



COVID-19: Introduction to Infection Prevention and Control

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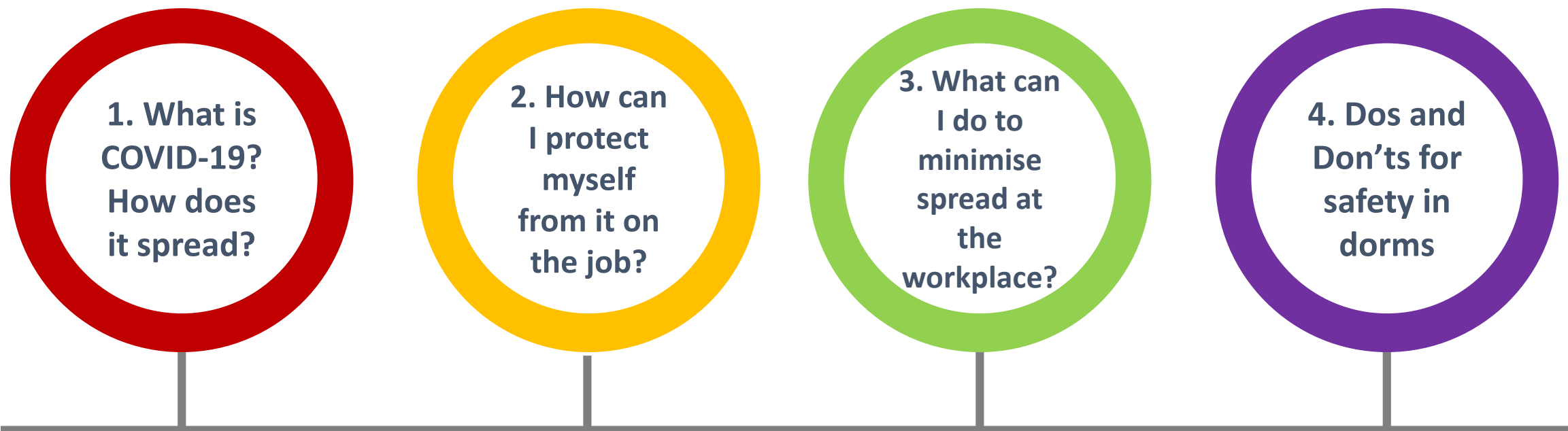
This seminar is for staff working in dormitories.

These include:

- Dorm operators/managers
- Security staff (i.e. security personnel from third-party security companies or hired directly by dorm management)
- Cleaning staff
- Facility management/maintenance staff

The aim is to educate and empower staff to keep yourselves COVID-free.

What we will cover today:



1. What is
COVID-19?
How does
it spread?

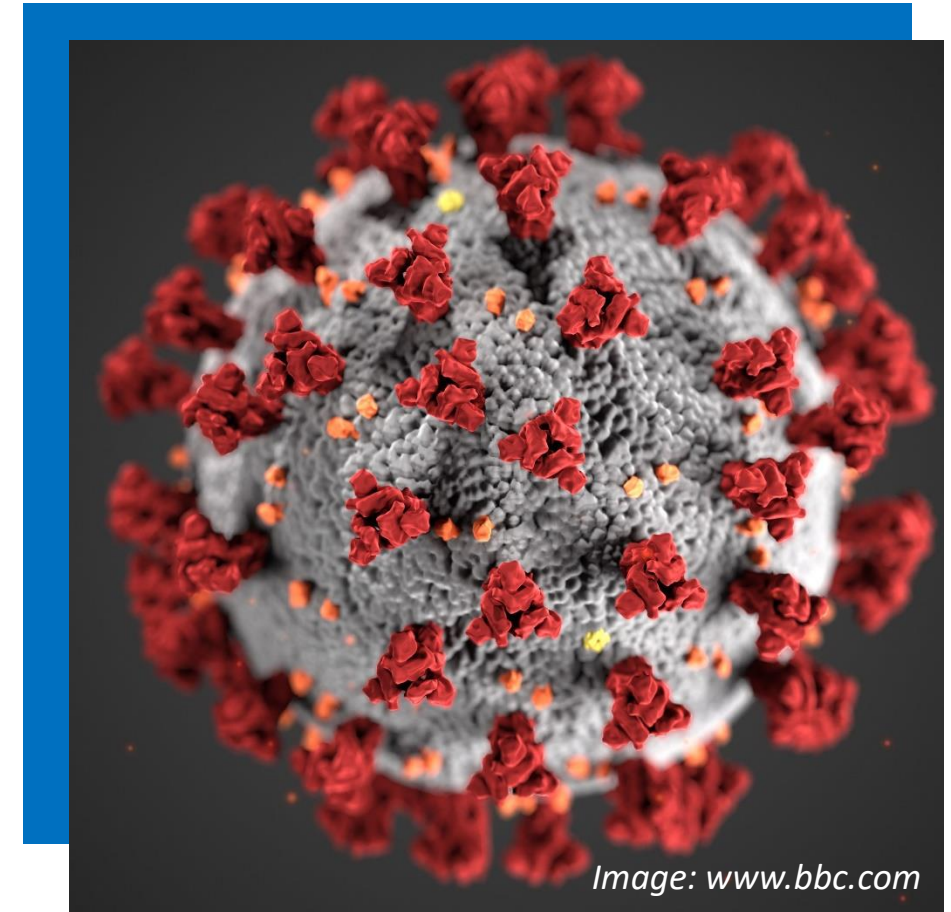
2. How can
I protect
myself
from it on
the job?

3. What can
I do to
minimise
spread at
the
workplace?

4. Dos and
Don'ts for
safety in
dorms

1.1 What is COVID-19?

1. COVID-19 (CORONAVirus Disease 19) is from the Coronavirus family of viruses.
2. It is highly contagious and is known to cause severe lung infections in some people.
3. Common symptoms include:
 - a. Fever (temperature 37.5 degrees or above)
 - b. Cough
 - c. Sore throat
4. There are also asymptomatic cases – people who appear well with no symptoms at all, but are actually infected by the disease.



COVID-19 virus particle (冠状病毒)

1.2 How does the virus spread?

1. When an infected person coughs or sneezes, he/she emits droplets containing the virus, which are carried 1-2m.
2. When these droplets come into contact with the eyes, nose or mouth of another person, the other person may become infected.
 - This can happen directly or indirectly through hands which have come into contact with these droplets (e.g. by touching contaminated surfaces).



Image: Washington Post

2.1 How can I protect myself at work?

1. As you are working in an area which has higher risk of exposure, extra precautions will need to be taken.
2. You should wear appropriate personal protective equipment (PPE) while at work.
3. Social distancing from the dorm residents is also important to protect yourself.
4. Practice hand hygiene regularly, especially before you enter clean areas from dirty areas, and before meal times.
5. You must follow the correct steps to remove your PPE to prevent accidental exposure.



2.2 What is Personal Protective Equipment and when do I need to use it?

1. Personal Protective Equipment (PPE) is wearable equipment that protects users from direct exposure to viruses and bacteria.
2. Different types of PPE: gowns, eye protection (goggles or face shields) masks (N95 or surgical masks) and gloves.
3. A full set of PPE includes a gown, goggles or face shield, mask and gloves.
4. Full PPE is not always required; you should wear the appropriate set of PPE depending on your risk.



Image: www.medgaget.com

2.3 What PPE should I wear in different scenarios?

1. Depending on the level of exposure you have in your work duties, your risk level and thus PPE requirement differs.
2. **A face mask should be worn at all times.** A surgical mask should suffice, unless coming into direct contact with residents/COVID-19 positive patients, where you should wear an N95 mask.
3. Gloves should be worn if you need to touch contaminated surfaces or items.
4. If there is a risk of exposure to contaminated water droplets/splashes, eye protection (goggles/face shield) and a disposable apron/gown should be worn.
5. **Full PPE should be worn if you need to be in direct contact with suspect/confirmed COVID-19 cases or their living quarters.**
6. Hair and shoe covers are NOT part of the standard PPE recommended.
 - The main purpose of hair covers is to keep hair away from face e.g. for staff with long hair, otherwise it is not required.
 - Shoe covers may pose a risk for slipping and falling, and are not generally recommended

2.3 What PPE should I wear in different scenarios?

Work Duties	Recommended PPE
<p>General duties without direct contact with residents <i>(e.g. admin duties in backend office)</i></p>	<ul style="list-style-type: none"> • Surgical mask • With hand hygiene • Consider standard gown if likely to be touching contaminated surfaces e.g. narrow corridors in red zones (“dirty” areas).
<p>Duties with contact with foreign worker or handling of items in dormitory <i>(e.g. handing out food to residents)</i></p>	<ul style="list-style-type: none"> • Surgical mask (N95 mask if gazetted dorm), • Eye protection (goggles/ face shield) • Standard gown • ^Gloves • With hand hygiene before donning PPE and after doffing PPE
<p>Duties entailing (risk of) contact with any of the following (i) Symptomatic residents (e.g. fever, cough, sore throat, runny nose) (ii) Splash / water droplets <i>(e.g. cleaning areas for residents, handling soiled laundry)</i></p>	<ul style="list-style-type: none"> • N95 Mask • Eye protection (goggles/ face shield) • ^Gloves • Standard gown • Shower cap (for staff with long hair that must be kept in place) • With hand hygiene before donning PPE and after doffing PPE

^Gloves should only be worn when carrying out tasks which may come into contact with contaminated surfaces and must be removed after completion of task. Personnel should not be touching clean surfaces (e.g. face, phone) when gloves are on.

2.4 What should I take note of when putting on and taking off my PPE?

1. Ensure hands are clean before putting on PPE
 - Wash hands thoroughly with soap and water or sanitise hands with alcohol based hand rub
2. Order of putting on PPE (for full PPE); reverse order for removal of PPE
 - a. Surgical face mask or N95
 - b. Goggles / Face shield
 - c. Gown
 - d. Gloves
3. If full PPE is not required, order should still follow as above
 - I.e. if just a mask and gloves are required, the mask should be put on before gloves, gloves should be removed before mask.
4. Wash or sanitise hands after each piece of PPE is removed.

2.5 How do I put on/take off my surgical mask?

Putting On

1. Pick up the masks by the straps, without touching the surface of the mask.
2. Position the metal piece on your nose bridge. The coloured and pleated side should be facing outward.
3. Place loops on each ear. Do not cross the earloops as this will widen the gaps at the side of your face.
4. Pinch the metal piece such that it fits nicely on your nose bridge.
5. Pull down the bottom of the mask to cover your chin.
6. Do not touch the surface of your mask at all times.

Taking off

1. Remove mask by earloops, pulling it away from your face without touching the mask.
2. Wash/sanitise hands after disposing mask.



Positioning of Surgical Mask



Removing mask by earloops

2.5.1 How should I put on my N95 mask?

1. Place mask on hand with metal clip on finger tips. Position mask straps such that they hang loosely below the hand.
2. Position mask under the chin, ensuring the metal nose clip is facing out.
3. Pull and place the lower strap at the base of your neck and the upper strap at the crown of your head above your ears.
4. Adjust the metal nose clip to the nose contours for a close fit.



Image: NTFGH

Positioning of mask straps

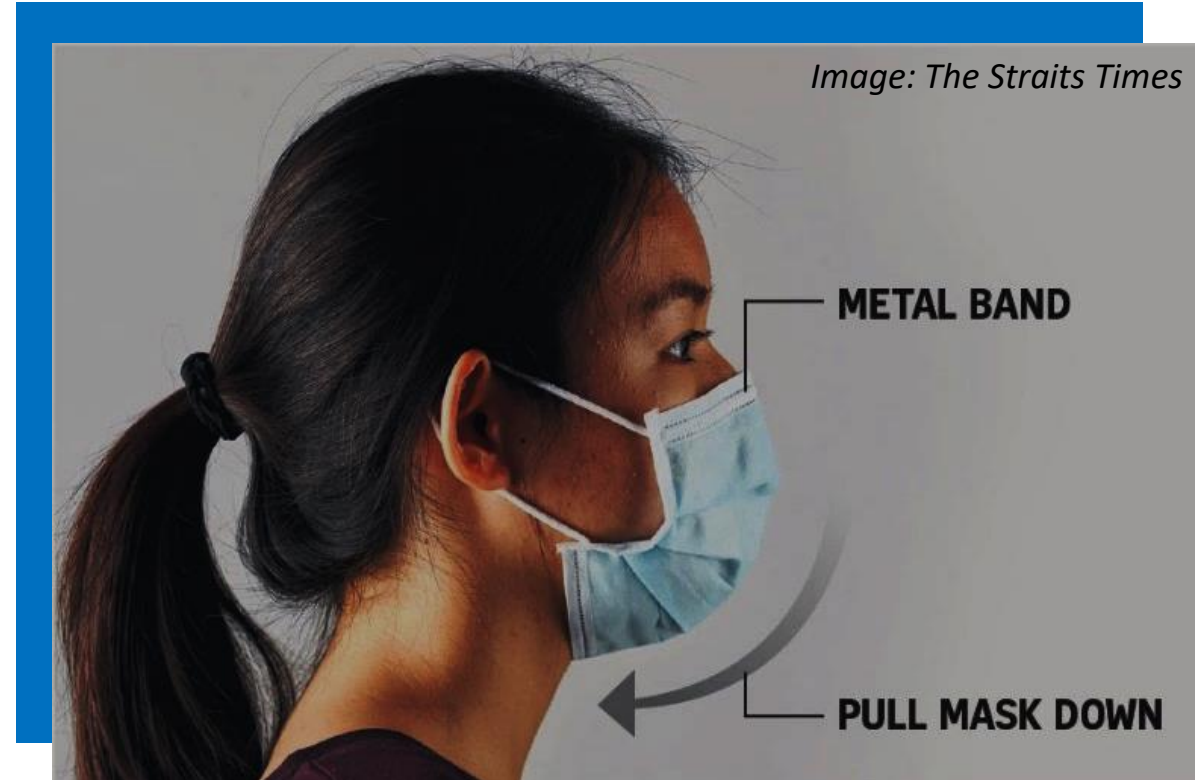


Image: NTFGH

Front view with mask on

2.5.2 How should I put on my surgical mask?

1. Pick up the masks by the straps, without touching the surface of the mask.
2. Position the metal piece on your nose bridge. The coloured and pleated side should be facing outward.
3. Place loops on each ear. Do not cross the earloops as this will widen the gaps at the side of your face.
4. Pinch the metal piece such that it fits nicely on your nose bridge.
5. Pull down the bottom of the mask to cover your chin.
6. Do not touch the surface of your mask at all times.



Correct Positioning of Surgical Face Mask

2.5.3 How can I tell whether my mask fits well?

1. For **N95 masks**, place palms on the mask and exhale forcefully. If air leaks from the sides of the mask, try a different sized N95 mask and repeat the check until there is no air leakage.
2. For **surgical masks**, there should not be big gaps between your mask and your face. Movement of your head should also not affect the positioning of your mask.



Performing a N95 fit test

2.5.4 How do I put on other PPE?

Eye Protection

1. Put on goggles or face shield and ensure that it does not affect the mask if wearing one.
2. Adjust strap of goggles if necessary to ensure that it is sufficiently tight.

Gown

1. Pick up gown by the straps and put it on, one sleeve at a time.
2. Secure the neck ties, then the waist ties. Waist ties should be adjusted such that clothing are covered.
3. Avoid using tape that may hinder gown removal.

Gloves

1. Put on gloves, ensuring that the gloves are covering the sleeves of the gown.
2. There is no need for double gloving.



Gloves should cover the cuffs of the gown sleeves

2.5.5 How should I remove my PPE?

Gloves – *“Latex to latex, skin to skin”*

1. Remove either one of the gloves without touching the inside, turning it inside out. Place used glove in the gloved hand.
2. Tuck one finger of the exposed hand into the glove on the gloved hand and peel the glove off the hand, turning it inside out.
3. Dispose of gloves and wash or sanitise hands.

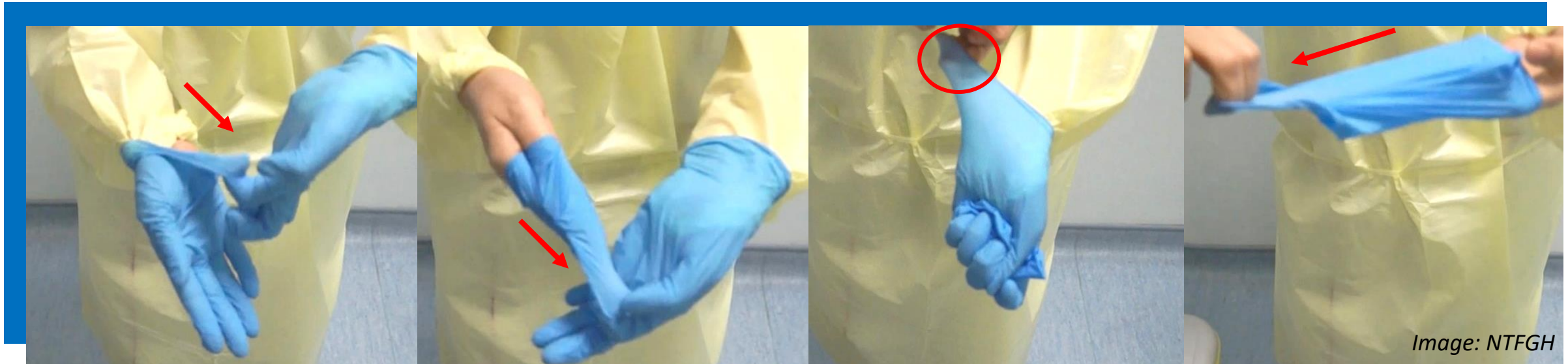


Image: NTFGH

Steps to removing gloves

2.5.5 How should I remove my PPE?

Gown – “Front part of the gown is dirtiest”

1. Untie waist ties then neck ties.
2. While holding onto the neck ties, pull the gown away from the neck and shoulder by extending your arm.
3. Remove gown one sleeve at a time, without touching the outside of the gown, and turning it inside out.
4. Roll gown into a bundle for disposal; wash or sanitise hands.



Image: NTFGH

Steps to removing gown

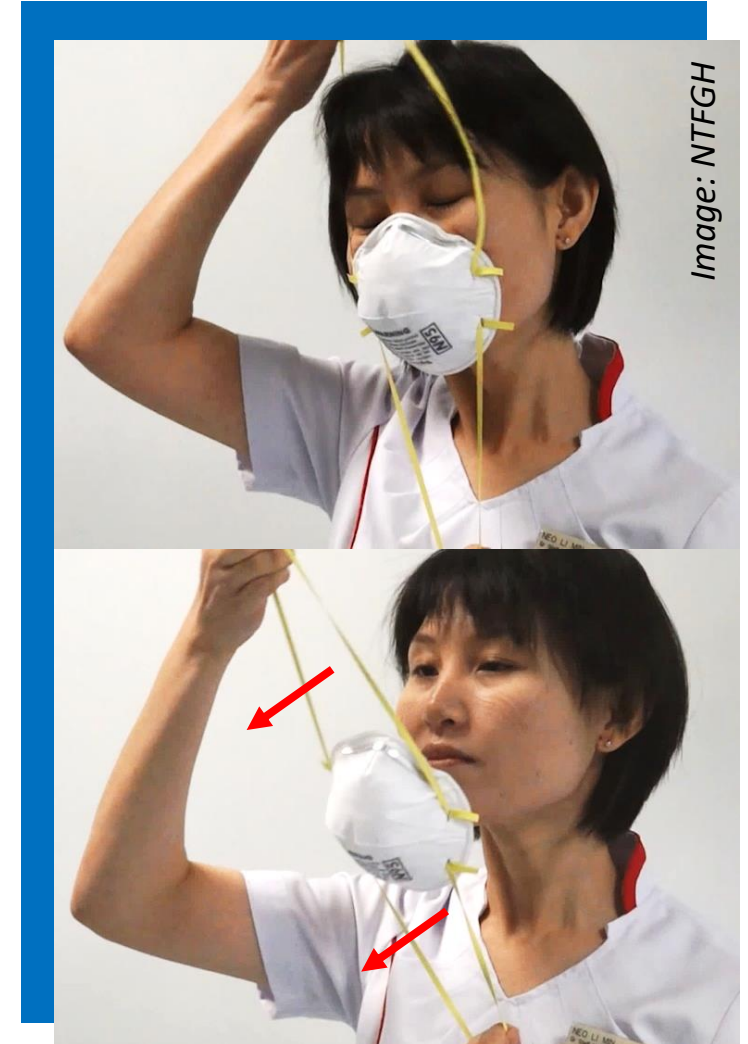
2.5.6 How do I remove my mask?

N95 mask

1. Using both hands, extend bottom strap over head to the front without touching mask.
2. With one hand pulling the bottom strap slightly downward, use other hand to remove top strap over head.
3. Move mask away from face without touching the respirator (see red arrows on the right). Dispose mask and wash/sanitise hands.

Surgical Mask

1. Remove mask by earloops, pulling it away from your face without touching the mask.
2. Wash/sanitise hands after disposing mask.



Removing an N95 mask

2.6 What do I do with the used PPE?

1. All PPE (i.e. masks, gowns and gloves) should be bagged and disposed as **general waste** as a default.
2. Only if the PPE are heavily soaked with blood/excretions, they should be disposed in the biohazard waste bins (bins with yellow stickers on them).



Image: www.mha.gov.sg

General waste bin



Image: Prof Dale Fisher

Biohazard waste bag & bin

3. What are the key things I can do to minimize spread?

You can play your part by doing the following:

- Maintain personal hygiene (i.e. clean **Self**)
 - Respiratory Hygiene and Cough Etiquette
- Practice hand hygiene (i.e. clean **Hands**)
- Maintain a clean **Environment**
- Observe social **Distancing**

Remember:

Clean **S**elf

Clean **H**ands

Clean **E**nvironment

Social **D**istancing

3.1 How do I practice good respiratory hygiene and cough etiquette?

1. Cover your mouth and nose with a tissue when coughing or sneezing.
2. Use a tissue to contain your mucus/phlegm and dispose them in a non-touch disposal bin (e.g. bin with foot pedal-operated lid).
3. After contact with mucus/phlegm, wash your hands with soap and water, or sanitise with alcohol based hand rub if soap and water is not readily available.
4. See a doctor if you are unwell.



3.2 How do I ensure my hands are clean?

8 STEPS TO CLEAN YOUR HANDS



Additional Tips

1. During the work day, avoid touching your face as much as possible.
2. Wash your hands before and after meals, before and after close contact with residents, before entering a clean area and after reaching home.
3. Disinfect your phone with alcohol based wipes after you touch them with dirty hands.

3.3 How do I ensure a clean working environment?

1. Ensure surfaces in common areas are frequently cleaned and disinfected.
 - Examples of common surfaces: common tables and chairs, keyboards, door and equipment handles/buttons, stairway railings
 - Have a roster for cleaning/disinfection schedules so that it is clear who will be responsible for cleaning each area.
2. Types of disinfectants
 - a. Alcohol e.g. 70% isopropyl/ethyl alcohol
 - b. Benzalkonium chloride (common ingredient in cleaning agents)
 - c. Chloroxyleneol
 - d. Sodium hypochlorite (ingredient in bleach)

3.3 How do I ensure a clean working environment?

1. Designate common toilets/stairways for staff use, separate from those used by dorm residents.
2. Should there be spills of body fluids/excretions, policies and procedures should be in place to ensure appropriate cleaning and decontamination.
3. Red (dirty) and green (clean) zones should not be positioned close to each other, and should be clearly segregated and demarcated.
4. Before entering green zones, ensure that all dirty PPE are removed and hands are thoroughly washed with soap/sanitised.



Actual dorm area where clean and dirty areas are not clearly segregated

3.4 How do I practice social distancing?

1. You can practice social distancing with colleagues by doing the following:
 - a. Stagger lunch hours to avoid large groups, and have clear demarcations at lunch areas for social distancing.
 - b. Reduce meeting size.
 - c. Maintain a distance of at least 1 meter apart from each other at all times.
 - d. Ensure that staff work areas are set up to maintain social distancing (e.g. work desks set 1 meter apart, no shared tables)
2. **Social distancing should be practiced at all times**, whether in dirty or clean areas, and including at break/meal times.

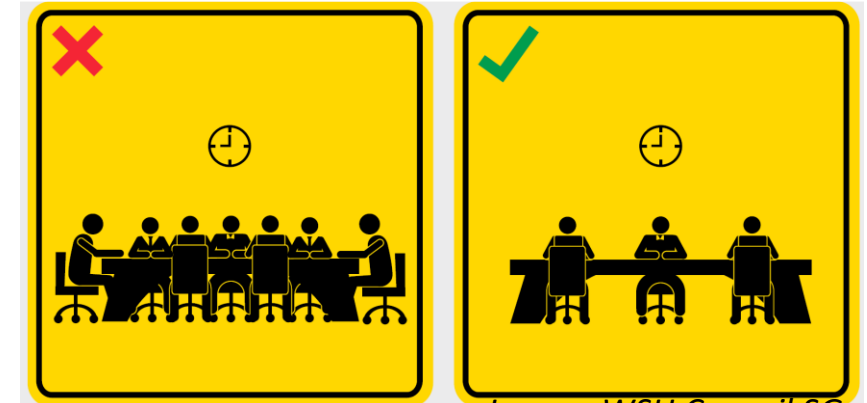


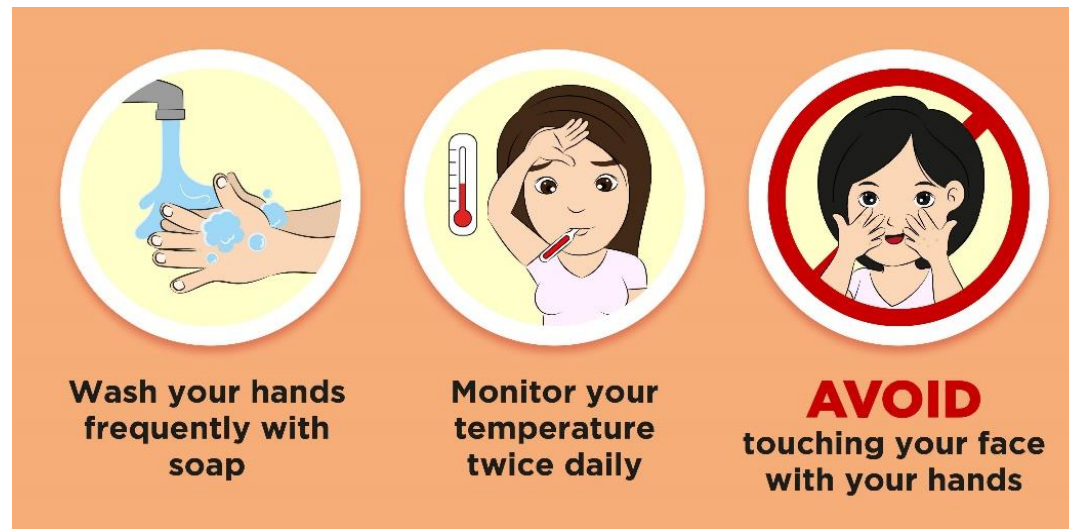
Image: WSH Council SG



Example of demarcation of seating areas

3.5 What else can I do to ensure the safety of myself and my colleagues?

1. Work in teams and don't meet members from other teams, including outside work.
2. Wear a mask at all times when at work, including downtime (e.g. when off-duty on rest break).
3. Monitor your temperature regularly and see a doctor if unwell.
 - If you have a temperature that is persistently more than 37.5 degrees and a cough and/or sore throat, see a doctor.



3.6 What should I do when I am feeling unwell?

1. Inform your team lead and do not come to work; stay home and avoid contact with elderly family members
2. See a doctor immediately. Stick to the same doctor if there is a need to visit the doctor more than once.
3. Visit <https://www.flugowhere.gov.sg/> to identify the Public Health Preparedness Clinic (PHPC) nearest to you.

If you are sick



Wear a mask



See a doctor



Stay at home



DON'T doctor-hop



4. Dos and Don'ts for Safety in Dorms

PPE-Related Dos and Don'ts

1. **Do** think about the PPE you need
2. **Do** ensure that your mask always covers both your nose and mouth.
3. **Do** make sure your surgical mask is not upside down/back to front
4. **Do** wear gloves only if you need to handle potentially contaminated items.
5. **Do** be careful when taking off and disposing of used PPE.
1. **Don't** use tape on the back of gowns.
2. **Don't** wear an apron over your gown.
3. **Don't** use hand hygiene on gloves.
4. **Don't** wear your dirty PPE (including gloves) in green zones (clean areas).
5. **Don't** leave your mask lying around on common surfaces, always ensure that the inside of your mask is kept clean.

4. Dos and Don'ts for Safety in Dorms

Environment and Hygiene Related

- 1. Do** ensure that common areas are frequently cleaned and disinfected.
 - 2. Do** ensure that facilities are not shared between staff and residents, including toilets.
 - 3. Do** have alcohol-based hand rubs readily available at all entry and exit points.
 - 4. Do** be aware of where the red and green zones are.
- 1. Don't** spray disinfectant on yourself or others; it is potentially toxic and ineffective.
 - 2. Don't** use home-made hand disinfectant; always use an alcohol-based hand rub.
 - 3. Don't** touch your phone with gloved hands; if unavoidable, sanitise your phone with alcohol wipes thereafter.

What should I do next when I get back to my workplace? A 5-step checklist:



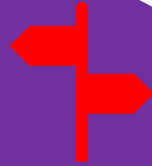
Are your staff all trained in infection control?

If not, **sit down with staff and run through the webinar materials** which will be shared after this session.



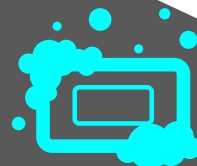
Are there facilities shared between staff and residents?

Quickly **segregate such facilities** and ensure they are **clearly marked or physically segregated** with barriers



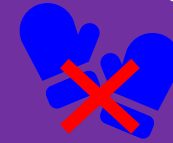
Are red and green zones clearly marked out?

Do you/your staff and residents know **where the red and green zones are**? Are they **clearly marked out** with tape or signs?



Is alcohol handrub or soap and water readily available?

There should be **soap available at all sinks. Hand rub should be placed at PPE changing areas, at the door of each room**, or one outside each alternate room.



Is anyone using PPE in the rest area?

Remind staff that **all PPE should be taken off before going into the rest area (green zone)**, and explain that it is important for everyone to play their part to keep staff rest areas clean to keep each other safe.



Remember: PPE keeps you safe if you use it correctly.

Questions?

Key Takeaways from Today's Session

Domain	Key Takeaways
General Info about COVID-19	<ul style="list-style-type: none">• COVID-19 is spread when respiratory droplets from an infected person touch your eyes, nose or mouth.• See a doctor immediately if you have common symptoms (fever, cough, sore throat).
PPE Use	<ul style="list-style-type: none">• Wear PPE appropriate to the nature of tasks to be carried out and take them off once tasks are complete.• Put on and take off your PPE in the correct way, sanitizing/washing hands after each piece of PPE is put on/taken off.• Dispose of dirty PPE in the correct bins and don't wear them into clean areas.
Clean Self	<ul style="list-style-type: none">• Practice respiratory and cough hygiene by using tissues when coughing or sneezing.• Sanitise or wash your hands after contact with mucous or phlegm.
Clean Hands	<ul style="list-style-type: none">• Sanitise or wash your hands immediately after touching any potentially contaminated surface/items.• Keep your bare hands clean with either (i) soap and water or (ii) alcohol-based hand rub.
Clean Environment	<ul style="list-style-type: none">• Ensure that common facilities are not shared by both staff and residents• Ensure common staff facilities, areas and high touch surfaces are clean by stepping up on cleaning and disinfecting regimen and/or frequency.
Social Distancing	<ul style="list-style-type: none">• Maintain at least 1 meter distance from each other at all times in the workplace, especially during meal times when masks are off.• Adjust the setup of the workplace to observe safe distancing – e.g. spacing out work desks and blocking out certain seats in eating areas.