

HANDWASH

When to Hand Wash



Before and after preparing food



Before and after eating food



After coughing/ sneezing



Before touching eyes, nose or mouth



After using the toilet



After touching pets



After giving/receiving money



When returning back home



After frequently touching surfaces



After touching garbage

How to Hand Wash



Wet hands with water



Apply soap thoroughly



Lather hands by rubbing them together



Scrub for at least **20 seconds**



Rinse hands with water



Dry hands with towel/tissue.

HOW TO USE A MASK

Correct Procedure of Wearing a Mask



Wash/Sanitise hands



Unfold the pleats and make sure that they are facing down



Place over nose, mouth and chin.



Do not let the mask hanging from the neck



While in use, avoid touching the mask



Change the mask after six hours or as soon as they become wet

7. Do not re-use, single use masks

8. Disposable masks are never to be reused and should be disposed off

Correct Procedure of Removing a Mask



While removing do not touch potentially contaminated outer surface of the mask



To remove mask first untie one string and handle the mask using the second string



Wash/Sanitise hands after removing mask

Correct Disposal of Used Masks



Should be disposed of either by burning or deep burial

SAFE DISPOSAL OF WASTE FROM QUARANTINED HOUSEHOLDS

In every quarantined household:

- ◆ Segregation of waste should be done as per BMW Rules, 2016.
- ◆ General solid waste should be handed over to waste collector identified by Urban Local Bodies.
- ◆ Any BMW generated should be collected separately in yellow colored bags provided by ULBs. These bags should be placed in separate and dedicated dust-bins.
- ◆ Biomedical waste generated should be treated as 'domestic hazardous waste'.
- ◆ Store BMW separately prior to handing over the same to CBWTF staff.
- ◆ Persons in quarantined households can follow any of the following three methods for safe disposal of BMW:
 - Hand over the yellow bags containing BMW to authorized waste collectors at door steps engaged by local bodies, or,
 - Deposit biomedical waste in yellow bags at designated deposition centers established by ULBs, or,
 - Handover the BMW to waste collector engaged by CBWTF operator at the doorstep.
- ◆ A dedicated vehicle should collect waste from quarantined households.
- ◆ Dedicated trolleys labelled as "COVID-19" should be used for collection of BMW from quarantined households.
- ◆ In case of any service related difficulty, immediately report to ULB.
- ◆ Biomedical waste will comprise of used syringes, date expired or discarded medicines, used masks/gloves and in case of patients with other chronic diseases may also include drain bags, urine bags, body fluid or blood soaked tissues/cotton, empty ampules etc.



DISINFECTION OF COMMON PUBLIC PLACES INCLUDING OFFICES TO AVOID COVID-19

Indoor Areas

OFFICE SPACES

Should be mopped with a disinfectant with 1% sodium hypochlorite or phenolic disinfectants



Entrance Lobby



Corridors



Staircases



Escalators



Elevators



Security Guard Booths



Office Rooms



Meeting Rooms



Cafeteria

HIGH CONTACT SURFACES

Should be cleaned twice daily: every evening after office hours or early in the morning before the rooms are occupied



Elevator buttons



Handrails / handles



Call Buttons



Escalator Handrails



Public Counters



Intercom Systems



Telephone



Printers/ Scanners



Other Office Machines

Hand sanitizing stations should be installed in office premises (especially at the entry) and near high contact surfaces.

Outdoor Areas

Should be cleaned with a disinfectant with 1% sodium hypochlorite or phenolic disinfectants



Bus Stops



Railway Platforms



Parks



Road

Public Toilets



Toilet Pot and Commode



Lid/Commode



Toilet Floor



Sink



Shower area/ Taps and fittings



Soap Dispensers

- 70% Alcohol can be used to wipe down surfaces where the use of bleach is not possible, example metal
- Always use freshly prepared 1% sodium hypochlorite
- Do not use disinfectants spray on potentially highly contaminated areas (such as toilet bowl or surrounding surfaces) as it may create splashes which can further spread the virus
- Discard cleaning material made of cloth (mop and wiping cloth)
- Disinfect all cleaning equipment before and after use
- Disinfect buckets by soaking in bleach solution

Important: Wear appropriate PPE while carrying out Cleaning and disinfection work
All disposable PPE should be removed and discarded in yellow disposable bag after cleaning activity