How to prevent the spread of COVID-19
TRAINING MANUAL

This training will cover the following topics:

1   What is COVID-19?

COVID-19 stands for COronaVIrus Disease 2019. Coronaviruses are a family of viruses that cause symptoms similar to influenza (or "the flu"). You may not have heard about Coronaviruses until recently, but these viruses are not new. It is only this particular strain causing COVID-19 (the SARS-Coronavirus-2), that is new.

SYMPTOMS OF COVID-19

Symptoms of COVID-19 are the same as for many other respiratory viruses that usually occur in the winter months. These symptoms include:

- Cough
- Fever
- Shortness of breath

HOW IS COVID-19 SPREAD?

As you may have heard already, COVID-19 is spread by respiratory droplets. What that means is that when people cough and sneeze, they release droplets of water that contain viral particles. If you breathe in these viral particles, or transfer them from your hands by touching your eyes or mouth, you could be infected with the virus. Due to how

1
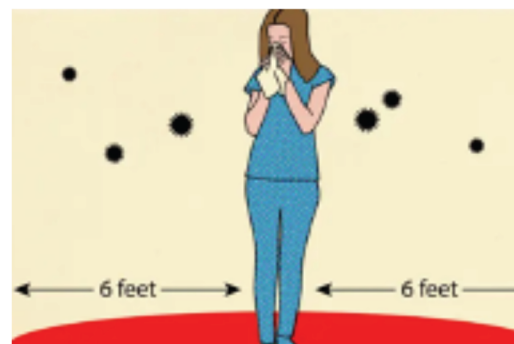
heavy they are, these droplets cannot spread more than 6 feet. That means if you are standing greater than 6 feet away from someone ill with the virus, they will not be able to infect you. This is the reason that the public health department is recommending the practice of "**social distancing**," meaning they are recommending that you stay at least 6 feet away from others unless you are wearing proper PPE (Personal Protective Equipment).

Good Infection Control Practices are the Best Way To Protect Yourself from Getting Sick

These practices include:

- Wash your hands frequently
- Avoid touching your eyes, nose, or mouth
- Cough or sneeze into a tissue or your elbow
- Clean and disinfect frequently touched objects and surfaces such as cell phones and doorknobs
- **Stay home** if you are feeling sick

2   PPE = PERSONAL PROTECTIVE EQUIPMENT.

APPROPRIATE USE OF PPE IS ESSENTIAL TO PROTECT YOU FROM GETTING SICK.

INAPPROPRIATE USE CAN MAKE YOU MORE LIKELY TO GET INFECTED

What is wrong with this picture?

Wearing a mask around your neck, and then placing it back on your mouth INCREASES the likelihood that you will be exposed to infection.

You can wear your mask for an entire day, but once you remove a mask, it should be discarded.

When you are going to be within 6 feet of a known or suspected patient with COVID-19, you should wear full PPE.

- This includes a MASK, EYE PROTECTION, GOWN, and GLOVES.
- However, if these equipment are not placed on ("donned") and removed ("doffed") in the appropriate order, they cannot protect you.
- See the following pages to review the correct ways to don and doff PPE.
- If you are using CLOTH MASKS, consult your facility director about how these are being collected and cleaned for re-use. You should not reuse cloth masks until they have been sterilized.
- Once PPE are removed, it is important to WASH YOUR HANDS.

SEQUENCE FOR PUTTING ON
PERSONAL PROTECTIVE EQUIPMENT (PPE)

The type of PPE used will vary based on the level of precautions required, such as standard and contact, droplet or airborne infection isolation precautions. The procedure for putting on and removing PPE should be tailored to the specific type of PPE.

1. GOWN

- Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
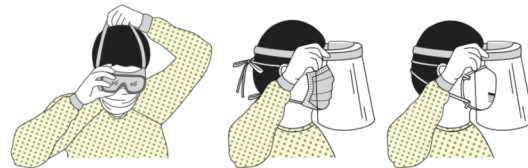- Fasten in back of neck and waist
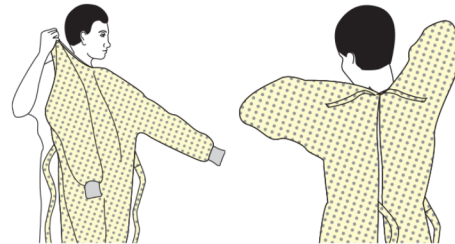
2. MASK OR RESPIRATOR

- Secure ties or elastic bands at middle of head and neck
- Fit flexible band to nose bridge
- Fit snug to face and below chin
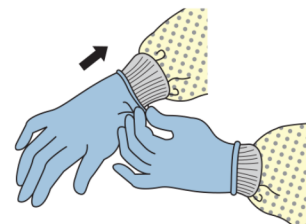- Fit-check respirator

3. GOGGLES OR FACE SHIELD

- Place over face and eyes and adjust to fit

4. GLOVES

- Extend to cover wrist of isolation gown

USE SAFE WORK PRACTICES TO PROTECT YOURSELF
AND LIMIT THE SPREAD OF CONTAMINATION

- Keep hands away from face
- Limit surfaces touched
- Change gloves when torn or heavily contaminated
- Perform hand hygiene

CS250672-E

HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 2

Here is another way to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. **Remove all PPE before exiting the patient room** except a respirator, if worn. Remove the respirator **after** leaving the patient room and closing the door. Remove PPE in the following sequence:

1. GOWN AND GLOVES

- Gown front and sleeves and the outside of gloves are contaminated!
- If your hands get contaminated during gown or glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp the gown in the front and pull away from your body so that the ties break, touching outside of gown only with gloved hands
- While removing the gown, fold or roll the gown inside-out into a bundle
- As you are removing the gown, peel off your gloves at the same time, only touching the inside of the gloves and gown with your bare hands. Place the gown and gloves into a waste container
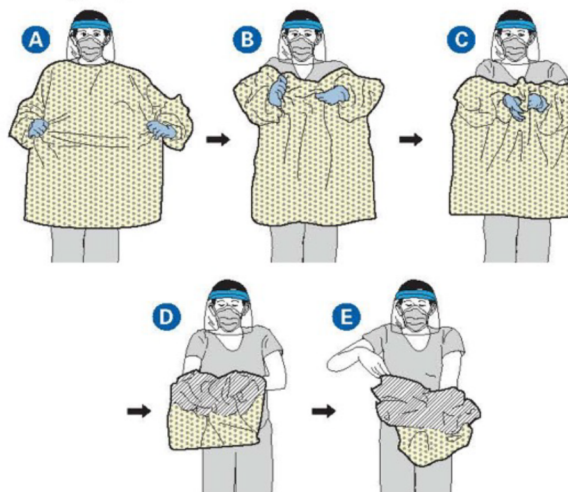
2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band and without touching the front of the goggles or face shield
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container

3. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — DO NOT TOUCH!
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container
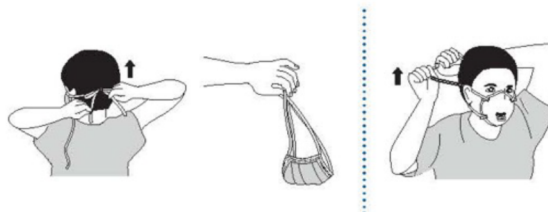
4. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE

OR
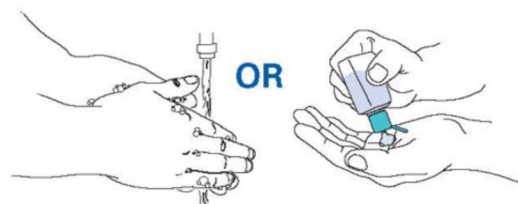
PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE

CS250672-E

3 The most important practice to protect your health and the health of others is **good hand hygiene**.

Wash your hands for at least 20 seconds, making sure that you wash the backs of your hands as well as the fronts.

Five steps to proper handwashing

- **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
- **Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
- **Rinse** your hands well under clean, running water.
- **Dry** your hands using a clean towel or air dry them.

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 (if no elbow tap available use paper towel to turn off tap)	**12** Dry thoroughly with a single-use towel	**13** Hand washing should take 40-60 seconds		

Issued by **deb** www.debgroup.com

World Health Organization Adapted from World Health Organization Guidelines on Hand Hygiene in Health Care 2009

UKLIT0477/0216

It is also important to practice good respiratory hygiene. This means that you should cover your mouth and nose with a tissue when you cough or sneeze, or sneeze into your elbow. It also means that following a cough or sneeze, you should immediately wash your hands.

7
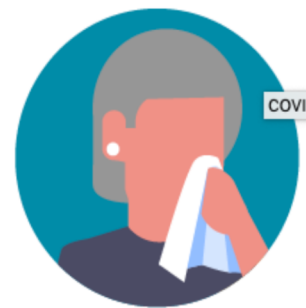
4 Cleaning procedures

In general, the cleaning procedures recommended by the Centers for Disease Control to prevent the spread of COVID-19 are the same strategies already used to keep your facility clean. For full details about cleaning procedures, please read through the "Infection Control Guidelines and Protocols" that have been established for your facility.

How long does SARS-CoV-2 survive outside of the body?

- It is not clear yet how long the coronavirus can live on surfaces, but it seems to behave like other coronaviruses.
  - Virus may persist on surfaces for a few hours or up to several days, depending on conditions and the type of surface.
- It is likely that it can be killed with simple disinfectant on the EPA registered list below.

https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

5 If you have concerns that a person in your facility may be becoming seriously ill due to COVID-19, call 911.

Severe symptoms –emergency warning signs for COVID-19

- Most people will have mild symptoms and should recover at home and **NOT** go to the hospital or emergency room.

- Get medical attention immediately if you have:
    - Difficulty breathing or shortness of breath.
    - Persistent pain or pressure in the chest.
    - New confusion
    - Bluish lips or face.