



## Indian Institute of Science, Bangalore

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### Guidelines for Quarantine Facilities

This document outlines guidelines for COVID-19 quarantine facilities.

**Note:** This document is based on the guidelines issued by MoHFW.

#### 1 Rules of Interaction

##### 1.1 Occupants

By default, the occupants are suspected to be COVID carriers. This means occupants should act in an appropriate manner

- a) No occupant should ever leave the isolation area, without approval from BBMP/Health Center/ AR-in-charge, for any reason whatsoever.
- b) When stepping out of the room, always wear mask. It does not matter if you expect company or not. Before opening the door, wear a mask.
- c) During quarantine, services like laundry, cleaning, etc. are suspended. Arrangements have been made for self-service. Please manage on your own.

**Specifically:**

- a. You can access a common washing machine for clothes.
- b. You will have basic cleaning supplies such as broom, mop, and dust cloth to clean your room.
- c. You will have tea/coffee in your room.
- d) Try to call on service staff as little as possible. Every trip they take is a risk. Please be considerate.

##### 1.2 Staff

- a) Staff will enter the isolation corridors only with complete PPE. This includes triple-layer facemask, overalls, aprons, boots, face shield, and double layer of gloves.
- b) PPE should be disposable and changed everyday. Outer gloves must be changed EVERY TIME.
- c) As much as possible avoid entering the room of occupants. This means preparing the room BEFORE the arrival of occupant. Ensure that:
  - a. Room is cleaned.
  - b. There is a fresh bedding
  - c. Lights are working

- d. Water and geyser are working.
- e. The welcome kit is complete and stationed in the rooms.
- f. The TV and Internet are functional.

### 1.3 Supervisor

- a) Prepare a schedule and advertise it. Specifically, schedule a time
  - a. to pick up waste from OUTSIDE the rooms of occupants.
  - b. to deliver food to the rooms.
  - c. to clean the corridors and vacated rooms.
- b) Ensure there is dedicated staff for servicing the isolated rooms. The staff must be trained as given below. No untrained staff is allowed in the isolated areas.
- c) Waste from quarantined rooms must be treated with care. Expect it to be COVID-contaminated. Details are given below.

## 2 Service

- a) Expect any visitor to be COVID contaminated. The main reception will be manned by a someone with a face shield, triple layer mask, and gloves.
  - a. Gloves must be discarded after every use.
  - b. Used gloves are hazardous waste.
  - c. Don't exchange items with the visitor. E.g don't pass pens or ID cards. Develop a contact-less process.
- b) Most occupants will be restricted to their room for 14 days, a significant length of time. Also, several of them will come directly from home with minimal supplies. So, the welcome package must be more expansive than normal. **Facilities can bill the occupant for these additional items.** Recommended items:
  - a. Several bottles of water.
  - b. Supplies to make several cups of tea/coffee
  - c. Multiple soaps, shampoo sachets.
  - d. Tooth paste and toothbrush.
  - e. Roll of kitchen towel.
  - f. Two sets of towels per occupant.
  - g. An extra set of bedding.
  - h. Box of napkins (in case they are sick).
  - i. Broom, mop and dusting cloth (since cleaner cannot be allowed inside).
  - j. Washing detergent sachets
  - k. A copy of this document.
  - l. A printed list of important phone numbers, like Health Center, reception, services, security, etc.
  - m. Pen and notepad.

- c) Supervisors must ensure the rooms are cleaned and stocked before letting in an occupant. Once occupied the room is a no-go area. Staff should not need to enter the room to check utilities, TV, internet, geyser, etc.

### 3 Training

Provide training to ALL staff involved in handling of waste, bio-medical or otherwise, at the time of induction and thereafter at least once every week. Typically, this includes persons in charge of shifts, cleaners, sweepers, etc. Training must include:

- a) Information on modes of transmission of infectious diseases.
- b) Level of occupational risk (to reduce fear of contact with infected patients).
- c) Prevention and control of infection.
- d) Safe work practices.
- e) Handling of PPE and clothing.
- f) Safe handling of disinfectants.
- g) Reporting of exposure incident.

### 4 General Cleaning

Commons area like entrance lobbies, corridors, staircases, escalators, and elevators should be cleaned as described below. Rooms should be cleaned before/after they are occupied. Things to note:

- a) Prior to cleaning, the worker should wear disposable rubber boots, gloves (heavy duty), and a triple layer mask.
- b) Start cleaning from cleaner areas first and proceed towards dirtier areas.
- c) If contact surface is visibly dirty, it should be cleaned with soap and water prior to disinfection.
- d) The surfaces of all indoor areas such as entrance lobbies, corridors and staircases, escalators, elevators, should be mopped with a disinfectant with 1% sodium hypochlorite or phenolic disinfectants.



Area	Frequency	Instrument	Agents / Disinfectant	Procedure
Common Area	Daily	Wet MOP	1% Sodium hypochlorite	Wet MOP with water and detergent, followed by disinfecting MOP
Rooms	After occupant leaves	Wet MOP	1% Sodium hypochlorite	Wet MOP with water and detergent, followed by disinfecting MOP <b>After cleaning, keep the room closed for 24 hours.</b>
Lockers, Tables, Cupboard,	Daily	Soaked linen cloth	Soap-water	Clean with a damp dust-cloth soaked with soap-water

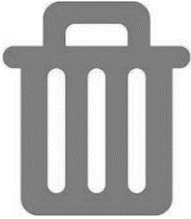


Chairs (Common Area)				
Lockers, Tables, Cupboard, Chairs (Room)	After occupant leaves	Soaked linen cloth	Soap-water	Clean with a damp dust-cloth soaked with soap-water <b>After cleaning, keep the rooms closed for 24 hours.</b>
Telephone (Common Area)	Daily	Soaked linen cloth	Soap-water	Clean with a damp dust-cloth soaked with soap-water Pay special attention to ear piece and mouth
Telephone (Room)	After occupant leaves	Soaked linen cloth	Soap-water	Clean with a damp dust-cloth soaked with soap-water Pay special attention to earpiece and mouthpiece <b>After cleaning, keep the rooms closed for 24 hours.</b>
Curtains and Other Linen (Common Area)	Daily	Washing machine	1% Sodium hypochlorite + Detergent	Soak in 1 % Sodium hypochlorite solution. Then wash with soap and water in washing machine at 90°C
Curtains and Other Linen (Room)	After occupant leaves	Washing machine	1% Sodium hypochlorite + Detergent	Soak in 1 % Sodium hypochlorite solution. Then wash with soap and water in washing machine at 90°C. <b>After cleaning, keep the rooms closed for 24 hours.</b>
Mattress and Pillow	After occupant leaves	Spray gun	1% Sodium hypochlorite.	Spray 1% Sodium hypochlorite and dry in sunlight for 3 hours. <b>After cleaning, keep the rooms closed for 24 hours.</b>
Utensils	After every use	--	Dish wash detergent	All utensils should be scrubbed and cleaned in dish detergent with water. Rinse with boiled water
Toilet (Common Area)	Daily	Brush, MOP	1% Sodium hypochlorite	Commode, washbasins, wall and floors should be cleaned with regular soap. Then spray with 1 % Sodium hypochlorite to disinfect
Mop	Daily	————		Disinfect by soaking in 1% sodium hypochlorite solution, then wash with soap and water
Showers Area / Taps and Fittings	Daily	Soaked linen cloth / Cotton cloth + Nylon Scrubber 1%	Detergent + 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	Clean with detergent and water. Refill only after washing and drying the dispenser.

## 5 Waste Management

Handling of waste generated in home/institutional quarantine centre/observation facility properly is important for maintaining health and safety of housekeeping staff. Moreover, proper disposal of the waste is imperative for avoiding the spread of Covid-19.

### 5.1 Rules for occupants:

- Waste generated inside the quarantine must be classified and sorted separately and put inside separate bags of designated color, by the person(s) under quarantine.
- Each room has been provided with a dustbin with yellow bags. **These are for Bio waste ONLY.** Rest of the waste must be disposed off in common dustbin outside the room.
- Please do not place sharp objects inside the bags.

Categories	Type of Waste	Types of Bags	Treatment/Disposal
	Dry waste General solid waste (paper, cardboard, etc.)	Black dustbin with dustbin bag	<ul style="list-style-type: none"> <li>Spray with sodium hypochlorite.</li> <li>Leave for 10 mins.</li> <li>Disposing solid waste as per Solid Waste Management Rules, 2016</li> </ul>
	Wet food waste	Plastic crate with green dustbin bag	<ul style="list-style-type: none"> <li>Spray with sodium hypochlorite.</li> <li>Leave for 10 mins.</li> <li>Disposing solid waste as per Solid Waste Management Rules, 2016</li> </ul>
	<ul style="list-style-type: none"> <li>Bio waste</li> <li>Used PPE</li> <li>PPE with spill</li> <li>Gloves</li> </ul>	Yellow with an autoclavable yellow bag	<ul style="list-style-type: none"> <li>Seal the bag</li> <li>Label it with date and location</li> <li>Send for Incineration or plasma pyrolysis or deep burial (burial should be done according to state Pollution control board procedure <a href="https://kspcb.gov.in/BMW.html">https://kspcb.gov.in/BMW.html</a>)</li> </ul>



Dry recyclable waste, including plastic bottles, pens, etc.

Blue dustbin with blue bag

- Spray with sodium hypochlorite.
- Leave for 10 mins.
- Disposing solid waste as per Solid Waste Management Rules, 2016

- d) The occupant should put the contents inside the bag.
- e) Occupants must wear mask and gloves while briefly stepping out of the door to place the waste at your doorstep.

## 5.2 Rules for Staff/Workers

- a) Authorized/Trained staff with protective gear will collect the waste from quarantined rooms for proper disposal.
- b) Facilities may declare a schedule for waste pick-up and inform the occupants. Biowaste must be picked up at least once a day.
- c) **Ensure health and safety measures for workers:** There is a need to ensure the health and safety precautions of waste collection workers as they are one of the most important sanitary barriers to keep cities and people safe from several diseases, including COVID-19. Additional measures should be considered as the following:
- I. Strict adherence to enhanced hygiene norms, including frequent change and cleaning of PPE and professional clothing; replacing professional gloves in the event of breakage or any incident of potential contamination; sanitizing regularly facilities, vehicle cabins and other equipment.
  - II. Direct contact (without gloves) with bins or bags must never be allowed.
  - III. Uniforms should be daily changed or cleaned - cleaning of work clothes and shoes is minimizing the possibility of dispersing the virus and limiting its transmission.
  - IV. Use a new set of disposable set of gloves, which will be in direct contact with workers' skin, underneath the usual work gloves. These must be discarded after every use.
  - V. Make sure that there are disinfectants and hand sanitizers available in every vehicle and in breakout rooms.

VI. Frequent hand-washing and increased cleaning in workers' facilities is a must.

- d) The (inner and outer) surface of containers/bins/trolleys used for storage of COVID-19 waste should be disinfected with 1% sodium hypochlorite solution daily by housekeeping staff.
- e) Vehicles should be sanitized with sodium hypochlorite or any appropriate chemical disinfectant after every trip. Coordinate with health centre to collect biomedical waste as and when required.

### 5.3 Rules for Supervisors

- a) Ensure there are segregated waste bins OUTSIDE the room (in the corridor). A set of dustbins for every 6 rooms.
- b) Persons in charge of quarantine centres shall make a provision within the premises for a safe, ventilated and secured location for storage of segregated waste of quarantine centres.
- c) In case of staff shortage or reduced service, reduce the frequency of the collection of dry recyclables, but maintain continuity and frequency of biowaste collection.
- d) Supervise and monitor the General solid waste (household waste) generated from quarantine centers. It should be hand over to waste collector identified by Urban Local Bodies or as per the prevailing local method of disposing general solid waste. General waste from Quarantine centre shall be disposed as Solid waste as per provisions under SWM Rules, 2016.
- e) Maintain a daily record of waste generated at quarantine centre.

## 6 Emergency Response Directory

S.No	Contact name	Numbers
1.	Emergency response services	108
2.	Security office	080-22932400/22932225
3.	Health centre/Ambulance	080-22932227/22932234
4.	OLSEH office	080-22933199
5.	M.S Ramaiah hospital	080-23608888
6.	Snake Rescue volunteer	080-22932506
7.	Electricity-General	080-22932206/22932018