



Afrika Tikkun

SERVICES

CORONAVIRUS GUIDELINES

1. Introduction

The Coronavirus has made headlines around the world. Reliable information has been used by the World Health Organisation on the internet, but there is also a great deal of fear, panic and speculation.

The purpose of this document is to ensure that we are all protected from the possibility of contracting the latest outbreak of the Coronavirus. We would like to limit the spread of the disease.

We know that the virus affects the respiratory system and is spread through small droplets from the nose or mouth when an infected person coughs, sneezes or exhales. These droplets land on surfaces and objects. Other people then catch the virus by touching their eyes, nose or mouth after they have touched these objectives or surfaces.

The guidelines within are to be implemented in all areas of Afrika Tikkun Services with immediate effect.

The areas include the Head Office and all Training Centres where there are gatherings of groups of learners for assessments, training etc.

The following is to be implemented:

- All candidates are encouraged to thoroughly clean their hands with soap and water on a regular basis, all toilet areas are to be fully stocked with soap and paper towels.
- All candidates when entering a classroom, assessment centre, office are to be given hand sanitiser and masks at the entrance.
- No pens or writing equipment is to be shared.
- If someone is coughing or sneezing they are to be supplied with a face mask before entering the work space.
- In all areas a 1 to 1.5 metre distance should be observed.
- Avoid shaking hands or hugging and kissing as a greeting in the workplace.

Candidates @ Centres

- Candidates visiting the centres for any of our advice and referral /training programmes/events are to be met at the security gate and issued with a wrist band
- No wrist band – No entry
- Candidates are to be screened at the gate and again in front of their training room for temperature and Covid 19 symptoms
- 2 Face masks and 1 sanitiser must be issued to every candidate that are participating in training programmes
- A face mask must be worn at all times, any candidate observed not wearing a mask should be immediately cautioned and after the third time of cautioning be asked to leave the training programme for the day.
- Face Mask can be taken off when eating or drinking on the condition that no interaction or conversation is had for any reason whatsoever until drinking and eating is complete. Once completed, Mask must be put back on immediately

- Social distancing is to be followed at all times, nobody is to stand closer than 1m to 1.5m to each other
- All training spaces must operate at 50% of capacity to accommodate social distancing requirements. E.g. A room that should take 40 people should be limited to 20 people.
- Training Desks must be sanitised first thing in the morning again at mid-day and before leaving for the day, this is the responsibility of the compliance officer
- Computers are to be wiped down with alcohol based dipped damp clothes as part of the sanitising process in the morning, mid-day and when leaving in the afternoon
- All rooms where candidates are being trained or hosted should be fully ventilated with all the windows opened as well as doors where possible.
- All Breaks (tea and lunch) should preferably be had in the same room where training is being conducted.
- Should candidates elect to go outside for fresh air during break, then all candidates should go at the same time and breaks must be supervised with at least two facilitators accompanying candidates to enforce compliance.

- The same should apply to toilet breaks. Toilet breaks should be supervised so that candidate go in adequately supervised groups.
- During tea or lunch breaks only one person at a time is allowed to stand up at a time to collect tea, coffee, sandwiches, food or drinks
- Where possible candidates should be served lunch directly similar to a restaurant service setting rather than candidate going to the Center dining room or kitchen to fetch lunch/tea/coffee/snacks
- Facilitators should wear Face shields during facilitation to enable them communicate better to candidates. Face shields has been provided to all facilitators. Otherwise at all other times, they should be wearing masks.
- No sharing of equipment, stationary, utensils or similar items is allowed for any reason whatsoever
- If a candidate has symptoms of flu or Covid 19 or tests positive for Covid 19, they must stay at home. Arrange for continued learning from home and notify your facilitator immediately
- Candidates not obeying Covid 19 hygiene protocols can be asked to leave the Center either by the Center project manager or general manager and where resistance is observed, escorted out by security.

Procedure Where an Employee/Intern/Candidate Test Positive

- Responsible Manager should investigate and ascertain the areas(s) where the positive person has had contact - localisation of affected area
- The affected area should be closed temporarily to enable the area(s) to be sanitised and deep cleaned
- Sanitisation and deep cleaning to take place with alcohol based products. All table, chairs, computers and surfaces including door handles etc. to be cleaned.
- Once sanitisation and deep cleaning has taken place, area can be opened again for use. This should usually take one day to one week but not more than a week.
- Covid 19 Positive patient to reported to the Project manager, who should effectively report same to management.
- Compliance officer to keep record of all Covid 19 positive candidates/interns/employees and period of quarantine.

Framework for Temporary Office /Training Closure:

- Time to investigate
- Time to disinfect
- Risk of office transmission
- Business continuity
- Risk to external partners or customers

Signs of COVID-19

The Department of Health advise symptoms of COVID19 can range from mild illness to pneumonia. Some people will recover easily, and others may get very sick very quickly. People with coronavirus may experience symptoms such as:

- fever

- coughing
- sore throat
- shortness of breath
- runny nose
- headache
- muscle or joint pains
- nausea
- diarrhoea
- vomiting
- loss of sense of smell □ altered sense of taste
- loss of appetite and fatigue.

Contact transmission

Contact is the most common mode of transmission, and usually involves transmission by touch or via contact body substances. Contact may be direct or indirect. Direct transmission occurs when infectious agents are transferred from one person to another. Indirect transmission involves the transfer of an infectious agent through a contaminated intermediate object or person.

Droplet transmission

Droplet transmission can occur when an infected person coughs, sneezes or talks, and during certain interactions. Droplet distribution is limited by the force of expulsion and gravity and is usually at least 1 metre. However, droplets can also be transmitted indirectly to mucosal surfaces.

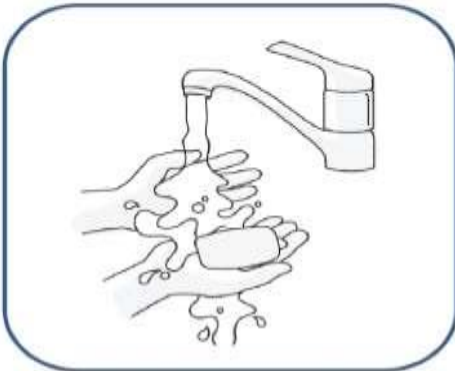
Cough etiquette

Cough etiquette is a series of actions to take if you are coughing or sneezing, which are designed to reduce the spread of virus and other illnesses to others. Coughs have the ability to easily spread the transmission of germs through the air carried on droplets. If the spreading of these droplets can be prevented, then infection transmission can be reduced. Cough etiquette can help contain infectious respiratory droplets at the source.

Cough Etiquette



- When coughing or sneezing, use a tissue to cover your nose and mouth
- Dispose of the tissue afterwards
- If you don't have a tissue, cough or sneeze into your elbow



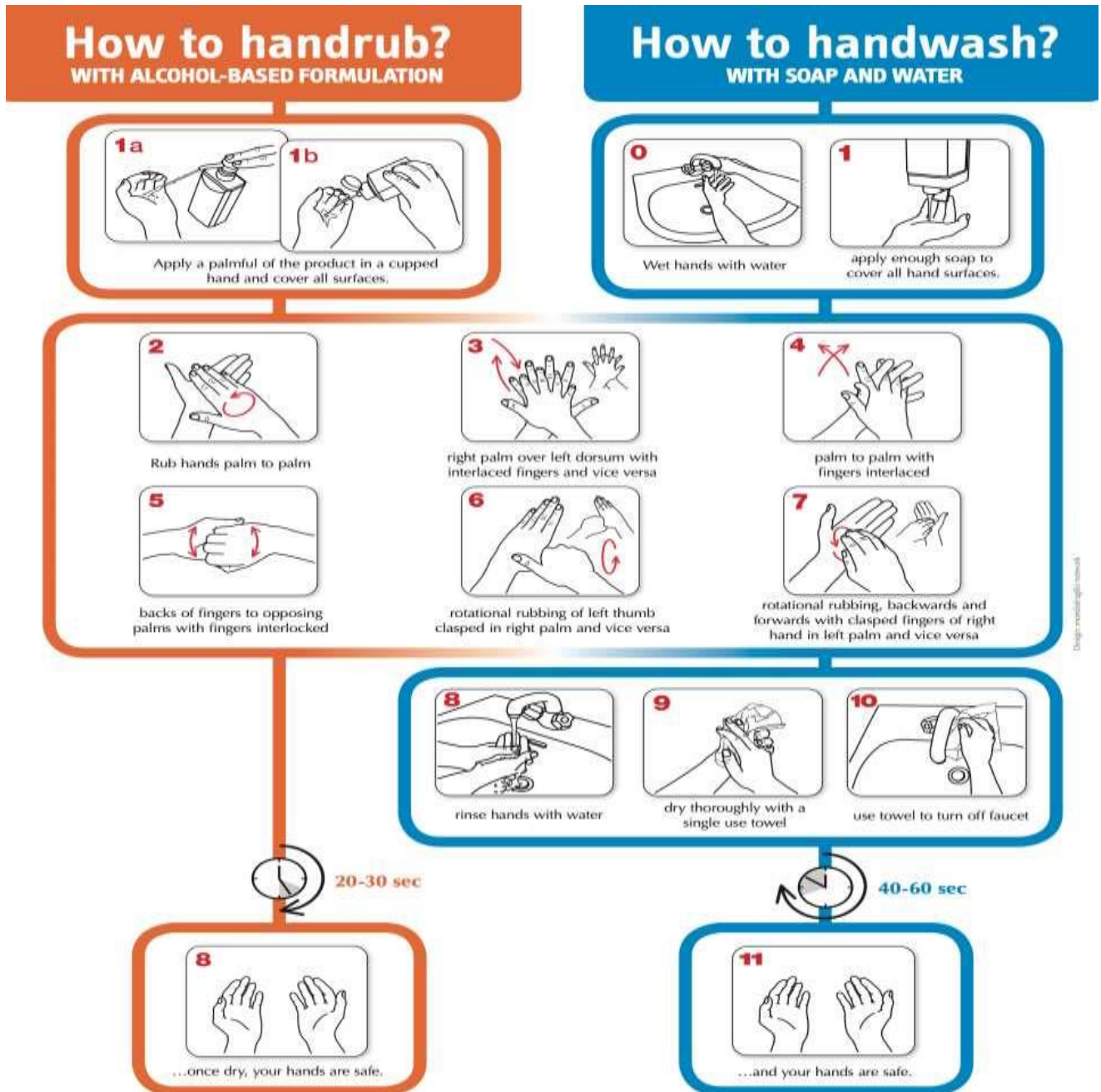
- After coughing, sneezing or blowing your nose, wash your hands with soap and water
- Use an alcohol-based hand cleanser if you do not have access to soap and water

Remember: hand hygiene is the single most effective way to reduce the spread of germs that cause respiratory disease.

- Anyone with signs and symptoms of respiratory infection, regardless of the cause,
- should be instructed to cover their nose/mouth when coughing or sneezing;
 - use tissues to contain respiratory secretions;
 - dispose of tissues in the nearest waste receptacle after use; and
 - wash or cleanse their hands afterwards.

Hand hygiene

Microorganisms are either present on the hands most of the time or acquired during activities. Hands can also become contaminated through contact with respiratory secretions when coughing or sneezing. Contaminated hands can lead to cross transmission of infectious agents. Effective hand hygiene, using soap and water, antiseptic hand wash or alcohol-based hand rubs or wipes has been proven to reduce the spread of infection.



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When should hand hygiene be performed?

Hands can become contaminated with infectious agents through contact with a person or contaminated surfaces.

Wash your hands frequently with soap and water before and after eating, and after going to the toilet.

Cover your cough and sneeze, dispose of tissues, and use alcohol based hand sanitiser.

Cleaning

To minimise the spread of any germs you should regularly clean surfaces that are frequently touched such as door handles, light switches, kitchen and bathroom areas. Clean with household detergent or disinfectant.

Social distancing

This is a way to stop or slow the spread of infectious diseases. It means less contact between you and other people. Social distancing is important because COVID19 is most likely to spread from person-to-person through:

- direct close contact with a person while they are infectious or in the 24 hours before their symptoms appeared

- close contact with a person with a confirmed infection who coughs or sneezes, or touching objects or surfaces (such as door handles or tables) contaminated from a cough or sneeze from a person with a confirmed infection, and then touching your mouth or face.

Importantly if you are sick stay away from others.

Personal Protective Equipment

Personal protective equipment PPE refers to a variety of barriers, used alone or in combination, to protect mucous membranes, airways, skin and clothing from contact with infectious agents. PPE used as part of standard precautions includes aprons, gowns, gloves, surgical masks, and protective eyewear and face shields.

Masks

Face Masks must be worn at all times when out in public places and in the office or Center environment. Face masks must be washed on a daily basis with soap and water.

DATE	SIGNATURE