

SOP for Staff Safety Measures

General safety measures

1. Maintain 2 metres distance when talking to anybody. No shaking hands, hugs, etc.
2. Wear a mask when interacting with anyone who does not live in the same house as you. If cloth or surgical mask, change the mask when damp. Cloth mask to be washed daily. Surgical mask to be disposed of in a closed plastic bag. N-95 to be re-used after a gap of 4 days.
3. Handwashing for 20 seconds with soap and water. OR use sanitizer, rub on both hands, front and back, till dry.
4. Cover your mouth and nose with a handkerchief when coughing/ sneezing. Must be washed daily.
5. Do not touch your face, mouth, nose, eyes with unwashed/ unsanitized hands. Even if hands don't look visibly dirty. The disease transmits through your nose, mouth and eyes.

Specific safety measures during outside visits and returning home

6. Carry minimum personal items when going out.
7. For *Door-to-door Awareness and Follow-up* visits, carry a small safety kit with the following items:
 - a. Hand sanitizer bottle
 - b. Plastic bag for waste items
 - c. Some clean cotton in a clean plastic bag, for sanitizing oximeter, etc. [MARI should provide]
 - d. An extra mask in a clean plastic bag [MARI should provide]
8. On returning from outside, wash your hands and face with soap and water.
9. N-95 mask to be kept aside in closed box. If possible, keep N-95 in direct sunlight for few hours. Re-use only after 4 days. .
10. Wash the items that can be washed with soapy water:
 - a. Cloth face mask
 - b. Spectacles
 - c. Keys
 - d. Bangles, rings, chains, nose pin - If possible, avoid wearing these items/ minimize them. If not, wash thoroughly on returning from outside.
 - e. Work clothes - If possible, wash your outside clothes after returning home. If not possible, then air the clothes for a few hours, or keep separately in a closed plastic bag, and wear it the next day when you go out.
11. Things that cannot be washed, sanitize with hand sanitizer
 - a. Phone - pour a little sanitiser on a piece of cloth or cotton and wipe your phone with it thoroughly.
 - b. Wallet/ purse - pour a little sanitiser on a piece of cloth or cotton and wipe your wallet with it thoroughly.

- c. Watch (if possible, avoid wearing) - pour a little sanitiser on a piece of cloth or tissue and wipe your watch with it thoroughly.
- 12. Things that cannot be washed or sanitized, air them for few hours
 - a. Register/ paper/ pen - Keep it aside in a box/ plastic cover separately; no one else should touch; take it out only while you are going out the next day.
- 13. Surgical mask - dispose after using for one day or when it gets damp. Spray with disinfectant (1% bleach solution) and then dispose.
- 14. Oximeter - Oximeter must be sanitized before and after each use. Put some hand sanitizer on a ball of cotton, wipe, and dispose in closed plastic bag.

Care, storage and disposal of N-95 mask

- 15. Remove the N-95 mask from the side elastic straps. Do not touch the front while removing.
- 16. After removing, keep the N-95 mask in a paper envelope [MARI should provide] for 4 days. Keep 1 envelope for each mask. Put a number on each envelope. After using one N-95 mask today, place it in envelope number 1, and re-use that only after 4 days. Tomorrow use a fresh N-95 mask, and after using it place it in envelope number 2 for a 4 days gap. Follow the same method for other N-95 masks.
- 17. If possible, keep in direct sunlight for a few hours.
- 18. One N-95 mask can be re-used for approximately 4 or 5 times. Then spray with 1% bleach solution and discard in closed plastic bag.

While out on rounds in the community

- 19. As much as possible, avoid using bathroom/ toilet while on rounds. .
- 20. When out on rounds, try and avoid sharing your mobile phone with others, or using another's mobile phone. If possible, carry your own set of headphones/ earphones and use this if you need to use someone else's phone. Do not share your headphones/ earphones with others.
- 21. If there is a possibility of conflict or problem with any community residents, do not push or escalate. Back off and come back, and take advice from the organization.

Daily self care for volunteer

- 22. Your health is very important. At the end of each day, assess how you feel. Watch out for even mild symptoms such as headache, tiredness, sore throat, any body aches, mild fever, loss of smell and taste, diarrhoea, etc. Report it/ consult a doctor or helpline, & seek testing. Stay home, isolate, rest, eat and drink comfort-giving and healthy foods.
- 23. After coming back home from rounds, wash hands with soap and water for 20 seconds.
- 24. Store N-95 mask properly. Remember to re-use only after 4 days. If using cloth mask remove and soak in soapy water for 10 minutes and wash. If the mask is disposable, dispose in a closed plastic bag; do not re-use.
- 25.
- 26. Preferably, have a bath immediately after returning from outside. If possible, wash clothes. Or hang them up to get air and re-use them the next day.

27. Set aside 2-3 sets of clothes for going out on rounds, and try and repeat these for outside work.
28. Have usual hot tea/ coffee or some warm/ hot drink for comfort. Other drinks like nimbu paani, chaas are also good. Can have fruit (well washed) as many times as you feel like through the day.
29. Eat balanced meals, including veg and non-veg, eggs, etc.
30. Make sure to eat some fruit daily. Banana, orange, mosambi, whatever is available.
31. Daily warm salt water gargling before sleeping at night.

For the family of the volunteer

Volunteer should pay attention to the elderly and those with pre-existing illnesses in their family. Also pregnant women. At the start of mild symptoms, volunteers must self-isolate from family members.