

## **Annex 27: 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 and offshore platforms. Other areas of concern are nursing homes, jails, prisons and detention centres (refer to Annex 27a) which may be the perfect breeding ground for the spread of such infectious diseases such as COVID-19.

### **Offshore platforms**

- Information on COVID-19, its effects and preventive measures must be conveyed to employees including personal hygiene, respiratory etiquette.
- Regular updates on COVID-19 must be given to employees.
- Every person going should be screened for symptoms such as fever and cough, recent travel and exposure to COVID-19 positive patients. Those with positive history should be denied from going off shore and practice isolation for 10 days.
- Employees should be screened daily while off shore for symptoms and those displaying symptoms should be given a mask, isolated and monitored regularly.
- Those whose symptoms get worse need to be evacuated for treatment.
- Regular cleaning and disinfection should be carried out on the platform.
- Flu vaccines should be provided to every employee

- Conduct mental health assessment among employees and carry out appropriate measures to reduce stress among employees.
- Employees should be screened once they return from off shore if there was any suspected case on the platform. If any symptoms, they should use a mask and practice self-isolation for 10 days at home.

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.

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## **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

## APPENDIX 3

**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

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