



THE NEW NORMAL

GUIDELINES ON HOW TO TAKE CARE
OF YOUR LIFE AFTER THE LOCKDOWN



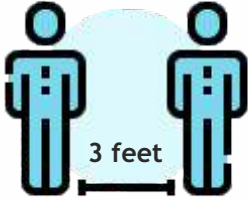
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BASIC 3 STEPS

POST LOCKDOWN CARE

As Easy As 1, 2, 3....



Social Distancing

3 feet distance in all areas (desks, lifts, cafeteria etc).



Hand Sanitizer / Hand Wash

Carry personal hand sanitizer, wash hand frequently for 20 seconds.



Face Mask

Cover your mouth & nose with a mask.

**Mask is not a substitute for social distancing.*

SCREENING OF STAFF / VENDORS



Thermal screening (Normal- 37.5° C or 99.5° F).



Check for flu like symptom, loose motions & abdominal pain.



Check if there is contact with any known COVID-19 positive patients.

If any of this is positive, please escort your staff to medical facility.

AT OFFICE ENTRANCE



Hand rubs at each entrance.

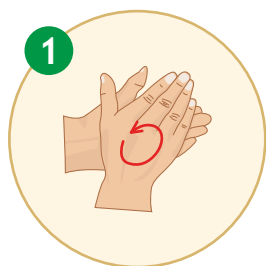


Non contact attendance system.

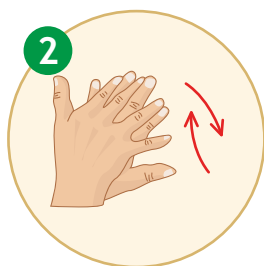


Vehicles to be sprayed with disinfectant before parking.

STEPS OF HAND HYGIENE



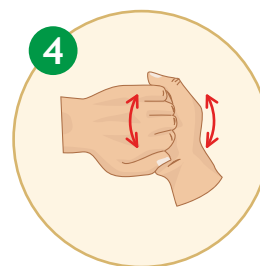
Rub palms together.



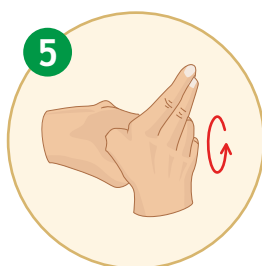
Rub the back of both hands.



Interface fingers and rub the hands together.



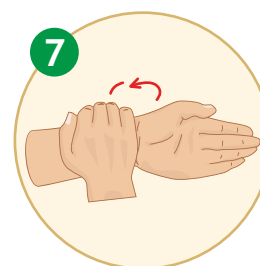
Interlock fingers and rub the back of fingers of both hands.



Rub thumb in a rotating manner followed by the area between index finger & thumb.



Rub finger tips on palm for both hands.



Rub both wrist in a rotating manner, rinse and dry thoroughly.

GUIDELINES FOR PREPAREDNESS OF FACILITY AND INFRASTRUCTURE

Cleaning & Disinfection

| Area | Cleaning & Disinfection | Contact time |
|--|---|---|
| Floor | Cleaning by any neutral floor cleaners like lysol. Disinfection by 1% sodium hypochlorite. | Till it dries & then mop with disinfectant with contact time of 30 minutes. |
| High touch surfaces which are hard & non-porous like tables, door knobs, light switches, lift buttons, counter tops, handles, desks, phones, keyboards, toilets, faucets, sinks. | Direct use of ready 70% alcohol wipes like chlorox, lysol wipes or 1% sodium hypochlorite solution. | 3 - 4 mins |
| High touch surface areas that are porous like soft couches. | Lysol spray, dettol multipurpose spray. | 10 mins |
| General wide open areas. | Surrounding disinfection - 1% sodium hypochlorite via canisters. | 30 minutes |

Home Preparation Of 1% Sodium Hypochlorite Solution

| Product | Available chlorine | 1 percent |
|--|--------------------|-----------------------------------|
| Liquid bleach (chlorox, lizol, harpic etc) | 3.5% | 1 part bleach to 2.5 parts water. |
| Sodium hypochlorite liquid | 5% | 1 part bleach to 4 parts water. |
| Chlorine powder: NaDCC (sodium dichloroisocyanurate) powder | 60% | 17 grams to 1 litre water. |
| Chlorine tablets: NaDCC (1.5 g/ tablet) | 60% | 11 tablets to 1 litre water. |
| Chloramine powder | 25% | 80 grams to 1 litre water. |
| Bleaching powder | 70% | 7 grams to 1 litre water. |

Food Hygiene Practices



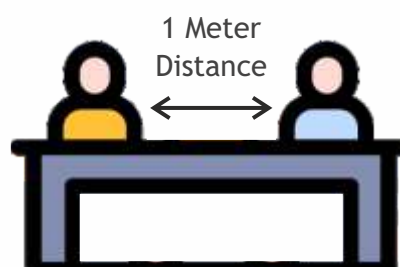
Daily deep cleaning of kitchens / pantries with 100 ppm (parts per million) chlorine solution based on manufacturers guideline.



Avoid buffets. If serving food as buffet, cover with sneeze guard. Food should be served by F & B staff wearing gloves.



Carry your own cutlery/mugs or use disposable ones.



Social distancing at each dining table. Stagger lunch hours.

6 Steps Of Safe & Effective Use Of Disinfectant

1



Check that your product is EPA approved

Find the EPA registration number on the product. Then check to see if it is on EPA's list of approved disinfectants at: [epa.gov/listn](https://www.epa.gov/listn).

2



Read the directions

Follow the product's directions. Check "use sites" and "surface types" to see where you can use the product. Read the "precautionary statements."

3



Pre-clean the surface

Make sure to wash the surface with soap and water if the directions mention pre-cleaning or if the surface is visibly dirty.

4



Follow the contact time

You can find the contact time in the directions. The surface should remain wet the whole time to ensure the product is effective.

5



Wear gloves and wash your hands

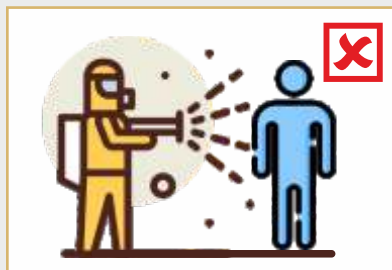
Use disposable gloves, discard them after each cleaning. For reusable gloves, dedicate a pair to disinfecting COVID-19. Wash your hands after removing the gloves.

6



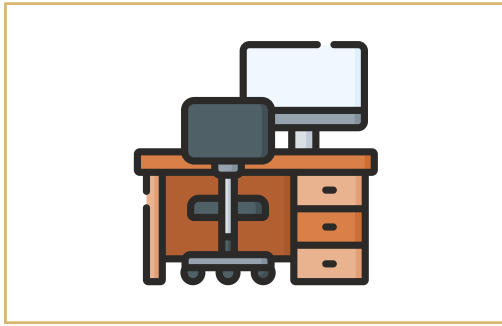
Lock it up

Keep lids tightly closed and store out of reach of children.



Spraying of disinfectant sprays on individuals or groups is **NOT** recommended under any circumstances.

Clinically Clean Is Now The New Level Of Cleanliness



Clean As You Go

Clean your desks, laptops, mobiles with alcohol wipes, even toilet seat.



High Touch Surface

Like chair, door knobs, switches etc clean with chlorine solution of 100 ppm (parts per million) strength after every four hour intervals.

How To Ensure Cleanliness

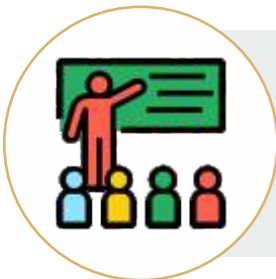


Appoint a COVID-19 Officer / Coordinator

Report any health related issue in the unit and who will also liaise with the local civic body as and when required.

Sanitizing Checklist By Cleaning Staff

A list containing time of sanitation, name of the staff, the time of conducting the activity, any remarks and supervisor's signature.

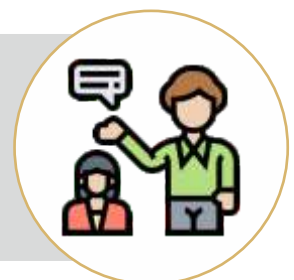


Awareness Training

Symptoms of virus and its spread, personal hygiene importance of social distancing, company policy & procedures.

Say It If You Have It

Encourage employees to come forward and inform / declare if experiencing any symptoms as described.



GUIDELINES FOR THE EMPLOYEES JOINING BACK THE OFFICE

Joining Back After Recovering From COVID-19

- Submit the copies of COVID-19 negative test reports along with discharge summary (if applicable) to the organisation medical facility/HR.
- Submit Medical fitness certificate from appropriate medical facility.



GUIDELINES FOR EMPLOYERS AND EMPLOYEES TO ENSURE EMPLOYEE SAFETY POST LOCKDOWN.

Caring For Employees



Relax Work Norms:



Identify vulnerable population such as elderly person & pregnant women.

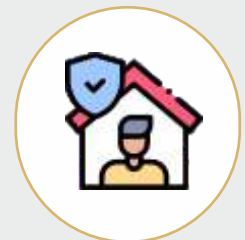


Keep a check on health of employees.

Seek medical help if anyone is unwell.



Employees with symptoms of fever, cough, cold, breathing difficulty to be quarantined for 14 days.



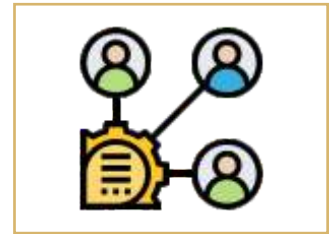
Provide separate transport facilities, if needed.



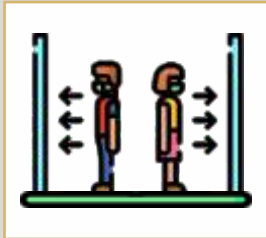
Initiate well-being, social counselling for employees.

Office Meetings

- Non critical meetings to be postponed.
- Use digital platforms for important meetings.
- For face to face meet, follow social distancing norms.



Work Space Practices



Social distancing in lifts.



Reorganise work stations in accordance with social distancing norms.



Doors to be automated or kept open if possible to minimise touch.



Use own water bottles or dispensers with disposable cup.



Every 4 hours surface cleaning should be done in toilets (including toilet seat).

GUIDELINE FOR TREATMENT OF THE MATERIALS COMING FROM OUTSIDE

Materials Coming From Outside

- Identify a central location to receive all materials, avoiding overcrowding of materials.
- Vendors to be screened as per the employee daily screening policy & must wear face mask. They are advised to sanitize hands before entering the facility.
- Material is disinfected using disinfectant wipes / spray by a staff wearing mask & gloves before its receipt.



ENGINEERING PROCESS FOR AC VENTS AND AIR CIRCULATION IN CORPORATE OFFICES

Re-engineering Of Air Conditioning Systems

- Adequate ventilation (maximum fresh air and exhaust running).
- Temperature range 24-30 degree celsius, humidity range 40-70 %.
- Heat recovery wheels to be kept off.
- Inspection and cleaning of the indoor unit coil.
- Air filter to be cleaned weekly & coil cleaning monthly.
- Toilet, pantry and kitchen exhaust to be in operation.



HOME QUARANTINE



Stay in a well-ventilated single room, preferably with an attached toilet.



Need to stay away from elderly person, pregnant women & children.



Restrict your movement within the house.



Do not attend any social / religious gathering.



Wash hands frequently with soap & water or alcohol based sanitizer.



Avoid sharing household item like dishes, glasses, cups, utensils, towels & bedding.



Wear a mask at all the time. The mask should be changed every 6-8 hours.



Dispose the used mask in closed bin and bin should be handled responsibly.



Clean toilets (including toilet seat) every 4 hours.



If symptoms appear, report immediately to nearest health centre.

DISINFECTING COMMON HOUSEHOLD ARTICLES & JEWELLERY

Common household articles & jewellery also carry viruses if contaminated during purchase or home delivery or merely by contact with infected surface eg. Finger rings. After any contact always wash hands with soap/use hand sanitizer & clean the household product before storing it. For home furniture & high touch areas clean it daily. The following table details the process of disinfection for different kind of surfaces.



| Fomite | Example | Disinfection |
|----------------------------------|--|---|
| Metal | Door knobs, jewellery, silverware. | High-touch areas like door knobs to be cleaned with alcohol wipes. Precious jewellery can be soaked in mild soapy water for 5 minutes & cleaned with soft brush. |
| Wood | Furniture, decking. | Use household cleaning spray/alcohol spray or wipes. |
| Plastics | Packaging like milk containers and detergent bottles, backpacks, elevator buttons. | Household cleaning spray/alcohol wipes like clorox wipes or lysol sprays. |
| Stainless steel | Refrigerators, sinks. | Household cleaning spray or wipe with mild soap solution. |
| Cardboard | Shipping boxes | Use household cleaning spray/alcohol spray/hand sanitizer spray & leave for 10 mins to dry. |
| Aluminum | Soda cans, tinfoil, water bottles. | Use alcohol wipes or mild soap solution. |
| Glass | Drinking glasses, measuring cups, mirrors, windows. | Use soap solution to clean & then wipe it with plain water. Alcohol sprays can be used for windows. |
| House hold pots, pans & cutlery. | Dishes, pottery, mugs, cookware. | Washed as usual with soap & water. |
| Paper | Any form of paper. | Leave the paper product in isolation for 5 days & then use it. It can be also be wiped with alcohol wipes if the product is not damaged by the moistness of the wipes. |
| Perishable goods | Fruits, vegetables etc. | Wash under running water as usual. |

Quick Tips In Case Of Emotional Overwhelm



Step outside for a minute to get some air.



Focus on your breath and notice how the body feels as air goes in and out.



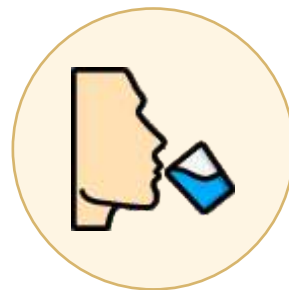
Find a distraction.



Focus on 5 things around you and describe them to yourself.



Run your hands under cold water.



Take a few sips of water.



Cross your arms tightly and squeeze for 5 seconds.



Sit down and press your feet firmly into the ground for 5 seconds.

One May Exhibit Difficult Behaviour As A Part Of Stressful Situation During COVID-19



These are unprecedented times for everyone. Stress, anxiety, irritability are possible in one's behaviour as outburst.



Coping And Resilience - Some Effective Ways



Take precautions.



Be alert.



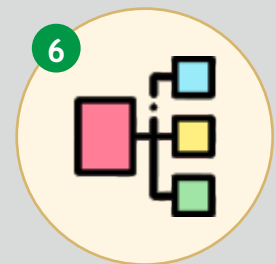
Plan & prepare for routine for better efficiency.



Rest & recharge after challenging task, practice breathing exercise.



Eat on time & drink 2-3 liters of water everyday



Break challenges into small achievable steps.



Compliment each other at work regularly.



Compassion towards colleagues, listening to each other can help in long way.



Reflect and acknowledge your emotions at the end of the day.



Use distraction, positive reframing can help to tackle negative thoughts/feelings.



Exercise regularly.



Listen to Music.

Precaution To Be Followed By Schools Post COVID-19 Lockdown

Schools are potential sources of acquiring cross infections, special precautions must be taken once the school's re-open post lockdown



Schools must encourage students to stay at home if they are suffering from cold, cough or fever.

Medical certificate of fitness must be verified before resuming a child or staff after any illness.



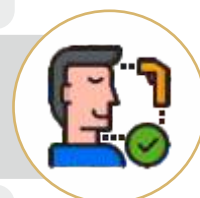
Seating arrangements in class should be based on social distancing norms.

Ensure good ventilation. Keep doors & windows open, avoid air conditions



Ensure adequate regular cleaning and disinfection of desks, doors, lifts, toilet seat, floors, toys, school bags, water bottles, pencil boxes and all other common touch points.

Daily screening of staff & students is recommended. School Clinic may advise appropriate measures in case anyone is found unwell.



Limit number of hours at school. Online teaching may be encouraged. School time may instead be utilized for emotional bonding and fostering creative activities.

Mops, surface cleaning with 1% hydrochlorite to be done every 4 hours.



Shoe sole of every child should be sprayed by hydrochloride.

Junior class students need to be given extra care than Senior class students.



Surface cleaning should be done every 4 hours in toilets (including toilet seats).

Care Of Children Post COVID-19 Lockdown

Children have largely been found with milder symptoms with clinical recovery occurring in a couple of days.



Care of children at home:



Teach them good hand hygiene. Washing hands for about 20 seconds with soap & water or sanitizer after coughing, sneezing, after coming from outside, after toilet and before eating must be encouraged and re-emphasized.



Teach them how to cover mouth and nose while coughing or sneezing.



Show videos or cartoons which depict the ways by which this disease spreads and ways in which it can be prevented from spreading.



Avoid close contact of kids with adults having symptoms of cold, cough, fever until they recover.



Avoid close contact with pets.



Clean ACs at home & avoid directly sleeping in front of the AC blast.



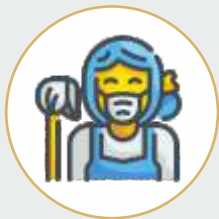
Regular cleaning and disinfection of play areas, toys, furniture, door knobs, window panes, lifts and surroundings with disinfectants.



Cleaning of toilet seat with disinfectants after every use.



Avoid crowded / public places such as malls, movie theater, play zones, sports centers to avoid potential contacts with infected people.



Screen housemaids looking after the kids for viral symptoms such as body ache, fever, cough or cold and avoid contact with them till they recover from these symptoms / adequately tested and treated. Proper hand hygiene for all maids to be ensured at the time of entry in house.

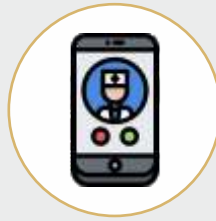


Children get easily affected by any stressful situations concerning their parents or close friends and family members. Allay their anxiety by explaining in a simple and a non - dramatic manner.

If child is sick:



Avoid taking to doctor's clinic for minor health issues. Instead use online video consultation.



Online video consultations may be considered for sick children with respiratory symptoms to avoid potential exposure to other children and adults.



Avoid unnecessary self-medication or soliciting advice from unqualified persons.



Avoid spreading false beliefs or rumors as it can create unnecessary panic in parents.



Maintain the basics of social distancing, face mask & hand rub if visiting the clinic.

Diet:



Healthy and balanced diet adequate in calories, proteins, regular consumption of fruits and leafy vegetables should be encouraged.



Adequate intake of boiled water.



Avoid ordering food from hotels & Restaurants or online food, junk food.



Diet



Avoid consuming cold food, chilled water & ice creams.



Use home remedies such as consuming hot milk with turmeric.

Vaccinations:



Complete all important vaccinations especially flu vaccines, pneumococcal vaccines and MMR vaccination which are important to prevent respiratory illnesses such as childhood pneumonias.

Tips to enhance your child's nutritional intake:



Make milkshakes & smoothies with adding nuts



Add some fruits and nuts to yoghurt and top it off with cereal to make an attractive parfait.



Replace roti sabji with stuffed vegetable or paneer paratha or egg wraps.



Add grated carrot, spinach puree to chilla, paratha or green moong for sprouts dosa



Add colourful vegetables like carrot, tomatoes, french beans, sprouts, to regular poha and upma to increase the fibre and to add colour.



Cut different shapes by using cookie cutters, make skewers with chicken or paneer, cheese cubes, vegetables and fruits and serve as mid-day snacks.



Nuts and seeds can be included as a quick snack.



Add lots of vegetables in sandwiches or noodles.



Add beans, sprouts to salads and soups.

ELDERLY CARE GUIDELINES

Elders have more chronic conditions than younger people, their aging immune system makes it harder to fight diseases. Due to existing diseases recoveries are usually slower and more complicated.

Many of us are witness to the above, we either have parents who do not live in the same city as us or we have elderly couples who are neighbours. Here are a few things that young people can do to support the older generation to feel safe and connected:

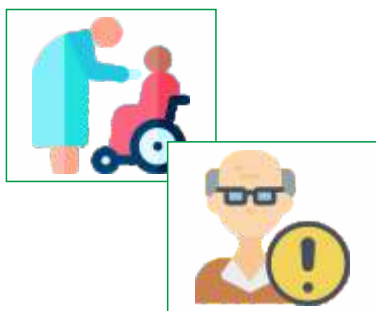
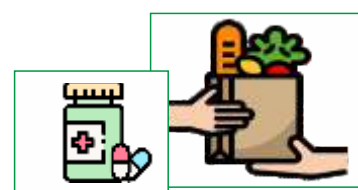


Social Support

- Check in on them regularly through phone calls.
- Send them a message or whatsapp or leave a note on their front door just to let them know someone is thinking about them.

Run Errands

- Buy them daily essentials like milk, bread, eggs, vegetables, fruits etc.
- Ensure their medical supplies are stocked up.
- Send them a little reminder asking them if they took their medication.



Practice Social Distancing But Not Social Isolation

- Limit in-person visits.
- Help them understand the need to practice social distancing to keep them safe.
- It is tough for older adults who cherish the time spent with friends and family members to maintain social distancing, so reassure them that you aren't going anywhere.

Help Them Stay Connected, Feel Involved, Purposeful & Less Lonely.

- Show them how to video chat with others using smart phones, laptops or tablets.
- Encourage them to telephone their friends and family and to write kind notes to lift everyone's spirits.

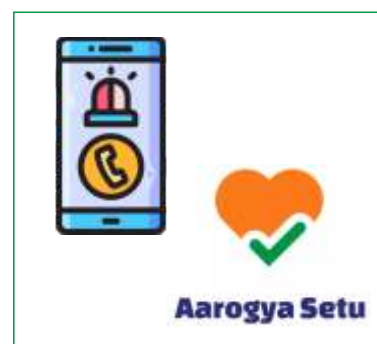


Postpone Unnecessary Medical Visits

- Help them stay in touch with their doctors if they offer tele - consultation .
- As much as possible doctors and patients should communicate over video, email or other means rather than face-to-face.

Set Up Emergency Contacts and Speed Dials

- Identify one person nearby who they could rely on to care for them in case you are not available or far away.
- Keep essential phone numbers handy in speed dials or hand written in easy accessible location- such as ambulance, family doctor, nearby hospital, nearby family member, chemist shop, etc.
- Add the COVID-19 emergency helpline numbers to their contacts and speed dial. Download Arogya Setu app on their mobile.



Most importantly if they develop symptom such as fever, cough, cold & shortness of breath, to call their family doctor, helpline or nearest hospital.

Dietary Guidelines For Elderly Post COVID-19



Regular Dental Visits: Healthy teeth and gums are essential to help eat well and enjoy eating. Regular visits to the dentist while facing difficulty with teeth, gums or dentures is important to enjoy a variety of foods without restriction.

Use Of Herbs On Your Food: As you age sense of smell & taste decreases reducing appetite. Use of herbs and spices like cloves, cinnamon, elaichi, cumin seeds, ginger, garlic, mint, lemon can enhance aroma and flavor of savory food further increasing appetite.



Fibre: Foods rich in fibre promote proper digestion and movement of food through the digestive tract. Whole grain cereals, fruits, vegetables, dried fruits, lentils and pulses are all excellent sources of fibre.

Calcium Rich Diet For Bone Health: Osteoporosis is a condition which leads to a decrease in the bone density increasing the risk of fractures of the hip, leg and wrist are common among the elderly. Calcium helps to build and maintain healthy bones. Foods rich in calcium are mainly dairy products such as milk, curd, yogurt, paneer, as well as leafy green vegetables, sesame seeds, figs and cereals fortified with calcium.



Vitamine D: Aids in the absorption of calcium. It is found in fortified cereals, fortified milk, yogurt, fish and eggs.

GENERAL NUTRITION GUIDELINES



Balanced Diet: A healthy balance of high protein, good omega 3 fats, complex carbohydrates and seasonal fresh fruits and vegetables are recommended to be consumed to help get back to regular lifestyle with good health post the lockdown.



High Protein Food Sources:

Dal, chana, matki, moong, soya bean and soya products, dairy products, poultry, fish, chicken.



Seasonal Fruits and Vegetables: Vegetables are important sources of many micronutrients, dietary fibre and vitamins such as folate (folic acid), Vitamin A and Vitamin C.



Complex Carbohydrate Sources: Whole cereals, starchy vegetables and whole grains.

Hydration: Drink 2-3 litres of water daily. Clear fluids like coconut water, nimbu pani, green tea, soups, buttermilk can be consumed as well.



Food Preferences: Eat home cooked, local and fresh meal. Eating fresh is the need of the hour. Avoid packaged foods, instant foods, processed foods and junk food items.



Immune Function Boosting Nutrients:

Vitamin A: Carrots, Pumpkin, Dark green leafy veg, Chicken liver, Egg, Mackerel fish, Chicken. Combination of any 3 of these items would help achieve the daily requirement of this nutrient.



Carrots & Pumpkin



Egg



Mackerel fish



Chicken

Vitamin C: Amla, Guava, Orange, Capsicum, Broccoli, Red amaranth leaves, Sour limes.



Guava



Orange



Capsicum



Sour limes

Vitamin E: Pistachios, Halim or Garden-cress seeds, Almonds, Zucchini, Spinach, Sunflower seeds and Flax seeds.



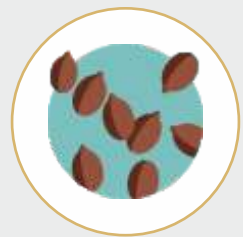
Pistachios



Zucchini



Spinach



Flax seeds

Vitamin D: Eggs, Salmon, Red snapper, Organ meats, Ravas, Oyster and Vitamin D2 - Mushrooms, Soyabean, Sesame seeds, Amaranth (Rajgira), Walnuts, Ragi (Nachni), Corn, Lentils and Pulses.



Salmon



Organ meats



Oyster



Mushrooms

Zinc: Lentils and Pulses, Soya, Sesame seeds, Garden-cress seeds or Halim, Almonds, Walnuts and Poultry.



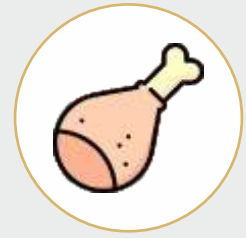
Lentils & Pulses



Sesame seeds



Almonds



Poultry

Magnesium: Ragi, Lentils and Pulses, Jowar, Green leafy vegetables, Almond, Cashew nuts, Sesame seeds, Pumpkin seeds and Sunflower seeds.



Green leafy
vegetables



Almond,
Cashew nuts



Pumpkin seeds

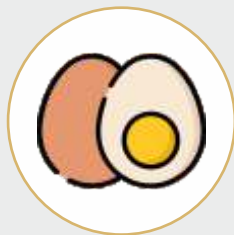


Sunflower seeds

Selenium: Brazil nuts, Brown rice, Walnuts, Eggs, Chicken, Mushrooms, Fish like sardines, Tuna and Shellfish like Oysters and Sunflower seeds.



Brown rice



Egg



Chicken



Mushrooms

Increase Physical Activity

During lockdown period a drastic drop in physical activity was noticed. Reduced activity increases potential risk of obesity, lifestyle disorders, poor mental health etc.



Increasing physical activity in a slow and steady format can help our Bodies re-vitalize.

Indoor Activities:



Dancing



Aerobic exercises



Static cycling



Rope jumping



Spot jogging / marching



Treadmill

Resistance Exercise:



Stretching



Push-ups



Crunches



Weight training

GUIDELINES FOR LARGE KITCHENS AND CANTEENS



Receiving Foods



Never choose meat and poultry in packaging that is torn or leaking.



Purchase refrigerated or frozen food items after selecting non-perishable items.



Check date of manufacture and expiry for all items.



Sanitize and clean tables while receiving all items.



Wash all plastic food packets with soap and water.



Soak all leafy vegetables in water and then wash it thoroughly under running water.



Rub all other vegetables under running water.

Storage



Refrigerate perishable food within 2 hours of purchase.



Do not refrigerate food for very long.



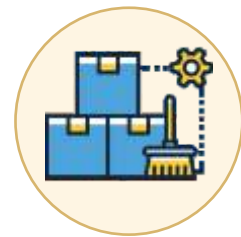
Store cold food below 5 degree celsius and frozen products at -18 degree celsius or below.



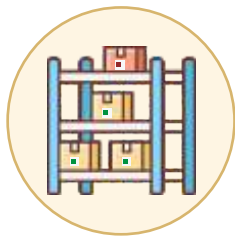
Temperature and humidity of storage premises should be maintained at all times.



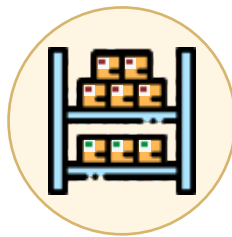
Avoid over loading in storage areas.



Clean all the storage racks, containers regularly.



Separate containers to be used to store veg & non veg food, raw & cooked food.



Store veg/non-veg food in separate compartments.



Follow First In First Out (FIFO) First Expired First Out (FEFO).

Kitchen



Keep kitchen premises clean and sanitized.



Conduct regular pest control to protect kitchen area from insects and pests.



Adequate lighting and ventilation should be present in the kitchen.



All utensils to be washed with hot water before cooking.



Do not wipe vessels with cloth after cleaning.



Use separate dusters to wipe utensils and clean surfaces.

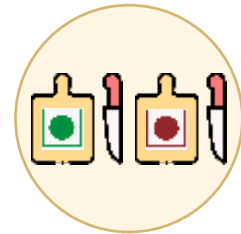
Pre-preparation Of Raw Food



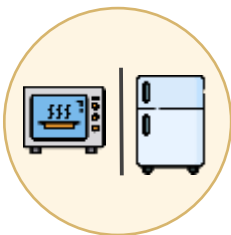
Wash hands with warm water and soap for 20 seconds before and after handling food.



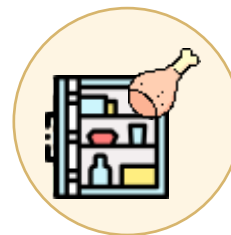
Use portable water for food preparation.



Separate chopping boards, knives etc. to be used for raw/cooked and veg/non-veg food.



Thaw either in microwave, refrigerator or in cold water. Never refreeze thawed food.



Store marinated meat & poultry in a covered dish in refrigerator.

Cooking



Cook food thoroughly especially meat, poultry, egg and seafood.



While cooking food in microwave, keep stirring the food.

Holding



Keep hot food above 60 degree celsius and cold food below 5 degree celsius.



Keep the food covered after cooking.



Do not reheat food again and again.



Do not touch cooked food with bare hands.



Quickly cool and refrigerate/freezer the left over food.

Serving



Use different utensils for raw and cooked food.



Pick the cutlery from its handle.



Serve hot food hot and cold food chilled.



Perishable food should not be left out more than 2 hours at room temperature.

Personal Hygiene



Wear clean and protective clothes/
uniform or apron.



Cover your head with a cap and keep
hair tied.



Wear mask to cover your mouth and gloves
while handling food.



Cut your nails regularly.



Wash hands before and after handling food,
after using toilet, coughing or sneezing.



Use water proof bandage to cover cuts or
burns wounds.

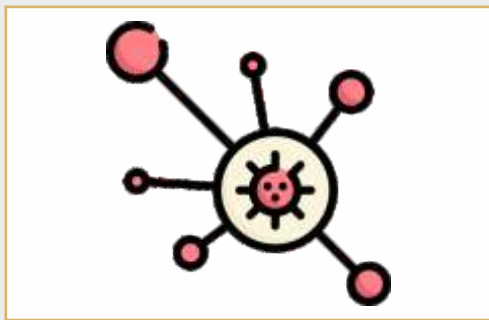


Do not handle food when unwell.



Do not wear jewellery while cooking.

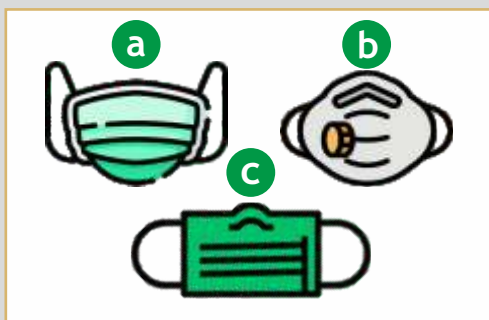
HOW TO PROTECT YOURSELF FROM COVID-19 IF YOU ARE A HEALTHCARE WORKER



First, know your enemy-simple two rules-the virus spreads through air at a very close distance or through contact.

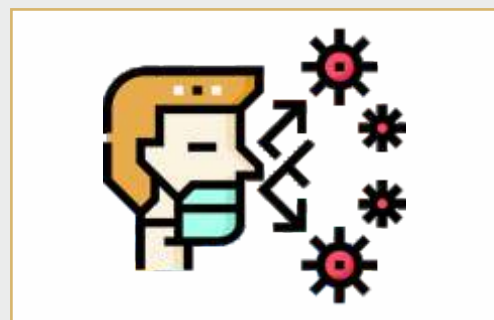


Being a health care worker (HCW), are you at higher risk of complications compared to public? Probably no. All the complications depends on your age, and not the number of the viruses that goes inside.



Choose the right shield at right time. Use resources intelligently and effectively

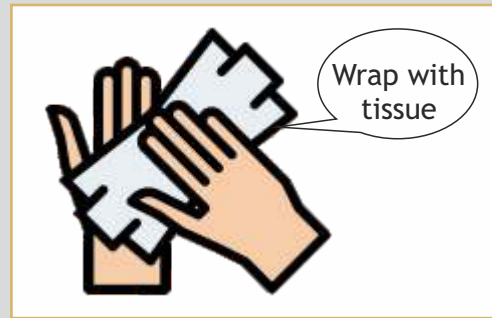
- a. Surgical mask - OPD or taking rounds
- b. N95 mask - during aerosol generating procedure.
- c. Cloth mask - when you are in community.



Do not lower the mask while making phone calls or talking to your colleague.



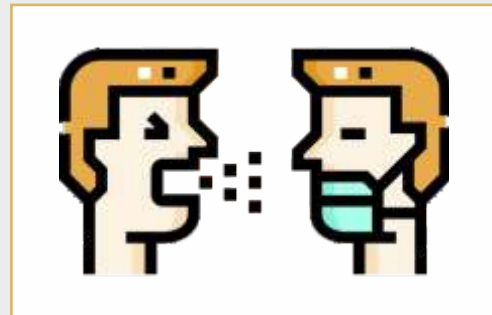
Refrain yourself from touching the front side of the mask. Adjust the mask using the strings/tie.



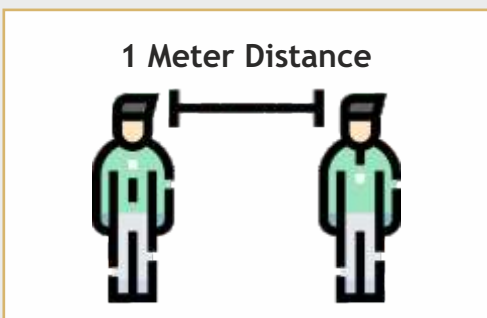
While eating or drinking remove the lower tie first. Don't touch the front side. Keep the mask inside your table drawer on a tissue paper, front side down carefully. Practice hand hygiene after handling it, after removing or putting it back.



Make sure that, all around you are using the mask properly.



Don't go near your colleagues wearing mask with nose exposed, over the head, under the chin. Preach to them from a distance.



Maintain social distancing inside the hospital like the same poles of a magnet.



Don't go to canteen or mess room; bring food and eat inside your room. Don't talk during chewing.



Practice hand hygiene after each patient. Ask your colleague to monitor you. Watch your colleagues and give feedback; they shouldn't get infected so that you also won't.



Maintain good air circulation inside the room with proper exhaust. Keep the temperature of AC to the highest tolerable.



Avoid lift and take the stairs. If you are using lift, stay facing the walls keeping social distancing.



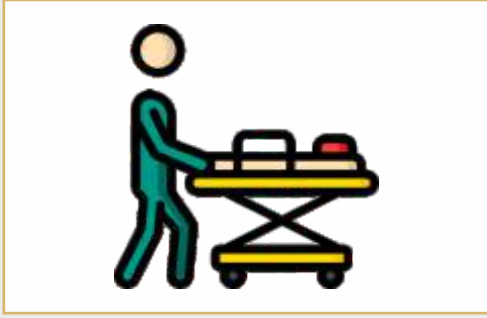
Always insist all the patients to wear a mask. Don't go near the patients every time, unless absolutely needed.



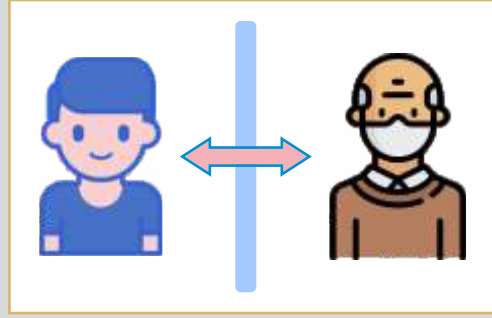
Turn their head to opposite side while auscultating, taking blood pressure, giving injections or drawing blood.



Doctors should use Telemedicine for consultation.



Limit the number of nurse visit to patient's room by clubbing all the activities together- like checking vitals and delivering food and medicine.



At home, don't go near your parents. Ask them to wear mask. If you happen to cross their path, keep your breath in slow inspiration.

Disclaimer: The content in this handbook is based on the guidelines issued by Ministry of Health & Family Welfare and Centers for Disease Control & Prevention and are subject to change.

In case of any medical assistance kindly reach out to your doctor or the nearest hospital.





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