**AKAL COLLEGE OF NURSING**

**ETERNAL UNIVERSITY, BARU SAHIB**

**In collaboration with**

**AKAL CHARITABLE HOSPITAL, BARU SAHIB**

**COVID-19: Guidelines for House Keeping Department**

**Instructions to be followed:-**

1. **Hand Washing:- *Hands must be washed before:***
* Working

***Hands must be washed after:***

* Using the toilet
* Coughing, sneezing, eating, drinking or smoking
* Handling waste
* Carrying out cleaning duties
* Changing soiled clothes (apron)
* Touching ears, nose, hair, mouth, or other bare body parts
* Any other unhygienic practice
1. Social Distancing **:-**
* Maintain 1 meter distance from other person
* Do not shake hands
1. Respiratory etiquettes:- Cover your mouth and nose with a tissue when you cough and sneeze if you don’t have a tissue cough and sneeze into your elbow and wash your hands.
2. **Prior to cleaning,** the worker should wear disposable rubber boots, gloves (heavy duty), and mask.
3. Office spaces and all rooms should be cleaned every evening after office hours or early in the morning before the rooms are occupied.
4. If contact surface is visibly dirty, it should be cleaned with soap and water prior to disinfection.
5. Start cleaning from cleaner areas and proceed towards dirtier areas.

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All indoor areas such as entrance lobbies, corridors and staircase, security guard booths, office rooms, meeting rooms, cafeteria should be mopped with a disinfectant with 1% sodium hypochlorite or phenolic disinfectants.

1. High contact surfaces such elevator buttons, handrails / handles and call buttons, public counters, intercom systems, equipment like telephone, printers/scanners, and other office machines should be cleaned twice daily by mopping with a linen/absorbable cloth soaked in 1% sodium hypochlorite. Frequently touched areas like table tops, chair handles, pens, diary files, keyboards, mouse, mouse pad, tea/coffee dispensing machines etc. should specially be cleaned.
2. For metallic surfaces like door handles, security locks, keys etc. 70% alcohol can be used to wipe down surfaces.
3. Hand sanitizing stations should be installed in office premises (especially at the entry) and near high contact surfaces.
4. Carefully clean the equipment used in cleaning at the end of the cleaning process.
5. Disinfect all cleaning equipment after use and before using in other area
6. Disinfect buckets by soaking in bleach solution or rinse in hot water.

 **Instructions For Cleaning Below Areas:-**

|  |  |  |
| --- | --- | --- |
| **Areas** | **Agents / Toilet cleaner** | **Procedure** |
| **Toilet pot/ commode** | Sodium hypochlorite 1%/ detergentSoap powder / long handle angular brush | • Inside of toilet pot/commode:• Scrub with the recommended agents and the long handle angular brush.• Outside: clean with recommended agents; use a scrubber. |
| **Lid/****commode** | Nylon scrubber and soap powder/detergent1% Sodium Hypochlorite | • Wet and scrub with soap powder and the nylon scrubber inside and outside.• Wipe with 1% Sodium Hypochlorite |
| **Toilet floor** | Soap powder /detergent and scrubbing brush/ nylon broom1% Sodium Hypochlorite | • Scrub floor with soap powder and the scrubbing brush• Wash with water• Use sodium hypochlorite1% dilution |
| **Sink** | Soap powder / detergent and nylon scrubber1% Sodium Hypochlorite | • Scrub with the nylon scrubber.• Wipe with 1% sodium hypochlorite |
| **Showers area / Taps and fittings** | Warm water Detergent powder Nylon Scrubber 1% Sodium Hypochlorite/ 70% alcohol | • Thoroughly scrub the floors/tiles with warm water and detergent• Wipe over taps and fittings with a damp cloth and detergent.• Care should be taken to clean the underside of taps and fittings.• Wipe with 1% sodium hypochlorite/ 70% alcohol |
| **Soap dispensers** | Detergent and water | • Should be cleaned daily with detergent and water and dried. |

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**Guidelines for Preparation of 1% sodium hypochlorite solution**

|  |  |  |
| --- | --- | --- |
| Product | Available chlorine | 1percent |
| Sodium hypochlorite – liquid bleach | 3.5% | 1 part bleach to 2.5 parts water |
| Sodium hypochlorite – liquid | 5% | 1 part bleach to 4 parts water |
| NaDCC (sodium dichloro-isocyanurate) powder | 60% | 17 grams to 1 litre water |
| NaDCC (1.5 g/ tablet) – tablets | 60% | 11 tablets to 1 litre water |
| Chloramine – powder | 25% | 80 g to 1 litre water |
| Bleaching powder | 70% | 7g g to 1 litre water |

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**STAY SAFE AND HEALTHY**