	Guideline			Doc. No.	SDL-GL-CCH-01
	Prevention of spreading of Corona Virus in CANSA Care Homes/TLC lodges				
C Version no.	1	Page	1	Date Created March 2020	Review date March 2022

1. PURPOSE

The purpose of this procedure is to provide information regarding the spread of the Corona virus

Mechanism of spreading of COVID-19

The virus is spread through coughing or sneezing/intimate contact through droplets from nasal or mouth cavities. These particles land on contact surfaces, therefore stringent measures to maintain clean surfaces is vital.

2. SCOPE

This policy applies to all CANSA Care Home employees as well as contracted staff and volunteers

3. DEFINITIONS/ABBREVIATIONS

CANSA	Cancer Association of South Africa
RN	Registered Nurse/Professional nurse
TLC	Tough Living with Cancer
COVID-19	Corona virus

4. CONTENT OF GUIDELINE

Prominent display of the Coronavirus public hotline 0800029 999 in all CANSA Care Homes and TLC Lodges


Patient admission to Care Homes

Patient/client clearance from COVID-19

- Medical Professionals at treating facilities to provide a letter of clearance from the virus regarding all patients referred to the CANSA Care Homes for admission.
- This include current patients in the Care Homes and future patients to still be admitted.

Travel history to be declared

- All patients/clients are to reveal to the Medical Professional at the treatment facility and Care Home Coordinator recent travelling (within x30days) to COVID-19 high risk countries or across borders within South Africa
- Special precautions regarding admission to CANSA Care Homes due to patient on treatment being immune compromised
- Any person who have recently travelled particularly to any high-risk country or crossing borders within the past x30 day period, have to be tested for the Corona virus and provide a letter of clearance from a Medical Professional. This letter is to be accompanied by the laboratory result of clearance of the individual.

	Guideline			Doc. No.	SDL-GL-CCH-01
	Prevention of spreading of Corona Virus in CANSA Care Homes/TLC lodges				
C Version no.	1	Page	1	Date Created March 2020	Review date March 2022

- Any person regarding above stipulations, who cannot provide this letter of clearance, cannot be admitted to the CANSA Care Homes/TLC lodges

Patients/Client displaying suspicious signs and symptoms

No patient who had, or display the following signs and symptoms can be admitted:

- Fever or signs of fever e.g .complaints of feeling hot/ sweating (Thermometers to be supplied to Care Homes)
- Cough
- Sneezing
- Runny nose
- Changes in taste and smell unrelated to the cancer or treatment
- Difficulty breathing

General aspects to prevent the Corona virus from spreading

Handwashing


- Wash hands frequently with soap and water, and clean with alcohol-based hand rub
- Hand sanitizers with alcohol-based solution to be at entrance
 - To the care home
 - To the dining room
- Avoid touching eyes, nose or mouth, rationale being hands touching surfaces with virus can facilitate the virus being transferred to areas of entry to the body

Cleaning of work surfaces

- All worksurfaces in the kitchen and dining room tables to be cleaned with household Bleach at least six times a day including before and after
 - Breakfast
 - Lunch
 - Supper

Maintain social distance

- Maintain a distance of at least 2 meter from any person coughing or sneezing
- Prevent close contact e.g. hugging of people with or without signs of flu
- Minimize activities with larger numbers of people
Challenge in CANSA Cate Homes is close proximity of patients to one another on the patient carrier vehicles
- Space furniture (washable surfaces) to maintain social distancing
- Stagger meal times to ensure social distancing

	Guideline			Doc. No.	SDL-GL-CCH-01
	Prevention of spreading of Corona Virus in CANSA Care Homes/TLC lodges				
C Version no.	1	Page	1	Date Created March 2020	Review date March 2022

Regarding upholstered furniture

- All upholstered furniture to be removed
- Replace with washable surface chairs and furniture
- If upholstered furniture can not be removed, the surface must be covered with a sheet/cloth and coverings to be changed and washed daily

Wearing of gloves

All staff to wear non-sterile disposable gloves

Cleaning of vehicles and carrying capacity

- Every CANSA Care Home must have a spray-pump for the cleaning of vehicles
Only wiping down surfaces will not reach all surfaces of the vehicles.
- Sprayed down (inside and outside) with a mixture of Household detergent and Bleach
- If possible, obtain disinfected as utilised by Department of health or local municipality for surface spray disinfectant
- Company transportation to be cleaned daily and ask employees to abide to hygiene rules (frequent handwashing)
- Instate more frequent trips to prevent number of patients crowded in the vehicle
- Only to carry maximum of 75% carrying capacity (previously suggested 50 %, but latest according to minister of Health =75%)

Daily screening of staff and patients

Patients and staff daily assessed for signs and symptoms e.g.

- Coughing
- Running nose
- Fever
- Headaches
- Diarrhoea
- Changes in taste and smell not related to their cancer or cancer treatment


This must be recorded on the patient admission form to the care home

Thereafter, daily assessment/screening to be documented on the observation checklist

Isolation measures for suspected infected patient

Please bear in mind CANSA Care Homes is by no means designed or equipped for any form of patient isolation

- A specific room or section to be allocated for suspected infected patient/s – separate room/bathroom/kettle and utensils
- Inform relevant authorities of the case for testing ncov@nicd.co.za
- Notify patient treatment centres
- The entire Care Home will be isolated and tested for the virus

	Guideline			Doc. No.	SDL-GL-CCH-01
	Prevention of spreading of Corona Virus in CANSA Care Homes/TLC lodges				
C Version no.	1	Page	1	Date Created March 2020	Review date March 2022

Maintain good respiratory hygiene

- Cover the mouth/nose when coughing or sneezing with a tissue or bend elbow, and if a tissue is utilised, immediately dispose of this in a closed bin. This is to prevent droplet spread of COVID-19
- Closed bins to be available in all CANSA Care Homes
- Avoid spitting in public places

Wearing of masks as advised by Minister of Health

All staff, patients and visitors (e.g. essential maintenance) to wear cloth masks. Surgical and G95 masks to be reserved for Health care workers working directly with infected patients or screening of potential infected clients

Rationale:

Department of Health's top priorities is to ensure that front-line healthcare workers, who are caring for those with Covid-19, have the required N95 respirators and/or medical masks so that they are protected when undertaking their duties and helping us save lives.

There is a global shortage of these masks so we please urge all residents to not obtain or use these, so that we can ensure enough supply to the frontline healthcare workers in our hospitals and clinics

Do not use N95 Respirators and Medical masks as this is to be reserved for Frontline Healthcare workers

Cloth masks:


A cloth mask, if appropriately used, and cleaned, can offer the following protection for residents:

- The mask will reduce the transmission of droplets from the source (any person coughing or sneezing)
- It will reduce inhaling a large number of droplets from others
- Will reduce exposure in overcrowded areas such as taxis, shops of government buildings
- Will create awareness around Covid-19
- Inexpensive and can be produced in large under clear specifications
- Usage guidelines applied

When could a cloth mask be used:

Cloth masks can be used by both the community and non-healthcare workers and where there is no physical contact. This includes:

- Travel to and from work in public transport
- When stepping outside the house to go shopping or seeking healthcare
- In self isolation when contact with others is necessary (remember distancing)

	Guideline			Doc. No.	SDL-GL-CCH-01
	Prevention of spreading of Corona Virus in CANSA Care Homes/TLC lodges				
C Version no.	1	Page	1	Date Created March 2020	Review date March 2022

- When stopping and talking to members of the public (for example, traffic police)
- When conducting interviews during house to house visits (for example, Community workers)
- When cleaning the streets/ disposing of domestic rubbish

How to properly use a cloth mask:

The usage of any type of mask should be accompanied by strictly adhering to safe use guidelines. Wash your hands before applying and after removing a mask, never touch the cloth part, never fiddle with it whilst wearing, refrain from touching your face. Discard disposable masks. Wash cloth masks with warm soapy water and iron when dry.

It is very important that residents use a cloth mask properly. If they do not, it might result in them putting themselves at risk of spreading Covid-19. The simple guidelines to use are:

1. Only use a mask that has been cleaned & ironed
2. Place the mask with the correct side facing your nose and mouth and covering both well
3. Tie the strings behind your head, or if you are using elastic bands, make sure these are tight
4. Make sure it fits well. Move it around to get the best fit. Never touch the cloth part.
5. Once you have put on the mask, **DO NOT TOUCH YOUR FACE** again until you take it off
6. When you take it off, undo the ties, and carefully fold the mask inside out, hold it by the strings/elastic and place the mask in a container preserved for washing the cloth mask.
7. Wash hands thoroughly and dry before doing anything else

Maintaining the mask:


At least two cloth masks per person so one mask can be washed and another clean mask ready for use.

- Wash the mask daily in soap and hot water (tolerated during hand wash).
- Rinse thoroughly and dry
- **IRON THE MASK-** this is the best means of disinfection!

How to make a mask – see addendum

Food hygiene

- Utilize different chopping boards for raw meat/ cooked food
- Cook food well – heat destroys the virus
- Wash hands before, during and after working with food/cooking
- Sick animals/animals who died of any disease is not to be eaten
- Avoid contact with stray animals or their excretions

	Guideline			Doc. No.	SDL-GL-CCH-01
	Prevention of spreading of Corona Virus in CANSA Care Homes/TLC lodges				
C Version no.	1	Page	1	Date Created March 2020	Review date March 2022

Maintain general food hygiene principles

If you have health problems or take medicines that weaken your immune systems, or prepare food for someone who does, you should always follow the four steps below to reduce your chance of developing a foodborne illness:

Clean: Wash hands, utensils and surfaces often. Germs can spread and survive in many places.

Separate: Raw meat, poultry, seafood, and eggs can spread illness-causing bacteria to ready-to-eat foods, so keep them separate.

Cook: Food is safely cooked only when the internal temperature is high enough to kill germs that can make you sick.

Chill: Refrigerate promptly. Bacteria that cause food poisoning multiply quickest between 4°C and 60°C.

Environmental hygiene – specifically for CANSA Care Homes closed during the lockdown period

Fumigate to ensure absence of rodents (wild animal to human transmission of COVID-19)
Preferably fumigate on a Friday to allow adequate ventilation over the weekend, prior to opening facility on Monday

5. REVIEW AND APPROVALS

- Review: This policy/procedure, entitles Prevention of spreading of the Corona virus in CANSA Care Homes has been compiled by G M Venter
- Date March 2020


REFERENCES

NDOH guidelines to prevent spreading of Corona virus

CANSA Internal guideline on prevention of spreading the Corona virus

Approval: This policy/procedure, entitled Prevention of spreading of Corona Virus in CANSA Care Homes and numbered SDL-GL-CCH-01, is approved effective Date: 09 March 2020, and shall be included in the Policies and Procedures Manual of the Cancer Association of South Africa (CANSA), and shall be reviewed at least every 2 years.

Chief Executive Officer

	Guideline			Doc. No.	SDL-GL-CCH-01
	Prevention of spreading of Corona Virus in CANSA Care Homes/TLC lodges				
C Version no.	1	Page	1	Date Created March 2020	Review date March 2022

Addendum

How to make a cloth mask

A cloth mask can be made in any non- industrial or domestic setup, and is relatively simple to make. There are many videos on YouTube demonstrating a step by step guide on how to make a cloth mask with varying design.

The following is the Western Cape Government approved cloth mask standard:

A cloth mask typically comprises square pieces of cloth with three pleats that can cover the face from ABOVE the nose to BELOW the chin and almost up to the ears.

Materials

Two layers, an inner and outer surface of the mask:

Outer layers

- Made from thick weave cotton like denim, calico or upholstery cotton fabric that can be easily washed
- Comprising two different patterns on the cloth - if possible - to distinguish between inside and outside of the cloth mask

Inner layers:

- Two layers of ordinary cotton typically used for linen;
- If possible – between the two inner cotton layers - a laminate breathable layer of non- woven fabric which is washable at high temperatures – or if you don't have that, something like a jacket lining inner.

Strings or straps which can be tied behind the head

Do not use stretchy material with a loose weave such as t-shirt material