

# COVID-19 Guide to setting up an Isolation Room in the Workplace

Ensure that signage in your building prominently displays the name and contact number of the COVID-19 Compliance Officer appointed for your area

## Room Selection

- The room should have a window and be well ventilated. If it has air conditioning, this should be switched off to prevent circulating and spreading the virus.
- The room should be close to a toilet that can be dedicated for the PUI's use only.
- Remove clutter and unnecessary furniture

## Furniture

- 2 Chairs (*a comfortable chair for the Person Under Investigation (PUI) to sit in while waiting for the Hospital response team to collect them via ambulance*) and a small desk.
- Facilities for hand washing with soap and water, alternatively 60% > alcohol hand sanitizer.
- Telephone or adequate signal to use a mobile/cellphone
- Contact tracing register in a plastic sleeve that can be wiped down and a pen

## Equipment

- Notice for staff to know why they are in isolation and how their next of kin or family will be contacted.
- Instructions on how to contact the COVID-19 Officer, SHE Rep and First Aider for help - without leaving the isolation room.
- Surgical Facemasks and vomit bucket
- Tissues and contaminated waste disposal bags (plastic bags)
- Plastic Apron, Gloves, Soap, Water, Bucket, Cloth, Bleach Solution to clean and disinfect the room after use (*store all equipment in an area outside the Isolation Room to prevent contamination*).
- Setup a trolley outside the door to hold PPE. A checklist may be useful to ensure that all equipment is available.
- Place appropriate waste bags in a bin. If possible, use a touch-free bin. Ensure that used (i.e. dirty) bins remain inside the isolation rooms.



### Isolation Room

Area: \_\_\_\_\_

C19 Compliance Officer:



Name: \_\_\_\_\_

Tel: \_\_\_\_\_



### Health & Safety Support

Email: [ohs@uct.ac.za](mailto:ohs@uct.ac.za)



### UCT COVID-19 Info

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- Keep the sick person's personal belongings in a sealed plastic bag that can be wiped down.
- Keep adequate equipment required for cleaning or disinfection inside the isolation room or area and ensure scrupulous daily cleaning of the isolation room.
- Bottled water for the sick person (PUI)

## Signage

- It's important to keep track of which rooms are being used and which are being cleaned and disinfected.
- Laminate signs which can be turned around to indicate a change in the room's status and can be wiped to clean and disinfect it after each use. These are examples you could use or create your own for your specific location. Download these sign templates which can be edited for your specific needs:
  - [Isolation room closed for cleaning sign template \(110 KB DOC\)](#)
  - [Isolation room vacant / occupied template \(110 KB DOC\)](#)
  - [Toilet is use for isolated patient sign template \(110 KB DOC\)](#)

## Cleaning after use

- When used, the isolation room/area should remain closed. Keep the area cordoned off, with windows open and air-conditioning turned off until it has been cleaned with detergent and disinfectant.
- If a suspected case spent time in a communal area, for example, a waiting area or toilet facilities, then these areas should be cleaned with detergent and disinfectant as soon as possible unless there has been a blood or body fluid spill which should be dealt with immediately, complying with Universal Precautions and Infection Prevention and Control (IPC) Measures.
- Pay attention to commonly touched areas such as **door handles** and **touch screens**
- After cleaning and disinfecting, the area can be use again.
- The usual PPE equipment and protocols apply when cleaning and disinfecting. Disposable Gloves, Aprons and Splash resistant face shields, should be available as part of routine cleaning, disinfection and decontamination. Staff should use the usual cleaning routine and guidance.
- Remove and discard PPE as clinical waste.
- Staff wearing PPE, practicing hand hygiene protocols and strict social distancing do not have to stay at home if in contact with possible positive COVID-19 cases.

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This information is based on the blog published by [Dr. Simon Stockley](#), the RCGP Clinical Champion for Sepsis, UK NHS.

Local resources and guidelines can be downloaded from the [National Institute for Occupational Health](#)

The [National Institute for Communicable Diseases](#) is also a very useful website for guidelines and support in dealing with COVID-19

Western Cape Government [COVID-19 Circulars](#)

Disaster Management Act and [Regulations published 04 June 2020](#)