

	UNIVERSITY OF CAPE TOWN		
	Guide to Setting up an Isolation Room	Reference Number	PAS/CON/001
		Implementation Date	29 July 2020
		Rev / Amendment No	000
		Rev / Amendment Date	

**GUIDE TO SETTING UP AN
ISOLATION ROOM IN THE WORKPLACE
during the COVID-19 pandemic**

Target Group: Staff, students or 3 rd parties already at a UCT Premises that is identified as a PUI.	Date and Version: 29 July 2020 (Version 1)
1. Scope and Purpose:	<ul style="list-style-type: none"> To provide guidance on the set-up of such facilities. To provide guidance on the management of the isolation facilities Words underline contain links to resources (signage, regulations)
2. Room Selection	<ul style="list-style-type: none"> 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 Person Under Investigation's (PUI's) use only. Remove clutter and unnecessary furniture.
3. Furniture	<ul style="list-style-type: none"> 2 Chairs (a comfortable chair for the PUI to sit in while waiting for transport) and a small desk. Facilities for hand washing with soap and water, alternatively 70%> alcohol hand sanitizer, as per government recommendation. Telephone or adequate signal to use a mobile/cellphone Contact tracing register in a plastic sleeve that can be wiped down and a pen. Get a list of places from the PUI, to trace their movements in the workplace, to arrange cleaning and disinfection of those areas.
4. Room resources	<ul style="list-style-type: none"> Notice for staff to know why they are in isolation and how their next of kin or family will be contacted. The room should contain the following resources: <ul style="list-style-type: none"> a) Instructions on how to contact the COVID-19 Officer, SHE Rep and First Aider for help - without leaving the isolation room. b) Surgical Facemasks and vomit bucket

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	<p>c) Tissues and contaminated waste disposal bags (plastic bags)</p> <p>d) 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).</p> <ul style="list-style-type: none"> • Setup a trolley outside the door to hold PPE. • Utilise the checklist in Annexure A 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. • Keep the sick person's personal belongings in a sealed plastic bag that can be wiped down. • Keep adequate equipment required for cleaning + disinfection inside the isolation room and ensure scrupulous daily cleaning of the isolation room. • Bottled water for the sick person (PUI) to sip/drink
5. Signage	<ul style="list-style-type: none"> • Ensure that signage in your building prominently displays the name and contact number of the COVID-19 Compliance Officer appointed for your area. • Cleaning Register should be posted on the outside of the isolation room. • 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: <ul style="list-style-type: none"> • 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)
6. Cleaning after use	<ul style="list-style-type: none"> • After use, the isolation room/area should remain closed and unoccupied for 12hrs before cleaning. Keep the area cordoned off, with windows open and air-conditioning turned off until it has been cleaned with detergent and disinfectant. Cleaners must wear the <u>recommended PPE</u>. • If a suspected case spent time in a communal area, for example, a waiting area or toilet facilities, then these areas should be cleaned

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	<p>with detergent and disinfectant as soon as possible unless there has been body fluid spill which should be dealt with immediately, complying with <u>Infection Prevention and Control (IPC)</u> measures.</p> <ul style="list-style-type: none"> • Pay attention to frequently touched surfaces such as door handles. • <u>After cleaning and disinfecting</u>, the area can be used again. • The usual <u>PPE equipment and protocols</u> apply when cleaning and disinfecting. Disposable Gloves, Aprons and Splash resistant face shields, should be available as part of <u>routine cleaning, disinfection and decontamination</u>. Staff should use the usual cleaning routine and guidance, wearing appropriate PPE for IPC associated with the exposure identified in the risk assessment i.e. <u>N95 or surgical masks</u> where airborne infection is a risk. • Remove and discard <u>PPE as clinical waste via Property and Services: Cleaning Services</u>. • Staff wearing PPE, practicing <u>hand hygiene</u> protocols and <u>strict social distancing</u> do not have to stay at home if in contact with possible positive COVID-19 cases. Definition of a <u>close contact</u>.
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References

1. This information is based on the blog published by [Dr. Simon Stockley](#), the RCGP Clinical Champion for Sepsis, UK NHS.
2. Local resources and guidelines can be downloaded from the [National Institute for Occupational Health](#)
3. The [National Institute for Communicable Diseases](#) is also a very useful website for guidelines and support in dealing with COVID-19
4. Western Cape Government [COVID-19 Circulars](#)
5. Disaster Management Act and [Regulations published 04 June 2020](#)
6. WHO Free Training: [Environmental cleaning and disinfecting](#)

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Annexure A

C19 Workplace Checklist – Isolation Room

This document checklist is required to be completed for Isolation Rooms within a Faculty or Department.

Faculty / Department		Completed by	
Room Location		Date Completed	
Room Number		Contact Number	

Resource	Included in the room?			Comments
	Yes	No	N/A	
Furniture				
Comfortable Chair for the sick person				
Other Chair for the COVID-19 Compliance Officer				
Small Desk inside room				
Telephone or own Cellphone				
Equipment				
Notice for staff to know why they are in isolation				
Instruction how to contact PUI next of kin/family				
Notice with contact number for C19 Officer, SHE Rep, First Aid				
Facilities for hand washing with soap and water				
Hand sanitizer				
Paper towels				
Tissues				
Red plastic liner for contaminated waste				
Contact tracing register in a plastic sleeve				
Pen that can be wiped down after each use				
List to record PUI movements in the workplace				
Cleaning Services contact to arrange cleaning of area after use				
Cleaning and disinfection equipment				
Isolation Room daily Cleaning and Disinfection Register				
Vomit bucket				
Tissues				
Touch-free pedal Bin				
Soap or detergent to clean				
Water Bucket				
Cleaning Cloth				
Bleach Solution to disinfect the room after use				
Trolley or small table/counter to hold PPE outside isolation room near the door				
Clear plastic bag that can be wiped down (<i>to contain possible contaminated belongings of PUI</i>)				
Bottled water for the sick person (PUI)				

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Store water and extra PPE items with the C19 Officer who brings items to the Isolation Room as needed. This prevents potential contamination of these items.				
PPE				
Surgical Masks (for PUI and C19 Compliance Officer)				
Face shield and Respirator mask (to clean the Isolation Room)				

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Resource	Included in the room?			Comments
	Yes	No	N/A	
Waste disposal bags (red plastic bags)				
Plastic Aprons				
Disposable and Rubber Gloves to clean the isolation area				
Signage				
“Isolation Room Occupied - Do Not Enter”				
“Cleaning and Disinfecting - Do Not Enter”				
“Toilet for Person in Isolation – Do Not Enter”				
All Signs Laminated				
Posters and Instructions				
Instructions to clean and disinfect the room printed				
Poster: Wait 24hrs after use, before cleaning + disinfecting the room				
Tape and signs to cordon off the area being cleaned,				
Notice for windows to be left open when in use and when cleaning				
Notice for air-conditioning to stay turned off				
Print guideline for <u>Universal Precautions</u> and <u>Infection Prevention and Control (IPC)</u> measures.				
Poster to wipe off commonly touched surfaces				
Print instruction for <u>After cleaning and disinfecting</u> ,				
Poster for the usual <u>PPE equipment and protocols</u> to apply when cleaning and disinfecting.				
Print guides for <u>routine cleaning, disinfection and decontamination</u> .				
Poster for Cleaning Staff to use the usual cleaning routine guidance				
Print instruction to remove and discard <u>PPE as clinical waste</u> .				
Poster to safely discard PPE				
Posters for <u>hand hygiene</u> protocols and <u>strict social distancing</u>				
Poster to describe and define a <u>close contact</u>				
Cleaners, C19 Officers, SHE Reps and First Aiders received training protocols for <u>cleaning and disinfecting</u>				

<p>SUPPORT SERVICES FOR UCT STAFF</p>	<ul style="list-style-type: none"> ▪ COVID-19 OHS Committee email (C19 OHS) ▪ Ordering COVID-19 PPE (Online Form) ▪ General PPE (Vendor List) Face shields (UCT Vizor) ▪ Reporting Occupationally Acquired COVID-19 email (OH Unit) ▪ Notifying Employer of COVID-19 Infection via email (Org. Health) ▪ Updates on UCTs Response to COVID-19 (UCT Webpage) ▪ UCT COVID-19 Helpline 021 650 0999 ▪ UCT Cleaning Services email (Estates & Custodial Services) ▪ Cleaning Services via Bidvest email (Justin Valentine) ▪ COVID-19 Daily Symptom Checker (Higher Health App) ▪ Return-to-Work Health Risk Assessment (Form)
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SERVICES FOR UCT STUDENTS	<ul style="list-style-type: none"> ▪ <u>Student Triage Nurse: 021 650 5620 or Hotline: 021 650 1271</u> ▪ <u>Student Wellness Service (Email)</u>
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