**Day 1 summary**

**First Day of Duty with the Elder**

* Ask your employer about your daily reporting time and the time when you will leave
* List down your responsibilities with your employer
* Understand the layout of the care receiver home
* Ask your employer about the elder’s age, family structure, physical and mental abilities, medical problems, diet, and any specific needs
* Ask your employer about the current medications that need to be administered
* Check and record vital information of the elder

**First Impressions**

* Prepare a set of questions for your employer
* Take care of your personal hygiene and wear clean and ironed clothes
* Wear clean, comfortable shoes
* Make sure your hair is neat and trimmed
* If your hair is long, keep them neatly tied
* Do not wear chunky jewelry
* Keep your nails clean, short, and trimmed, in case of woman, do not paint your nails
* Double-check the time at which you are expected to report
* Prepare your clothes a day in advance
* If you plan to take public transport, make sure you are aware of the timings
* If you plan to travel by your own vehicle, make sure it has enough fuel
* Start from home early so that even if you get delayed, you still reach on time
* When you meet the care receiver and your employer, greet them
* Maintain a degree of formality and mutual respect
* Be friendly and pleasant
* Be a good listener
* When given a chance, ask your questions about the care receiver, their needs, and their lifestyle
* Never ask a personal question

**Habits to Kill**

As a caregiver, you should change the following bad habits:

* + Smoking in the presence of the person under your care, or their family or engager or employer
  + Drinking alcohol during or before work hours
  + Watching TV or listening to music during work hours
  + Taking personal calls during work hours
  + Inviting friends or family to your employer’s home
  + Using bad language
  + Not washing hands when you must
  + Being careless
  + Procrastinating, or postponing work for a later time

**Maintaining Boundaries**

* Disconnect from your role as a caregiver when your work hours are over
* Every day, connect back to your own life
* Respect the family’s beliefs but feel free to follow your own
* Do not feel obliged to conform to the family’s political views
* You may occasionally perform a task that is not a part of your job duties, but if it is critical at that point of time
* Do not routinely perform tasks that are not a part of your duties, or your primary duties may suffer
* Do not try to influence children with your beliefs or opinions about people or family members
* Do not listen to and become a part of the family conversations
* Do not give your opinion, unless asked

**Importance of a Clean Environment for Caregiving**

* Dust and dust mites cause allergies, sinus infections, respiratory problems, and asthma
* A dirty kitchen attracts pests, which are carriers of several diseases
* Bacteria in bathrooms can also cause health issues
* A person, especially an elder or a baby, can get a urinary tract infection from using dirty toilets and showers
* Wet bathrooms can cause a dangerous fall
* A cluttered bathroom or loose bathroom fittings can cause injuries
* Molds, caused due to high moisture content, can trigger asthma and other respiratory diseases
* Clutter attracts pests and dust; can also result in falls and injuries
* Poor ventilation increases the risk of respiratory irritation, cold, or flu
* Odors and smoke can cause respiratory diseases and allergies

**Measures to a Maintain Clean and Hygienic Environment**

* Dust every day or on alternate days
* Clean the ceiling, mats, window frames, fans, and air conditioners once a month
* Once in a month, clean the shelves and cabinets and dry clean curtains and rugs
* Use the vacuum cleaner at least once a week to clean rugs, upholstery, windowsills, and carpets
* To avoid dust bunnies, dust corners and under furniture and objects
* To reduce clutter, keep things back in their place
* Change linen regularly; soak linen in hot water before washing
* Store food in closed containers
* Ensure that things that you do not need regularly need in the kitchen are easily accessible; store rarely used items on higher shelves
* Clean wall tiles, bathroom fittings, and ceiling of the bathroom once a week
* Clean bathroom floor, sink and commode every day

To improve ventilation:

* + - Open windows
    - Clean filters of air conditioners and heaters
    - Avoid smoking
    - Avoid aerosol sprays
    - Use natural air fresheners
* To avoid pest problems:
  + - Do not leave open food
    - Seal all cracks
    - Ensure windows have screens
    - Avoid the use of pesticides

**Wearing and Taking Off Gloves**

* Wear disposable gloves for activities that involve contact with body fluids, mucous membranes, non-intact skin, or other potentially infectious material
* Always use disposable gloves and do not reuse them
* When wearing and taking off gloves:
  + Ensure proper hand hygiene
  + Ensure your hands are completely dry
  + Take care not to touch the outer part of the glove
* Dispose of the gloves properly

**Changing Linen**

* Change bed linen weekly, or earlier, if it gets dirty
* For a person who spends most of their time in bed or a person who frequently eats in bed, you may need to change bed linen multiple times in a week
* If the person soils the bed, change bed linen immediately
* Put bath, hand and face towels for drying as soon as they become damp
* Replace towels once in four days, or earlier, if they get dirty
* If hand and face towels are used to wipe off food or dirt, change them immediately
* Observe how often a bathroom rug gets wet or dirty and change it accordingly
* To get rid of germs, dust mites, and bed bugs, soak and wash linen in hot water
* Ensure that before you use it, linen has been dried and ironed properly

**Ensuring the Caregivers’ Safety from Infections**