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/接收 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 atleast 20 seconds
- Rinse hands with water
- Dry hands with towel/tissue.

Source: Centre for Disease control and Prevention
Prepared by: National Institute of Urban Affairs
HOW TO USE A MASK

Correct Procedure of Wearing a Mask
1. Wash/Sanitise hands
2. Unfold the pleats and make sure that they are facing down
3. Place over nose, mouth and chin.
4. Do not let the mask hanging from the neck
5. While in use, avoid touching the mask
6. 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
1. While removing do not touch potentially contaminated outer surface of the mask
2. To remove mask first untie one string and handle the mask using the second string
3. Wash/Sanitise hands after removing mask

Correct Disposal of Used Masks
Should be disposed of either by burning or deep burial

Source: Department of Medical Health and Family Welfare, Govt. of Uttarakhand
Prepared by: National Institute of Urban Affairs
SAFE DISPOSAL OF WASTE FROM QUARANTINED HOUSEHOLDS

In every quarantined household:

♦ Segregation of waste should be done as per BMWM 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.

Source: Guidelines for Handling Treatment and Disposal of Waste Generated during Treatment/Diagnosis/Quarantine of COVID-19 Patients, Central Pollution Control Board (CPCB) dated 25th March, 2020
Prepared by: National Institute of Urban Affairs
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 disinfecton work
All disposable PPE should be removed and discarded in yellow disposable bag after cleaning activity

Source: Department of Medical Health and Family Welfare, Govt. of Uttarakhand
Prepared by: National Institute of Urban Affairs