 negative	
Patient has COVID-19 .	 Consider a TB test if not done already if: Cough ≥ 2 weeks (any duration if HIV positive), weight loss ≥ 1.5kg, drenching night sweats, fever ≥ 2 weeks. Advise patient to phone health facility (give number) or return if no better in 5 days, or develops shortness of breath. Then discuss the need for retesting and further management with NICD hotline 082 883 9920 or 	
Notify Notify using NMC ² app or web portal or download hard copies from: https://www.nicd.ac.za/diseases-a-z-inde		
Report close contacts ³ If not already done, complete contact line list form, focussing on vulnerable persons ⁴ ⊃ 8 and send to		
Decide if patient able to continue home management If patient sounds breathless while talking to you over the phone: advise patient to return to health		
Assess if patient is able to continue safely isolating at home: • Is patient able to isolate in a separate room? • Is patient able to contact or return to health facility urgently if his/her condition worse		
Yes to both		
 Continue with home management Advise to take paracetamol 1g 6 hourly orally as needed. Avoid NSAIDS (like ibuprofen) unless using for other condition/s. Check patient understands how to isolate ⊃ 9 and give information leaflet. Check patient understands when to call/return (see red box below). Refer to community-based services for follow up if available. If patient is a vulnerable person⁴ or a smoker, explain that s/he is at increased risk of severe disease: Advise to monitor carefully for worsening symptoms (red box) and to call health facility (give number) if these develop. If diabetes, advise to monitor sugars at home, if possible. Advise to call ambulance if s/he becomes severely ill and to inform staff that s/he has COVID-19. 	 Discuss alternate accommodation/ isolation facilities that may be available. If unsure, contact Provincial hotline 021 928 4102. 	Provincial Hotline 021 928 4102.
Explain when to end isolation Explain that no repeat testing needed. Patient may discontinue isolation 14 days after the start of If symptoms are not resolved after 14 days, advise to contact facility to discuss before ending isola 		

Advise to call health facility (give number) or Provincial hotline on 021 928 4102 or National hotline on 0800 029 999 or return urgently to health facility if: Shortness of breath, difficulty breathing, persistent chest pain/pressure, new confusion or worsening drowsiness.

¹If possible, doctor to phone and assess clinically. ²Notifiable Medical Conditions - electronic submission available from NICD website: https://www.nicd.ac.za/notifiable-medical-conditions/. ³A close contact is a person who has had face-to-face contact (within 1 metre) of a COVID-19 person, or has been in a closed environment (like room or vehicle) with a COVID-19 person for at least 15 minutes. ⁴Vulnerable persons include elderly (\geq 65 years old), those known with lung/heart/other chronic disease (e.g. cancer, on TB treatment, immunocompromise, diabetes, hypertension).

Complete a contact list for a COVID-19 PUI

- Complete a list of COVID-19 patient's close contacts, especially vulnerable persons¹.
- A close contact is a person who has had face-to-face contact (within 1 metre) of a COVID-19 person, or has been in a closed environment (like room or vehicle) with a COVID-19 person for at least 15 minutes.
- Complete hard copy shown below. If hard copies unavailable: download from https://www.nicd.ac.za/diseases-a-z-index/covid-19/covid-19-resources/
- Ask patient to tell you about the people s/he has been in close contact from the date s/he developed symptoms until now. Ask about household members, work colleagues and friends.
- If test result positive or treating empirically for likely COVID-19: send completed form to the relevant co-ordinator according to facility protocol.

	NATIO	DNAL INSTITUTE FOR MUNICABLE DISEASES Instimut Laboratory Service	Comple	ete a			OCONTACT LINE I son under investigation f		2019 (COVID-19).	health	
					Details of	person under	investigation/confirmed	COVID-19 case			
	RSA Identity num	ber / Passport number					Residential addres	ss			
	First name										
	Surname						District				
	Contact number						Province				
	Date of birth		Dat	e of sa	mple collection		Testing laboratory				9
Fill in details of each	Details of contact	s (With close contact ¹ fr	om the	date d	of symptom onset,		otomatic illness.)		-		Check if contact is a
contact on separate rows. Start with	Surname	First name(s)	Sex (M/F)	Age (Y)	Relation to case ²	Date of last contact with case	Place of last contact with case (Provide name and address)	Residential address (for next month)	Phone number(s), separate by semicolon	HCW ³ or school- going/teacher? (Y/N) If Yes, facility/school name	health care worker
surname of contact.	$\overline{}$				/					if it's facility school name	(HCW), is at school or is a teacher. If yes (Y),
-		/ /			<u> </u>						then fill in name of the
2						DD/MM/YWY					facility/school.
Then record						DD/MM/YYYY					
contact's						DD/MM/YYYY	\mathbf{h}				8
first name. 4											Fill in contact's phone
5						DD/MM/YYYY	\mathbf{A}				number/s. Include an alternative number
Fill in sex and						DD/MM/YYYY					if possible.
age of contact.										7	
						DD/MM/YYYY			6	Fill in contact	
		4				DD (2424 (YYYY	5		ill in name	nome address	o.
		the contact is t							nd address where close	ing closely in the same environment as tion). A contact in an aircraft sitting	
		mother, father, g , cousin, other r							tact occurred.	mate, Colleague, Cousin, Father, Friend,	
		helper, gardene					close contac	:t.		Version 8, 25 April 2020	
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¹Vulnerable persons include elderly (> 60 years old), those known with lung/heart/other chronic disease (e.g. cancer, on TB treatment, immunocompromise, diabetes, hypertension).

Manage the close contact without COVID-19 symptoms

A close contact is a person who has had face-to-face contact (within 1 metre) of a COVID-19 person, or has been in a closed environment (like room or vehicle) with a COVID-19 person for at least 15 minutes.

Assess and manage a patient who is a COVID-19 close contact

When managing a close contact, wear appropriate personal protective equipment 🗢 15. Even if asymptomatic, s/he may still be infectious if s/he was infected during the close contact.

Manage other symptoms and chronic conditions

- Use PACK Adult to manage symptoms as on symptom pages.
- If patient has a chronic condition, check that it is well controlled. Use PACK Adult to give routine chronic care. Also check if de-escalation of care possible to protect patient from COVID-19 10.

Advise the patient who is a COVID-19 close contact

• Patient needs to quarantine him/herself. This means that, in case s/he was infected during the close contact, s/he needs to separate him/herself from others to prevent possible spread of coronavirus.

• Advise to self-monitor for symptoms (like cough, sore throat, changes in taste or smell, fever, fatigue, body aches). Explain red box (below). If symptoms, then to contact a hotline as below.

Assess if patient is able to safely quarantine at home:

- Is patient able to quarantine in a separate room?
- If patient develops symptoms, is s/he able to contact or return to health facility urgently if s/he develops severe symptoms?

Yes to both

- Discharge to safely quarantine at home.
- Explain how to safely quarantine at home (below).

• Discuss alternate accommodation/isolation facilities that may be available.

No to either

• If unsure, contact Provincial hotline 021 928 4102.

Patient may stop quarantine 14 days from date of last exposure.

Advise to call health facility (give number) or Provincial hotline on 021 928 4102 or National hotline on 0800 029 999 or return urgently to health facility if: Shortness of breath, difficulty breathing, persistent chest pain/pressure, new confusion or worsening drowsiness.

Clean and disinfect after patient has left facility \rightarrow 15.

Explain how to safely isolate or quarantine at home

If patient able to safely isolate or quarantine at home, explain how and give patient information leaflet if available:

- Stay in own room and use own bathroom (if possible). Avoid unnecessary contact with others. If contact unavoidable, wear mask if possible, and keep 1.5m away from others.
- Clean hands with soap and water frequently or use 70% alcohol-based hand sanitiser. Clean and disinfect all high-touch surfaces like doorknobs, tabletops, counters, toilets, phones, computers, etc.
- Cough/sneeze in to elbow or a tissue. Immediately discard tissue in waste bin and wash hands.
- Avoid sharing household items like dishes, cups, eating utensils and towels. Wash these well after use.
- If laundry needs to be done: if hand washing, use soap and if possible, hot water. If using washing machine, use highest temperature permitted (> 60°C) and detergent. Dry well as usual and if possible, iron.
- Dispose of waste carefully: put rubbish bags in second rubbish bag and store for 5 days, if possible, before putting out for collection.

Protect the patient with a chronic condition from COVID-19

- The patient with a chronic condition is at risk of severe coronavirus disease.
- Emphasise the need to adhere strictly to physical distancing, and good hand and respiratory hygiene.
- Educate about symptoms of COVID-19 and encourage to seek healthcare urgently if s/he develops difficulty breathing.
- Ensure the patient has the health facility and referral centre contact details and the Provincial hotline number 021 928 4102.
- Limit the patient's contact with the health facility: keep visits brief and decrease number of routine visits. If possible, schedule appointments for routine visits.
- Ensure patient's contact details are up to date: check telephone number and address at each visit and update folder.
- Manage the patient's chronic condition. Review and optimise treatment. Restart treatment if interrupted. Ensure adequate medication supply, give 2 months' if possible.
- Give routine care as per PACK Adult and adjust usual care as in table below:

	Adjust and review prescribing	Adjust medication supply	Rearrange routine visits	Adjust advice giving
HIV	 Try to start ART same day wherever possible, ideally with TLD. Switch patient on TEE to TLD if possible^{1,2}. Give influenza vaccine. Switch the patient failing ART promptly. 	 If on TLD, give up to 4 months' supply. If on TEE, give up to 2 months' supply. Check that medication delivery process is maintained. 		
ТВ	 If HIV not on ART: start ART at 2 weeks of TB treatment, if tolerating TB treatment. Consider PredART³ if CD4 < 100. If on linezolid, check fingerprick Hb monthly: if Hb < 8g/dL, do FBC + differential count. If unable to do fingerprick Hb, do FBC + differential count and inform patient of result by phone. 	 Do not do clinic DOTS. Give pillbox if available. At diagnosis, give medication for 2 weeks. At 2-week visit, give medication for 2 weeks. At 4-week visit, give monthly supply for remainder of treatment. 	 Follow up at 1 week via phone or at facility if patient is unwell or likely to have adherence problems. Stick to monthly visits. Screen contacts by phone, especially if elderly or with a chronic condition. Do not bring child contacts to facility for sputums, discuss with specialist instead. 	 Counselling session 1 at facility/by phone, session 2 by phone, omit session 3. Ensure adherence support from family or CHW. Emphasise infection prevention at home. Give a mask for 1st 2 weeks if DS-TB or until culture conversion if DR-TB.
NCD (Non-Communicable Diseases)	 Review and optimise treatment. Give influenza vaccine if heart disease, stroke, hypertension, diabetes, asthma or COPD⁴. 	Give adequate medication supply.		
Mental Health	If on clozapine, decrease frequency of FBC + differential count checks from weekly to monthly, or monthly to 2-monthly if stable.	Give adequate medication supply.	Monthly visits if on injectable or clozapine, consider 2-monthly if stable.	Advise the patient on clozapine to return urgently if sore throat or fever, to exclude a clozapine-related neutropenia.

¹TDF/3TC/DTG is also known as TLD. TDF/FTC/EFV is also known as TEE. ²Patient is eligible to switch from TEE to TLD if: VL within last 6 months < 50 copies/mL. Use result of routine annual VL or if last VL done > 6 months ago, repeat VL now (new recommendation), OR patient on ART for more than 1 year and the last two viral loads < 50 copies/mL (even if the last one was up to 12 months ago) and there were regular pharmacy claims over the last year (new recommendation). ³This refers to giving prophylactic prednisone to prevent TB-IRIS (see p45. of WC ART guideline 2020 for eligibility/exclusion/dosing/duration). ⁴Give the patient a influenza vaccine if at risk of severe influenza. Follow the order of priority for at risk groups: health workers, > 65 years, CVD, hypertension, diabetes, asthma, COPD, pregnancy, HIV.

Updated 21 May 2020 for use in Primary Health Care Facilities in Western Cape, SA. Note that COVID-19 guidance is evolving. Check www.knowledgetranslation.co.za/resources for latest versions.

COVID-19 Caring at home

Please don't panic. Most people with COVID-19 have mild-moderate symptoms and can be safely treated at home. People with severe symptoms or who can't safely isolate at home will be referred to a facility.

- This information applies to:
- A person with confirmed COVID-19
- A person awaiting test results
- A person who has been identified as a close contact with someone with COVID-19
- Move these people to separate rooms or sections of a home. They should have no contact with others in the home.
- Homes with more than one person needing to be separated need to house people separately. If this is not possible contact your healthcare provider or **Provincial Hotline.**
- For people awaiting results, this will be about 2 days.
- If the results are negative they can move around freely.
- If the results are positive the person needs to be separated from the rest of the household for 14 days. This also applies to contacts.
- Do not leave the home. Arrange with friends and your community to drop groceries, meals and medicines at the door. If not possible, then a healthy



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caregiver may leave the home for essential trips only, using the **5 Golden Rules of Good** Hygiene and a mask.

Home care is only recommended if you:

- Have mild-moderate symptoms
- Have a separate room
- Have someone to care for you

• Can easily stay in touch with your healthcare **5 Golden Rules** provider 1. Wash hands 2. Don't touch face 3. Keep apart 4. Cover your cough 5. Sick? Stay home

Seek healthcare urgently if anyone develops:

- Difficulty breathing
- Persistent pain or pressure in the chest
- Confusion or unable to wake Call ahead. Avoid public transport. If necessary

use an ambulance.



A National Hotline: 0800 029 999 24 Provincial Hotline: 021 928 4102 2 National WhatsApp: 0600 123 456

LET'S STOP THE SPREAD

FOR MORE INFORMATION: www.westerncape.gov.za

Home care advice





and friends Cough or sneeze into a via phone. tissue or vour elbow. Throw away the tissue into a closed bin.

Caregiver

Clean frequently touched objects and surfaces.

Leave food for person separated because of COVID-19 at the door. Ask about symptoms regularly. Remove waste and dirty laundry.



person. Wash used items in tumble-drying and ironing.

'Double-bag' rubbish and store for 5 days before putting out for



PILASI ISTO DANE CLOSED

Look after your

mental health. Stay

in touch with family





Caregivers and others should monitor themselves for symptoms.

- Symptoms include cough, fever, aching muscles, sore throat and difficulty breathing.
- If any symptoms develop, contact your healthcare provider or phone the Provincial Hotline.

Person separated because of COVID-19



Rest, drink plenty of fluids, eat healthy food and use paracetamol for fever or pain.

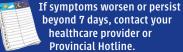
Stav in a separate room and use a separate bathroom if possible. Open doors and windows. If well enough, make vour bed, and set aside rubbish and dirty laundry.





Wear a mask as advised by a healthcare provider.

Document your symptoms (difficulty breathing, chest pain, diarrhoea) and temperature twice a day.



Only stop separation in consultation with your healthcare provider or **Provincial Hotline.**

> FOR MORE INFORMATION: www.westerncape.gov.za

Temporary **COVID-19** care away from home

Please don't panic. Most people with COVID-19 will have mild-moderate symptoms and can be safely treated outside of hospital. The reason you have been asked to stay at a facility is because you don't have a separate room at home or it's not safe for you to do so. The Western Cape Government and municipalities are providing comfortable facilities where you can be separated from your families until it is safe for you to return.

Temporary **COVID-19** facilities:

- Isolation facilities for mild-moderate symptoms where you can recover from COVID-19 (usually 14 days)
- Hospitals for severe symptoms
- Transitional facilities when results are awaited (usually 1-2 days)
- Longer term guarantine facilities for people who have been close contacts (usually 7-14 days)

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4. Cover your cough It's important that all people 5. Sick? Stay home affected by COVID-19 are separated to limit spread of the virus. People

with confirmed COVID-19 will be in separate facilities. **People awaiting tests and contacts**

may be at the same facility but will be separated. Isolation is a when a person with confirmed COVID-19 is separated from others.

Quarantine is when a person who does not have COVID-19 but has been in close contact with someone who has it is separated from others; or who is awaiting test results.



Separation from your families is a difficult experience, but necessary to prevent spreading the virus to your loved ones and community. Your health worker and social services

> will advise you on the benefits of being cared for away from home.



🚑 National Hotline: 0800 029 999 2 Provincial Hotline: 021 928 4102 23 National WhatsApp: 0600 123 456

LET'S STOP THE SPREAD

5 Golden Rules

2. Don't touch face

1. Wash hands

3. Keep apart

FOR MORE INFORMATION: www.westerncape.gov.za







Please

What should I bring with me?

pillow or

and

A favourite

blanket

charger

leave valuables at home

What can I expect?

- Transport to and from the facility
- A room and access to a bathroom
- Regular meals
- To monitor and report your symptoms
- To stay in touch with your loved ones using your own phone
- To clean your room
- Laundry facility
- Rules to protect other quests and staff e.g. not leaving your room
- No visitors will be allowed

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- No alcohol or drugs will be allowed
- Advice from your health and social worker on returning home





Something that reminds you of your loved ones e.g. family photo

What can my household expect?

- Health Teams will assess level of risk in each household and recommend testing and guarantine as needed.
- Young children will not be separated from their mothers or caregivers.
- Health staff will work with community leaders to ensure your household is not victimised. All threats are taken seriously and if necessary your household members will be accommodated elsewhere until it is

safe to return. All changes will be clearly communicated to you.

LET'S STOP THE SPREAD



FOR MORE INFORMATION: www.westerncape.gov.za

Practise safely

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

1. Monitor yourself for COVID-19 symptoms

- If unwell, stay home and inform supervisor.
- Complete a COVID-19 symptom screen at beginning and end of each shift.
- If exposed to anyone with suspected or confirmed COVID-19, inform supervisor.



3. Practise good hand hygiene

- All staff and patients entering and exiting the facility should clean hands with alcohol-based hand rub provided at entrance/exit.
- 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.



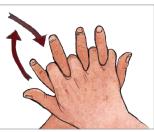
Rub palms together.



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.

Updated 21 May 2020 for use in Primary Health Care Facilities in Western Cape, SA. Note that COVID-19 guidance is evolving. Check www.knowledgetranslation.co.za/resources for latest versions.

- Wear a cloth mask, surgical mask or N95 respirator according to your task and location in facility.
- Provide a surgical mask to patients with respiratory symptoms or suspected/confirmed COVID-19.
- If available, provide a cloth mask to patients without respiratory symptoms if they don't have their own.



• All staff working in non-clinical areas (like administration, finance, canteen).

• All patients without respiratory symptoms or suspected/confirmed COVID-19.

4. 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.

• Perform hand hygiene if contact with respiratory secretions.



• Avoid touching your face,



Who should wear a cloth mask?

- All health workers if not needing a surgical mask or N95 respirator.
- All staff in tea rooms and canteens.
- DO DON'T Touch your face or • Ever use someone else's Wash hands before use. Only touch straps fiddle with mask. mask. If vou don't have a Ensure mask covers mouth to remove it. mask, use a scarf or bandana • Wash hands and nose. • Replace mask if wet. Put it in a immediately container until you can wash it. after removing it. Let the mask slip or pull it down so that your nose or mouth is exposed. Leave used masks lying • Wash masks with soap and warm water. around. • If possible, iron once dry to disinfect mask. • Have at least 2 masks so that you have a clean one ready.
- Ensure only one entrance and exit to facility available for patients.
- Have a separate, well-ventilated triage area near facility entrance for all patients.



- If suspected COVID-19, isolate patient in separate area allocated for patients with suspected COVID-19.
 - Limit patient If not suspected with COVID-19, send patient to standard waiting area.

least 1.5 metres

apart.

movement

within facility:

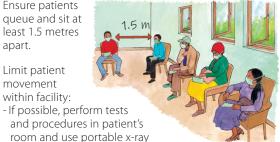
equipment.

move through facility.

 Establish separate routes to each area and indicate these clearly with colourcoded arrows and signs.

5. Manage patient flow within facility Ensure patients

- Ensure patient wears a surgical mask if needing to



- 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.



• Only one escort to accompany a patient and only if patient needs assistance.



- If possible, implement an appointment system. Only allow patients to enter facility at appointment time.
- Increase time between patients' follow-up visits and avoid unnecessary visits.

Updated 21 May 2020 for use in Primary Health Care Facilities in Western Cape, SA. Note that COVID-19 guidance is evolving. Check www.knowledgetranslation.co.za/resources for latest versions.

- Clean and disinfect regularly:
- General patient areas (like waiting rooms, triage and testing areas): twice a day.
- Screening, triage and testing areas: clean/ disinfect chairs between each patient.
- Sampling booths: between each patient.
- Frequently touched surfaces, like workstations, telephones, keyboards, counter tops, doorknobs: every hour.
- Shared equipment and surfaces that patients have contact with: between each patient.
- First clean with soap and water, then wipe with disinfectant like sodium hypochlorite (1000ppm) or 70% alcohol. If surfaces cannot be cleaned with soap and water, wipe carefully with disinfectant.

6. Practise good environmental infection control

Avoid touching surfaces unless necessary.
Use feet or hips to open doors instead of using door handles.

• Ensure adequate ventilation by keeping windows and doors open where possible.

- If possible, use disposable or dedicated equipment (like stethoscopes, blood pressure cuffs, thermometers, saturation monitors).
- If sharing equipment between patients, disinfect between each use.
- Avoid performing aerosolgenerating 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.



7. 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:

 Triaging or screening patients:
 Managing a patient with suspected or confirmed COVID-19:
 Performing aerosol-generating procedure¹ in patient with suspected or confirmed COVID-19:

 • Surgical mask
 • Surgical mask
 • Goggles or visor
 • Apron

 • Non-sterile gloves
 • Non-sterile gloves
 • Non-sterile gloves
 • Non-sterile gloves

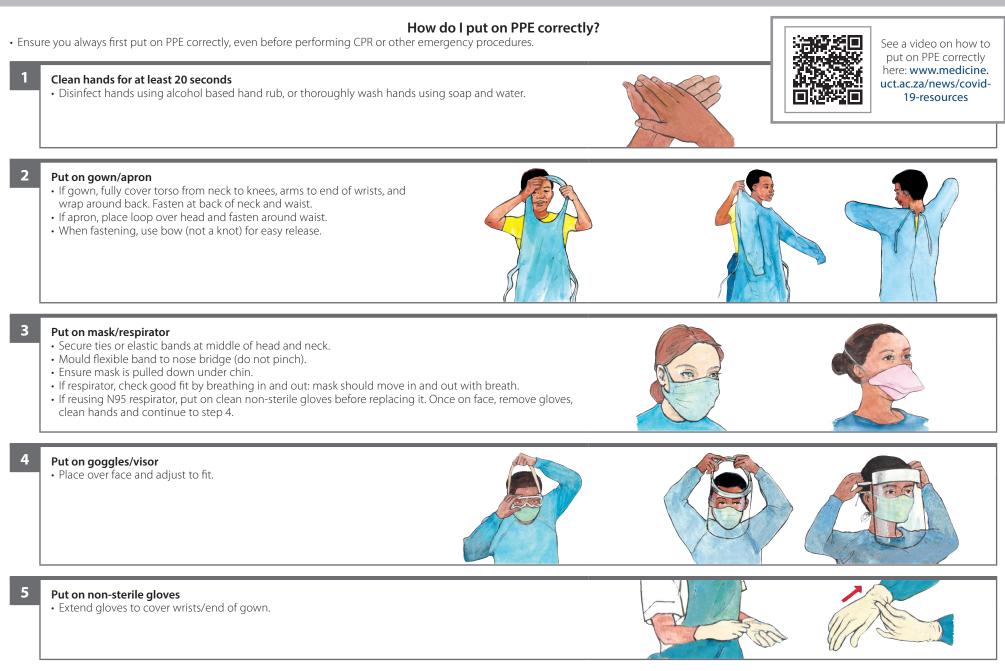
When do I change my PPE?

- Change gloves and apron/gown between each patient.
- If using surgical mask:
- May be used continuously for up to 8 hours because of current supply shortage.
- If needing to remove mask to eat/drink: carefully remove without touching the outside, and store in a clearly labelled, clean paper bag. Perform hand hygiene after removing and after putting it on again.
- Discard after 8 hours of use, or sooner if touched by unwashed hands or gets wet/dirty/damaged.
- If using N95 respirator:
- Ideally, 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 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.

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







How do I remove PPE safely? • Before leaving patient's room, remove all PPE except mask/N95 respirator. See a video on how to • After leaving patient's room, close door and then remove mask/N95 respirator. remove PPE correctly • When removing PPE, remember that outside of gloves, goggles/visor, gown/apron and mask/respirator is contaminated: if your hands here: www.medicine. touch the outside of any of these items during removal, immediately clean hands before removing next item. uct.ac.za/news/covid-19-resources 1 **Remove aloves** • Using a gloved hand, grasp the palm area of the other gloved hand and peel off first alove. • 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. 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. 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 • Disinfect hands using alcohol based hand rub, or thoroughly wash hands using soap and water.



Clothes

• Wear simple clothing (like short-sleeved t-shirt and pants that can be easily washed)

- and dedicated closed work shoes. If long sleeves, keep them rolled up. • Avoid wearing a belt, jewellery, watch and
- a lanyard.

8. What to do before leaving home

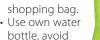
Phone, wallet and keys

- Leave wallet at home bring only 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 fabric

water coolers.





 Stagger breaks to avoid crowded tearooms. Take break outside if possible. • Keep 1,5 metres apart from colleagues.



• If needing to remove mask to eat/drink: carefully remove mask without touching the

outside, and store in a clearly labelled, clean paper bag. Perform hand hygiene

after removing and after putting it on again.

9. How to take a break safely

- Avoid sharing food and drink.
 - Avoid bought lunches from canteen/ tearoom, and water coolers, kitchens and bought drinks.

 Always wash hands well before eating or drinking.



 Avoid sharing towels in bathroom. Use paper towel.





10. What to do 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 or washable fabric bag to take home.
- Perform thorough hand and arm wash.



 Keep hand sanitiser in bag or car, and use to clean hands after touching public surfaces.

Step 1

- Remove shoes and leave outside, or just inside door, before entering home. • Clean upper part of shoes
- with hand sanitiser. Avoid touching soles of shoes.



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

Step 2

· As you enter, remove cloth mask without touching the outside.

When arriving home:

- Then remove work clothes if not already changed.
- Put mask and work clothes straight into a hot wash or bucket with hot water and soap, along with fabric bags used for lunch and clothes.

Step 5

• Dry cloth mask and work clothes in the sun (or tumble dryer if you have one) and iron to disinfect.

Step 3 Thoroughly wash hands and arms.



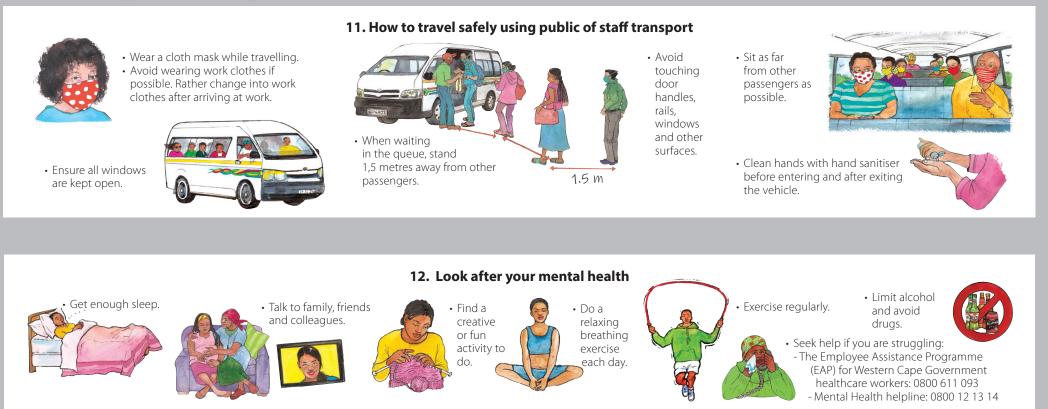












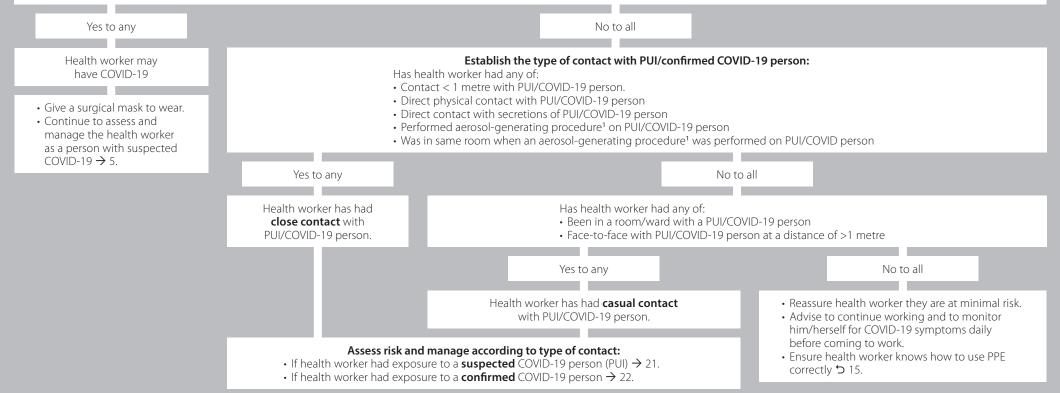
Manage the health worker exposed to a suspected or confirmed COVID-19 person

The health worker has had potential exposure to COVID-19 if s/he has had any contact with:

- A suspected (not yet confirmed) COVID-19 person i.e a Person Under Investigation for COVID-19 (PUI) or
- A confirmed COVID-19 person.

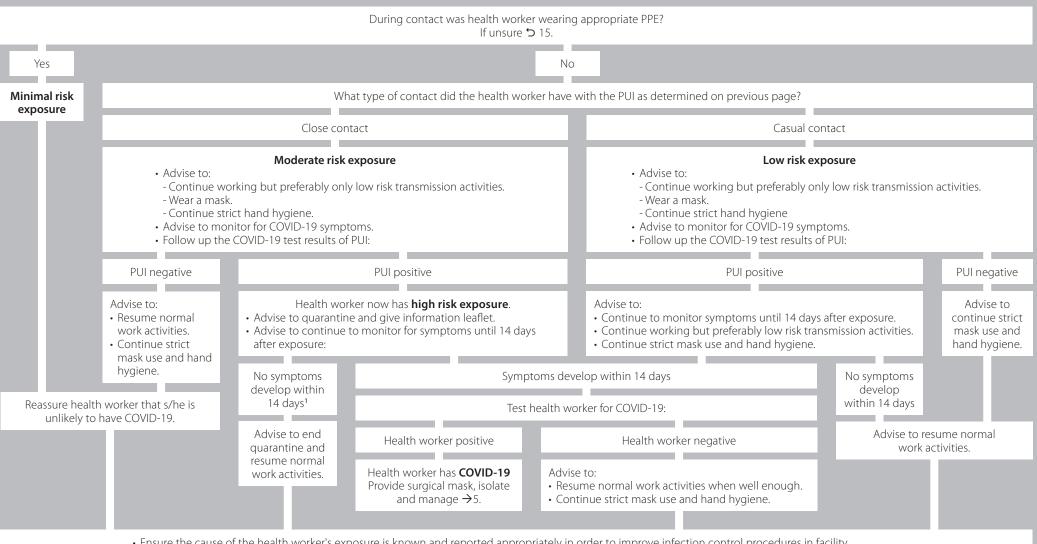
First check if the health worker has new onset in the last 14 days of symptoms suggestive of COVID-19:

- Shortness of breath
- Cough
- Sore throat
- Anosmia (loss of sense of smell) or dysgeusia (changes in sense of taste)
- Fever (without an obvious cause)
- If s/he known with asthma or COPD, worsening cough or breathing



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

The asymptomatic health worker exposed to a Person Under Investigation (PUI) for COVID-19



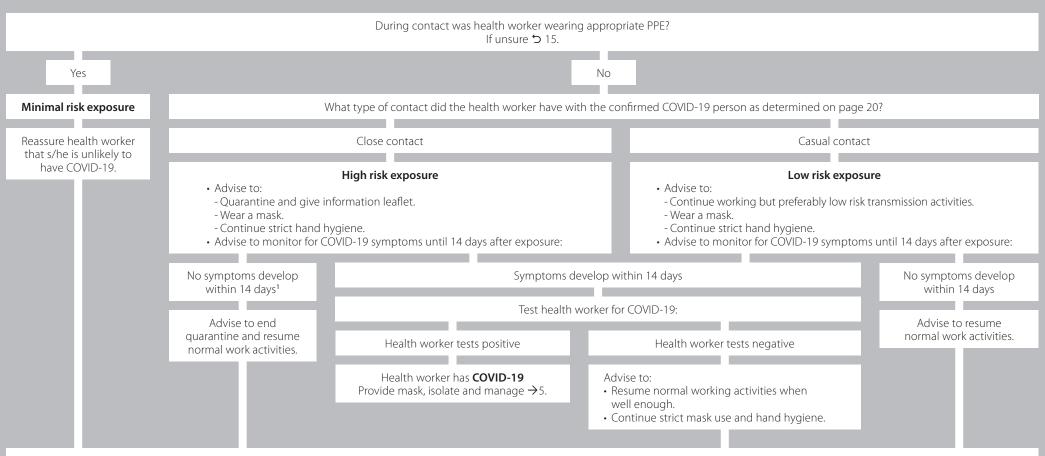
• Ensure the cause of the health worker's exposure is known and reported appropriately in order to improve infection control procedures in facility.

• Advise health worker to monitor him/herself for COVID-19 symptoms daily before coming to work. If symptom/s develop, stay home and inform supervisor.

- Ensure health worker knows how to use PPE correctly 5 15.
- Manage occupational stress 5 PACK Adult.

If health worker is considered with scarce skills and s/he has no symptoms after 8 days, test health worker for COVID-19 on day 8. If tests negative, s/he can resume normal work activities. If positive \rightarrow 5. If unsure, discuss with Infectious Disease specialist.

The asymptomatic health worker exposed to a confirmed COVID-19 person



• Ensure the cause of the health worker's exposure is known and reported appropriately in order to improve infection control procedures in facility.

Advise health worker to monitor him/herself for COVID-19 symptoms daily before coming to work. If symptom/s develop, stay home and inform supervisor.

• Ensure health worker knows how to use PPE correctly 🔈 15.

• Manage occupational stress 🧿 PACK Adult.

If health worker is considered with scarce skills and s/he has no symptoms after 8 days, test health worker for COVID-19 on day 8. If tests negative, s/he can resume normal work activities. If positive \rightarrow 5. If unsure, discuss with Infectious Disease specialist.