This document contains important information related to infection prevention and control guidelines for Covid-19.

Some common reasons for Covid-19 infection amongst Health Workers and Front Line Workers are:

- Sub-optimal adherence to infection prevention and control measures (such as hand hygiene practices).
- Lack of PPE or Improper use of PPE.
- Late recognition or suspicion of Covid-19 in patients.

If you are a health worker or a front line worker, it is your responsibility to:

- Learn and follow infection prevention & control measures.
- Specially focus on adherence to hand hygiene and PPE.

If you need to wear PPE, it is your responsibility to correctly:

- Wear
- Use
- Remove
- Dispose

For queries, concerns, symptoms, mental health and psychosocial support immediately call the Nagaland State Health Helpline 1800-345-0019

#NagalandAgainstCovid       #TogetherWeCan
The New Normal
TO STOP THE SPREAD OF COVID-19

HIGH RISK GROUPS
- 60 YEARS & ABOVE
- DIABETES
- HYPERTENSION
- CARDIAC DISEASE
- LUNG/KIDNEY AILMENTS
- CANCER
- IMMUNOCOMPROMISED
- OTHER CHRONIC DISEASES

Wear clean mask in public
Maintain distance wherever you go
Frequently wash hands with soap
Avoid social gatherings

If you have any symptoms like cough, fever or difficulty in breathing call the helpline immediately!

STATE HEALTH HELPLINE
1800-345-0019

#NagalandAgainstCovid
#TogetherWeCan
**RATIONAL USE OF PPE**
for Health Care Workers in Covid Hospitals, Covid Blocks of Hospitals & Front Line Workers

### INFECTION PREVENTION & CONTROL GUIDELINES FOR COVID-19

#### RATIONAL USE OF PPE

For Health Care Workers in Covid Hospitals, Covid Blocks of Hospitals & Front Line Workers

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**ADMINISTRATIVE STAFF**

- **Risk**: Low
- **Activity/Note**: NO CONTACT with Covid-19 patients. DO NOT venture into areas where suspect Covid-19 cases are managed.
- **Recommended PPE**: None

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**HELP DESK**

- **Risk**: Low
- **Activity/Note**: Min. one meter distance needs to be maintained.
- **Recommended PPE**: None

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**SCREENING POINT**

- **Risk**: Low
- **Activity/Note**: Min. one meter distance needs to be maintained.
- **Recommended PPE**: None

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**SANITARY STAFF**

- **Risk**: Low
- **Activity/Note**: Cleaning frequently touched surfaces/floor/cleaning linen.
- **Recommended PPE**: Mask, Gloves

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**OUT PATIENT DEPARTMENT**

**TRIAGE AREA**

- **Risk**: Low
- **Activity/Note**: Patients get masked with triple layer mask.
- **Recommended PPE**: Mask

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**SCREENING/HELP DESK**

- **Risk**: Low
- **Activity/Note**: Provide info to patients.
- **Recommended PPE**: None

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**WAITING/HOLDING AREA**

- **Risk**: Low
- **Activity/Note**: Nurses interacting with patients. Min. one meter distance needs to be maintained.
- **Recommended PPE**: Mask

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**DOCTORS CHAMBER**

- **Risk**: Low
- **Activity/Note**: NO aerosol generating procedures allowed.
- **Recommended PPE**: Mask

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**SANITARY STAFF**

- **Risk**: Low
- **Activity/Note**: Cleaning frequently touched surfaces/floor/cleaning linen.
- **Recommended PPE**: Mask, Gloves

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**VISITORS (accompanying patient)**

- **Risk**: Low
- **Activity/Note**: The allowed visitor should practice hand hygiene. NO OTHER VISITORS allowed in OPD.
- **Recommended PPE**: Mask

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**IN PATIENT DEPARTMENT**

**CARETAKER FOR PATIENT**

- **Risk**: Low
- **Activity/Note**: Caretaker should practice hand hygiene. Min. one meter distance needs to be maintained.
- **Recommended PPE**: Mask, Gloves

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**ICU, CRITICAL**

- **Risk**: Low
- **Activity/Note**: Dead body transport to mortuary
- **Recommended PPE**: Mask, Gloves

---

**SANITATION**

- **Risk**: Low
- **Activity/Note**: Cleaning frequently touched surfaces/floor/changing linen.
- **Recommended PPE**: Mask, Gloves

---

**ISOLATION ROOM/INDIVIDUAL ROOM**

- **Risk**: Low
- **Activity/Note**: Patient masked, stable. NO aerosol generating activity.
- **Recommended PPE**: Mask

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**ICU, CRITICAL CARE**

- **Risk**: Low
- **Activity/Note**: Aerosol generating. Full complement of PPE.
- **Recommended PPE**: Mask, Gloves

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**ICU, CRITICAL CARE**

- **Risk**: Low
- **Activity/Note**: Dead body packing: Full complement of PPE.
- **Recommended PPE**: Mask, Gloves

---

**AMBULANCE SERVICES**

**AMBULANCE TRANSFER TO DESIGNATED HOSPITAL**

- **Risk**: Low
- **Activity/Note**: Driving ambulance. Driver helps in shifting patient to emergency. Transporting patients not on any assisted ventilation.
- **Recommended PPE**: Mask, Gloves

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**SUPPORTIVE SERVICES**

**CSSD/LAUNDRY**

- **Risk**: Low
- **Activity/Note**: Handling linen of covid patients
- **Recommended PPE**: Mask

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**SANITATION**

- **Risk**: Low
- **Activity/Note**: Cleaning frequently touched surfaces & cleaning linen of covid treatment areas.
- **Recommended PPE**: Mask, Gloves

---

**MORTUARY**

- **Risk**: Low
- **Activity/Note**: Dead body handling. NO enbalming. NO aerosol generating procedures.
- **Recommended PPE**: Mask, Gloves

---

**LABORATORY**

- **Risk**: Low
- **Activity/Note**: Sample collection & transportation. Sample testing.
- **Recommended PPE**: Mask, Gloves

---

**IN PATIENT DEPARTMENT**

**CARETAKER FOR PATIENT**

- **Risk**: Low
- **Activity/Note**: Caretaker should practice hand hygiene. Min. one meter distance needs to be maintained.
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- **Risk**: Low
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---

**FOR YOUR SAFETY REFER TO OUR OTHER POSTERS**

- **PPE DONNING - HOW TO CORRECTLY WEAR PERSONAL PROTECTIVE EQUIPMENT**
- **PPE DOFFING - HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT**
- **ENVIRONMENTAL CLEANING IN HEALTHCARE FACILITIES**

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**Low Risk Isn’t No Risk! #NagalandAgainstCovid**

Staff should report any symptoms immediately.
**RATIONAL USE OF PPE**
for Non Covid Hospitals and Non-Covid Treatment Areas of Hospitals with Covid Block

<table>
<thead>
<tr>
<th>OUT PATIENT DEPARTMENT</th>
<th>RISK</th>
<th>ACTIVITY/NOTE</th>
<th>RECOMMENDED PPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>HELP DESK/REGISTRATION</td>
<td>🟢</td>
<td>Physical distancing to be followed at all times.</td>
<td>![PPE Icon]</td>
</tr>
<tr>
<td>PHARMACY COUNTER</td>
<td>🟢</td>
<td>Frequent use of hand sanitizer over gloves.</td>
<td>![PPE Icon]</td>
</tr>
<tr>
<td>DOCTORS CHAMBER</td>
<td>🟢</td>
<td>NO aerosol generating procedures allowed.</td>
<td>![PPE Icon]</td>
</tr>
<tr>
<td>SANITARY STAFF</td>
<td>🟢</td>
<td>Cleaning frequently touched surfaces/floor.</td>
<td>![PPE Icon]</td>
</tr>
<tr>
<td>PRE-ANESTHETIC CHECK-UP CLINIC</td>
<td>🟢</td>
<td>Goggles only recommended when close examination of oral cavity/dentures is to be done.</td>
<td>![PPE Icon]</td>
</tr>
<tr>
<td>CHAMBER OF DENTAL/ENT/OPHTHALMOLOGY DOCTORS</td>
<td>🟢</td>
<td>Aerosol generating procedures anticipated. Face shield - when a splash of body fluid is expected.</td>
<td>![PPE Icon]</td>
</tr>
</tbody>
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<tr>
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</thead>
<tbody>
<tr>
<td>WARD, ICU, CRITICAL CARE</td>
<td>🟢</td>
<td>Dead body packing and transport to mortuary.</td>
<td>![PPE Icon]</td>
</tr>
<tr>
<td>SANITATION</td>
<td>🟢</td>
<td>Cleaning frequently touched surfaces or changing linen.</td>
<td>![PPE Icon]</td>
</tr>
<tr>
<td>WARD/INDIVIDUAL ROOM</td>
<td>🟢</td>
<td>Patient is stable. NO aerosol generating activity.</td>
<td>![PPE Icon]</td>
</tr>
<tr>
<td>LABOR ROOM</td>
<td>🟢</td>
<td>Patient to be masked in labor room. N-95 if patient is a resident of containment zone.</td>
<td>![PPE Icon]</td>
</tr>
<tr>
<td>OPERATION THEATRE</td>
<td>🟢</td>
<td>OT Staff shall be wearing already. Goggles for personnel involved in aerosol generating procedures.</td>
<td>![PPE Icon]</td>
</tr>
<tr>
<td>ICU, CRITICAL CARE</td>
<td>🟢</td>
<td>Aerosol generating activities performed. Face shield - when a splash of body fluid is expected.</td>
<td>![PPE Icon]</td>
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<tr>
<th>EMERGENCY DEPARTMENT</th>
<th>RISK</th>
<th>ACTIVITY/NOTE</th>
<th>RECOMMENDED PPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMERGENCY</td>
<td>🟢</td>
<td>Attending to emergency cases. NO aerosol generating procedures.</td>
<td>![PPE Icon]</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>SUPPORTIVE SERVICES</th>
<th>RISK</th>
<th>ACTIVITY/NOTE</th>
<th>RECOMMENDED PPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMIN, KITCHEN</td>
<td>🟢</td>
<td>NO CONTACT with Covid-19 patients. DO NOT venture into areas where suspect Covid-19 cases are managed.</td>
<td>![PPE Icon]</td>
</tr>
<tr>
<td>ENGINEERING, DIETARY</td>
<td>🟢</td>
<td>IF visiting treatment area, wear PPE appropriate to that area.</td>
<td>![PPE Icon]</td>
</tr>
<tr>
<td>RADIO DIAGNOSIS</td>
<td>🟢</td>
<td>Imaging services and blood bank services.</td>
<td>![PPE Icon]</td>
</tr>
<tr>
<td>CSSD/LAUNDRY</td>
<td>🟢</td>
<td>Handling linen.</td>
<td>![PPE Icon]</td>
</tr>
<tr>
<td>ROUTINE LABORATORY</td>
<td>🟢</td>
<td>Non respiratory samples - collection, transportation and testing.</td>
<td>![PPE Icon]</td>
</tr>
<tr>
<td>ROUTINE LABORATORY</td>
<td>🟢</td>
<td>Respiratory samples.</td>
<td>![PPE Icon]</td>
</tr>
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<tr>
<td>AMBULANCE TRANSFER TO DESIGNATED HOSPITAL</td>
<td>🟢</td>
<td>Transporting patient not on any assisted ventilation.</td>
<td>![PPE Icon]</td>
</tr>
<tr>
<td></td>
<td>🟢</td>
<td>Driving the ambulance. Driver helps in shifting patient to emergency.</td>
<td>![PPE Icon]</td>
</tr>
<tr>
<td></td>
<td>🟢</td>
<td>Management of SARI patient, performing aerosol generating procedure Full complement of PPE recommended.</td>
<td>![PPE Icon]</td>
</tr>
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**FOR YOUR SAFETY REFER TO OUR OTHER POSTERS**

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- ENVIRONMENTAL CLEANING IN HEALTHCARE FACILITIES

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**CAUTION:**

PPEs are EFFECTIVE ONLY when used with hand hygiene & personal protective measures. 
PPE will only protect you and others from harm if you are able to: 
- put it on, use it, remove it and dispose of it in the correct manner. 
- Getting it wrong at any of these stages can lead to germs being passed on. 
- Always check PPE for damage or tears before use.

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**State Health Helpline:**

1800-345-0019

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**Low Risk Isn’t No Risk! #NagalandAgainstCovid**

STAFF SHOULD REPORT ANY SYMPTOMS IMMEDIATELY.
DONNING IN THE FOLLOWING ORDER IS RECOMMENDED

1. HAND HYGIENE
   - Fit-check/Seal check before use

2. INNER GLOVES
   - First pair of gloves must be clean (may not be sterile)
   - Make sure cuff of gloves go up as far as possible

3. COVERALL
   - Leg sleeves
   - Arm sleeves
   - Zip up
   - Cover zip with attached flap

4. SHOE COVER
   - Sit on CLEAN chair
   - Pull up till calves

5. MASK
   - Fit-check/Seal check before use
   - Cup mask over mouth
   - Pull and wear lower strap below ears
   - Pull and wear upper strap above ears

6. HOOD
   - Cover forehead and cheeks

7. FACE SHIELD/ EYE GOGGLES
   - Wear goggles or face shield over hood

8. OUTER GLOVES
   - The second pair of gloves must be pulled over the sleeves/cuffs of gown

9. FITNESS CHECK
   - Ask observer to help

FITNESS CHECK
- Ask observer to help

BEFORE YOU START DONNING
- Get into scrubs & closed washable footwear
- Remove jewellery
- Ensure you had water and food
- Visit washroom
- Check all PPE thoroughly for tears or damage

PPES ARE EFFECTIVE ONLY WHEN USED WITH HAND HYGIENE & OTHER PERSONAL PROTECTIVE MEASURES.

FOLLOWING A CORRECT DONNING PROCEDURE IS AN IMPORTANT STEP TO PREVENT INFECTION TRANSMISSION
HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT

HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT

1. Check PPE

2. Disinfect Gloves

3. Shoe Covers

4. Disinfect Gloves

5. Remove Outer Glove

6. Disinfect Gloves

7. Goggles or Face Shield

8. Disinfect Gloves

9. Remove Coverall

10. Disinfect Gloves

11. Remove Inner Glove

12. New Gloves

13. Remove Mask

14. Disinfect Gloves

15. Disinfect Shoes

16. Remove Last Pair

17. Hand Hygiene

FOLLOWING A CORRECT DOFFING PROCEDURE IS THE MOST IMPORTANT STEP TO PREVENT INFECTION TRANSMISSION.
ENVIRONMENTAL CLEANING IN HEALTHCARE FACILITIES

CLEANING GUIDELINES

**CLEANING AGENTS & DISINFECTANTS**

1% Sodium Hypochlorite can be used as a disinfectant. Solution should be prepared fresh. Solution should be applied to surfaces using a damp cloth. Leave solution for a contact time of at least 10 minutes. Alcohol (e.g. isopropyl 70% or ethyl alcohol 70%) can be used to wipe down surfaces where use of bleach is not suitable, e.g. metals.

**CAUTION:**

Disinfectant or 1% sodium hypochlorite solution should not be applied to surfaces using a spray pack - coverage is uncertain and spraying may promote the production of aerosols.

**Cleaning Guidelines**

**Seal Off Areas**

Before carrying out cleaning & disinfection of contaminated environmental surfaces to prevent unsuspecting persons from being exposed to those surfaces.

**Steady Sweeping Motion**

A steady sweeping motion should be used when cleaning either floors or horizontal surfaces, to prevent the creation of aerosols or splashing.

**Disinfect Buckets After Use**

Soak in disinfectant or bleach solution, or rinse in hot water before filling.

**Discard Cleaning Items Safely**

- Wash hands with soap and water after disinfection work is completed.
- Discard cleaning items made of cloth & absorbent materials (wiping cloths, mop head etc) into biohazard bags after cleaning & disinfecting each area.
- Wear new pair of gloves.
- Fasten the double-bagged labeled biohazard bag with cable tie.
- Follow proper disposal protocol for biohazard bags.

**Discard Disposable PPE After Use**

Strictly follow PPE Doffing Protocol - the most important step to prevent infection transmission.

**Staff Should Report Any Symptoms Immediately.**