GUIDELINES FOR QUARANTINE AND ISOLATION IN RELATION TO COVID-19 EXPOSURE AND INFECTION
FOREWORD

The World Health Organization (WHO) declared COVID-19 a global pandemic on 11th March 2020. The first case was diagnosed in South Africa on 5th March 2020, and the country now faces a particular challenge given the large vulnerable immunocompromised population living in overcrowded conditions.

These guidelines provide guidance on the management of persons requiring quarantine or isolation during the COVID-19 pandemic, as well as the identification, setup, maintenance and management of quarantine and isolation facilities.

As knowledge regarding strategies to address COVID-19 develops globally and in South Africa, these guidelines will be updated based on emerging evidence, WHO recommendations and operational experience.

The Department would like to thank all those who contributed to the development of this guideline.

Dr T Pillay
Acting Director-General: Health
Date: 05/03/2020
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1. AIM OF THE GUIDELINES

To provide guidelines on the management of persons requiring quarantine or isolation during the COVID-19 pandemic, as well as the identification, setup, maintenance, management and quality assurance of quarantine and isolation facilities.

2. OBJECTIVES

The objectives of this document is thus to provide:

- Guidance on how quarantine and isolation should be conducted.
- A checklist for the identification of suitable facilities.
- Guidance on the set-up of such facilities.
- Guidance on the management of the quarantine and isolation facilities.
- A framework for standard operating procedures for the daily work and interaction of Department of Health and other staff with occupants/patients.
- Guidelines for people who self-isolate.
- Guidelines to ports of entry on the management of South African travellers from high risk countries

3. WORKING DEFINITIONS

3.1 Quarantine

Quarantine is for people or groups who are asymptomatic, but who may be infected with COVID-19. Quarantine keeps these people away from others so they do not unknowingly infect anyone.

Because some quarantined people might be COVID-19 positive (or might become positive during the quarantine period), individuals in quarantine facilities must be kept under individual quarantine (self-quarantine) within the facility. Those who develop symptoms (meet the person-under- investigation (PUI) criteria) should be tested and managed appropriately.

Quarantine may be applied in different ways during the course of the coronavirus epidemic. Currently quarantine is applied to:

- An individual or group of persons who were in close contact with a person infected with coronavirus;
- Persons at high risk of having been exposed during international travel; and
- Symptomatic persons who have been identified as requiring testing or who have tested, but are awaiting test results. These persons can be discharged if they test negative.

The conditions for which quarantine is required may change over time.
In some cases, quarantine will be administered. This means that the person must enter into a designated quarantine facility. Where quarantine is not mandatory, people can self-quarantine at home providing they meet the criteria for self-quarantine (see below). Individuals who are unable to quarantine at home or have failed to comply with quarantine requirements during self-quarantine should be admitted to designated quarantine sites.

Criteria for self-quarantine

In order to successfully self-quarantine, a person requires access to a separate room where the person should self-isolate (e.g. no-one else must sleep or spend time in the room). The person must also be able to contact and/or return to a health facility if their condition worsens. Where these requirements cannot be met, the person should quarantine in a designated facility. Note that from a practical point of view self-quarantine and self-isolation have the same requirements. Practical advice on how to self-quarantine/self-isolate is included in Section 10.

Period of quarantine

The recommended duration of quarantine for COVID-19 exposure is 14 days from the time of exposure (close contact or entering the country). If the patient remains well during the period of quarantine, they do not need to test during or at the end of the 14-day period.

Alternatives may be considered on a case-by-case basis where travelers may complete part of their quarantine at home after clinical assessment and testing.

People discharged from quarantine or isolation after 14 days should self-monitor for a further 14 days (making a total of 28 days), and report development of any symptoms to their general practitioner, to the NICD hotline or to their local health facility.

Persons in quarantine must be monitored regularly (self-monitoring is recommended where possible). Those who develop symptoms should be tested, and managed according to clinical guidelines. People who test positive should no longer be managed at a quarantine facility, and should be transferred to an appropriate facility (i.e. hospital or isolation facility).

3.2 Isolation

While isolation serves the same purpose as quarantine, it is reserved for those who are already sick and/or have tested positive for COVID-19 infections, but do not require hospital admission for medical care.

In the context of the COVID-19 pandemic, isolation may include:

- Isolation at a person’s home known as self-isolation (see guide on how to self-isolate in Section 11). This is the preferred option, but is dependent on the person meeting the self-isolation criteria (see below).
- Isolation in a health facility or at a designated isolation facility. People who cannot self-isolate at home should be considered for admission to such a facility.
The period of isolation is as follows:

- Asymptomatic patients: 14 days from time of positive test
- Mild disease: 14 days from onset of symptoms
- Moderate or Severe disease: 14 days following clinical stabilisation (no longer requiring oxygen)

**There is no need to test/retest at the end of the isolation period.** People discharged from isolation after 14 days should self-monitor for a further 14 days, and report development of any symptoms to their general practitioner, to the NICD hotline or to their local health facility.

People in isolation need to be closely monitored (may be self-monitoring) for worsening symptoms which require admission to hospital. A plan for ensuring access to a hospital needs to be in place.

**Criteria for self-isolation**

In order to successfully self-isolate, a person requires access to a separate room where the person should self-isolate (e.g. no-one else must sleep or spend time in the room). The person must also be able to contact and/or return to a health facility if their condition worsens. Note that the requirements for self-quarantine and self-isolation are the same. Practical advice on how to self-quarantine/self-isolate is included in Section 10.

**Table 1: Categories of people and quarantine/isolation recommendations**

<table>
<thead>
<tr>
<th>Category</th>
<th>Quarantine</th>
<th>Isolation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Close Contact (asymptomatic)</td>
<td>Quarantine at home for 14 days. If not possible, admit to a quarantine facility</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Health Care worker (asymptomatic) following exposure</td>
<td>Quarantine at home. If well, test on day 8 and if result is negative consider early return to work</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Symptomatic person who meets testing criteria: awaiting test or test results</td>
<td>Quarantine at home for 14 days. If not possible, admit to quarantine facility (can be released from quarantine if test result is negative).</td>
<td>Only if test is positive (see below)</td>
</tr>
<tr>
<td>COVID-19 positive person with asymptomatic infection</td>
<td>Not Applicable</td>
<td>Isolate at home for 14 days from day of test. If unable to self-isolate at home, admit to isolation facility</td>
</tr>
<tr>
<td>COVID-19 positive person with mild infection</td>
<td>Not Applicable</td>
<td>Isolate at home for 14 days from onset of symptoms. If unable to self-isolate at home, admit to isolation facility</td>
</tr>
<tr>
<td>COVID-19 positive person who has been admitted to hospital</td>
<td>Not Applicable</td>
<td>De-isolate 14 days after clinically stable (not requiring oxygen) or 14 days after onset of symptoms (if did not require oxygen)</td>
</tr>
</tbody>
</table>
### People entering South Africa

Quarantine should last 14 days. This may be provided in a designated facility and/or as self-quarantine at home. Travelers may complete part of the quarantine period at home after clinical assessment and testing at a designated quarantine facility. There is no requirement to test during or at the end of the 14 day quarantine period.

### Aircraft crew (in transit)

Mandatory quarantine in designated hotel for duration of stay (provided and monitored by airline)

<table>
<thead>
<tr>
<th>People entering South Africa</th>
<th>Quarantine should last 14 days. This may be provided in a designated facility and/or as self-quarantine at home. Travelers may complete part of the quarantine period at home after clinical assessment and testing at a designated quarantine facility. There is no requirement to test during or at the end of the 14 day quarantine period.</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aircraft crew (in transit)</td>
<td>Mandatory quarantine in designated hotel for duration of stay (provided and monitored by airline)</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

### 4. IDENTIFICATION AND ESTABLISHMENT OF FACILITIES

Identification of and making available sites to be used as isolation and quarantine facilities as the need arise should be done by:

- Minister of Public Works & Infrastructure;
- Members of the Executive Council responsible for public works; and
- Accounting officers of municipalities

Establishment of quarantine and isolation facilities is the responsibility of the relevant provincial Department of Health. Each province is expected to establish a sufficient number of quarantine and isolation sites in order to accommodate persons who require to be quarantined or isolated.

Each site must be designated as either a quarantine or an isolation facility, and should only accommodate the relevant category of person. In determining a suitable site, the broader guidelines below should be followed. With regard to the selection of possible site(s) the detailed checklist in Annexure B can be used.

#### 4.1 Composition of facility assessment team

The quarantine and isolation facility assessment team should ideally comprise of:

- Infrastructure Management (Lead)
- Head of Local/District Disaster Risk Management/Communications Centre
- District Health Office of the Department of Health
- Representative from government and private hospitals in the area, and any other persons co-opted as necessary.
- Environmental Health Practitioner
- Provincial and Local Department of Transport
- Local Municipality/Metro Water and Sanitation and Electricity.
- South African Police Services (SAPS) (and/or local traffic/metro police)
- Fire and Emergency Services
- Emergency Medical Services
- Representative from the local hospital/clinic (nurse or doctor) or any other designated person.
- Infection Control Practitioner

Members of the facility identification team are expected to provide ongoing support to the facility.

4.2 Suitability Characteristics

In order for a facility to be suitable as a quarantine or isolation facility and be considered for assessment, it needs to align to the characteristics as indicated below:

4.2.1 Location

Facilities must be:

- Ideally located on the outskirts of the urban/city area (can be hotels or resorts/, unused health facilities/hostel, university/college facility, military field hospital tents in hospital grounds etc.). Stand-alone houses are not suitable.
- Easily isolated to prevent public access.
- Protected and secured with a perimeter fence (preferably by security personnel).
- Security should be provided to ensure authorised access control in or out and safeguard the persons.
- If possible, the facility should have a fenced perimeter to prevent access from the public.
- Outside of known natural hazard risk zones (consult local/district disaster risk management plan).
- Have the ability to deal with natural disasters and have a disaster management plan in place.

4.2.2 Access considerations

- Perimeter fencing.
- 24-hour security and access control points (preferably supported by SAPS or SANDF).
- Preferably one primary entrance in and out. If there are multiple entrances, the recommendation is for the non-primary entrances to be closed. Emergency or fire exits must be closed and administered accordingly.
- Parking space including access by ambulances.
- Identifiable nearest helipad or emergency helistop.
● Disability access.
● Ease of access for delivery of food/medical/other supplies separated from normal access points.

4.2.3 Ventilation requirements

● Well ventilated natural ventilation is preferred.
● Room type air conditioning units are not the recommended form of ventilation. The main reason is that the units cannot be disinfected properly and the main requirement is to prevent the distribution of microorganisms.
● Central ventilation systems are not feasible

4.2.4 Basic infrastructure/functional requirements

● Rooms with bed (and linen). Beds should have frames that can be cleaned and disinfected.
● For quarantine facilities, occupants must be able to be self-isolated in single occupancy bedrooms (with en-suite toilet facilities wherever possible).
● If communal bathrooms are used, strict cleaning procedures must be in place.
● For isolation facilities, if shared bedrooms are used the distance between the edge of the two beds must be at least 1.5m.
● Lighting, natural ventilation, electricity, sanitation and potable water.
● Laundry services.
● Sanitation services.
● Waste disposal services including appropriate disposal of healthcare waste.
● Uninterrupted potable water.
● Electricity supply.
● Cleaning and housekeeping services.
● Functional system for providing communications/internet access.
● Support services – extra food, snacks and television – should, if possible, be provided. Food and snacks should not be provided through vending machines.

4.2.5 Space requirements for the facility

● Logistics area.
● An adequately ventilated room that can be easily used as a temporary clinical examination room, nursing station and/or pathology sampling area.
● Catering facilities either on-site or off-site (preferred).
● Outside temporary holding area for contaminated waste.
● Safe working areas for staff working at the facility, e.g. administration, kitchen, ablution facilities etc.

### 4.3 Key Responsibilities in the Identification of Facilities

A few role players are involved in the identification and assessment of facilities as already indicated in section 4.1 above. These needs to be unpacked to ensure that the responsibilities of each be made clearer. For this purpose, the identification and assessment of facilities is split and further discussed in more detail below:

#### 4.3.1 Identification of Facilities

Identification of and making available sites to be used as isolation and quarantine facilities as the need arise will be primarily done the Department of Public Works & Infrastructure.

Facilities can also be identified by other departments at the three spheres (national, provincial and local) of government. These nominated sites need to be communicated regularly as identified to the National Department of Public Works (NDPW), who would be responsible to collate a master list of facilities. This list thus provides the nominated facilities aggregated from the various sources that can now be assessed for possible quarantine or isolation facilities.

#### 4.3.2 Assessment of possible facilities for compliance

The NDPW is responsible to distribute the master list to (1) Provincial Department of Public Works, (2) National Department of Health (NDoH), and (3) Provincial Department of Health (PDoH) through their provincial counterpart respectively. The Infrastructure unit in each of these provincial departments would ensure that the facilities in their respective provinces are assessed and feedback is provided to the NDoH Infrastructure team. through the relevant appointed Provincial Coordinators.

The following process is to be followed in this regard:

i. An assessment team as describe in section 4.1 will complete the “COVID-19 QUARANTINE INFRASTRUCTURE CHECKLIST” and submit online via the google forms application;

ii. The completed “COVID-19 QUARANTINE INFRASTRUCTURE CHECKLIST” is checked (quality assured) by NDoH and thereafter the assessed and approved facilities are submitted in the form of a daily report “SPACES AVAILABLE FOR QUARANTINE PURPOSES” to NATJOINT.

iii. NDPW is to contract, in the case of private facilities, with the assessed and approved facilities and activate for receiving person under investigation (PUI’s);

iv. In the case of state-owned facilities, where such a facility can be utilised on completion of a readiness intervention, a list of what is required is to be prepared by NDPW and actioned. Once these have been actioned the site would be re-assessed for readiness; and
v. Sites found to be ready, would be handed over to the PDoH for operationalisation of the site as per paragraph 5 below.

5. OPERATIONALISATION OF FACILITIES

Quarantine/Isolation facilities is to be operationalised by the PDoH. This includes the management of the PUI’s, facility and medical teams and attending to daily queries raised and ensuring the implementation of appropriate actions where required. This also entails the provisioning of the following:

5.1 Facility management

The PDoH must assign a person to manage the operations of the facility. This may be the person who routinely manages the facility (e.g. if the facility is a hotel or student residence) and does not need to be a healthcare worker, but should have experience in managing operations at a health or hospitality facility.

5.2 Healthcare staff

The Department will ensure that the site should have access to medical screening before the residents are admitted at the quarantine/isolation sites. The medical team will conduct regular checks at the site to monitor the health status of the residents. The management of the sites will have direct access to request medical attention as and when it becomes necessary.

The medical team composition will vary given the needs of the facility, but will require the minimum of a primary health care nurse to be stationed at the facility at least 8 hours a day in facilities with more than 20 persons to ensure that infection prevention and control guidelines are correctly implemented, carry out symptom screening and daily temperature checks, to assess and manage minor ailments and existing health conditions, to identify patients who require referral to hospital and to ensure that these referrals are conducted smoothly. Access to after-hours medical care and emergency transport is especially important for isolation facilities.

Access to the following categories of health professionals should ideally be available. These services do not have to be on-site, but should be available on referral.

- Infection Prevention and Control (IPC) practitioner
- Environmental Health Practitioner to advise on environmental health issues including waste disposal.
- Medical doctor and specialists
- Paediatrician (in the case that children are hosted in the facility).
- Emergency Medical Services.
- Pharmacist or pharmacy assistant.
- Psychiatrists and psychologists.
5.3 **Support staff**

At a minimum each facility should also have the following personnel:

- Administration
- Housekeeping, catering, cleaning and sanitation
- Security to ensure access control over 24 hours per day

5.4 **Minimum facility equipment requirement**

The amount of facility equipment must be assessed on a case by case basis and depends on the number of persons in the quarantined facility:

Table 2: Minimum facility equipment requirements list

<table>
<thead>
<tr>
<th>Minimum Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical gloves (latex, single-use gloves for clinical care)</td>
</tr>
<tr>
<td>N95 respirators – only for aerosol generating procedures (taking of specimens)</td>
</tr>
<tr>
<td>Medical/Surgical masks</td>
</tr>
<tr>
<td>Aprons - disposable</td>
</tr>
<tr>
<td>Sharps containers</td>
</tr>
<tr>
<td>Red health risk waste bags to be in health care risk waste box with biohazard sign</td>
</tr>
<tr>
<td>Alcohol-based hand sanitiser</td>
</tr>
<tr>
<td>Liquid hand wash</td>
</tr>
<tr>
<td>Clean single-use paper towels to dry hands (e.g. paper towels)</td>
</tr>
<tr>
<td>Cleaning gloves (reusable vinyl or rubber gloves for environmental cleaning)</td>
</tr>
<tr>
<td>Appropriate detergent for environment cleaning and disinfectant for disinfection of surfaces, (1:1000 parts per million (ppm) chlorine OR 70% alcohol)</td>
</tr>
<tr>
<td>Disinfection of medical devices and equipment</td>
</tr>
<tr>
<td>Large plastic bag for general waste (black or transparent)</td>
</tr>
<tr>
<td>Linen bags</td>
</tr>
<tr>
<td>Collection container for used equipment</td>
</tr>
</tbody>
</table>

5.5 **Security**

The facility should have appropriate 24-hour security measures including perimeter security fencing around the entire premises with entry and exit boom access control for the required type of vehicles.

5.6 **Zoning of facility**

Each facility must be geographically separated in the specified zones for safety, security and containment. The facility must be zoned and clearly marked according to the guidelines below:

**Red Zone**
Rooms, toilet and bathroom areas, areas of bio-waste collections, segregation and disposal and triage/treatment area.

**Yellow Zone**

Sections at the entrance to the rooms. Will be used as a safe transfer corridor for additional medical supplies, food etc. to be taken into the red zone. Items taken out of the Red Zone for disposal will follow strict biohazard management processes. The yellow zone should also include the corridors to the rooms, a demarcated area at the entrance of all rooms and garden/outside areas.

**Green Zone**

All areas within the facility not designated as red or yellow zones will be deemed green zones. Any non-essential medical, allied health personnel and general support personnel will remain in the Green Zone. Additional medical and non-perishable supplies will be held in the Green Zone.

Periodic screening of cleaners/catering staff accessing the red and yellow zones must be undertaken.

**5.7 Consideration related to Room allocation**

After a welcome briefing, residents will be allocated rooms and given Information, Education and Communication (IEC) materials. The following need to be considered when allocating rooms:

- Families (should be accommodated together);
- Elderly persons;
- People with disabilities;
- Persons with pre-existing medical conditions; and

To minimise contact with on-site domestic support, all cleaning material, liquid soap only (no bar soaps), towels, linen, beverages, alcohol-based hand sanitisers, gloves and face masks will be replenished as required at the door of each room by the cleaning staff i.e. in the yellow zone.

**5.8 Furniture**

- All furniture in the room must be washable or able to be sanitised;
- Only single beds should be procured or sourced for all communal facilities to maximize use of space as there needs to be a minimum of 1.5 m between side ends of each bed
- Every bed must have a washable mattress protector;
- All rooms should be equipped with appropriate cleaning equipment and products; and
• Every room should have a health care risk waste bin lined with red plastic bag and a normal waste bin with black/transparent plastic bag lining

5.9 **Catering, cleaning and sanitising service**

A clear plan must be in place for provision of these services (see management of facilities for details).

5.10 **Triage area/treatment room**

• A nurse with IPC knowledge and training should be allocated by the Provincial Department of Health or Local Government to provide primary healthcare service during the day.

• Each facility must establish a roster for daily COVID-19 symptom screening including twice daily temperature monitoring. Where residents are in self-quarantine, this should ideally be done in the resident’s room. It is acceptable for this to be done in the triage/treatment area, providing physical distancing is maintained.

• The triage area should be used to provide treatment.

5.11 **Training**

Training is the most important and critical part to ensure that all activities take place as per recently published National Infection Prevention and Control Manual 2020. Training should be conducted by a team from provincial departments of health ideally before any residents are admitted to the facility. Training should specifically focus on:

• Training of healthcare professional on SOPs that needs to be followed at the quarantine centres for daily examination, movements in the facility, infection prevention control measures and use of PPE.

• All staff need to be trained on SOPs to be followed at quarantine/isolation centres and use of PPE.

• Support staff (housekeepers/cleaners, caterers, security staff, drivers and general duty staff) need to be trained on the use of masks, gloves, cleaning and disinfection procedures and use of PPE.

• Training should include the provision and format of mandatory statistics and data as prescribed by NATJOINTS and Provincial Department of Health.

• It should also include the protocols to be followed for complaints being lodged and escalations channels to be followed.

• When a new staff member is assigned to a quarantine/isolation site, it needs to be ensured that he/she has received proper training before undertaking the work.

• All training should emphasise that all activities/procedures must be done under the strict monitoring and observation of trained specialists.
6. MANAGEMENT OF FACILITIES

The management of the quarantine facility should be done under the strict instructions of the appointed Medical Officer and should adhere to the sections below. It is important to note that the dignity and rights of the residents must be respected at all times. The facility manager must aim to communicate to all residents on a regular basis. Such communication must include aspects such as:

- Number of people in the facility, positive cases and management decisions
- Daily/weekly arrangements of care
- Possible schedule for activities in the facility (recreation and other)
- Actions required by residents, and under which circumstances

6.1. Standard Operating Procedures (SOPs) for Non-Medical Team

To ensure smooth operation in the quarantine facility, Standard Operating Procedures (SOPs) need to be formulated by the management of the facility for the following activities/persons:

- Non-medical personnel roles and responsibilities
- Staff and resident briefings
- Allocation of rooms
- Working roster for non-medical staff
- Access to open areas
- Emergency Evacuation Plan
- Public information/communication with the media

6.2. Standard Operating Procedures (SOPs) for Clinical Team

To ensure smooth operation in the quarantine facility, Standard Operating Procedures (SOPs) need to be formulated by the PDoH and needs to be communicated to the clinical team on site. This includes the following activities/persons:

- Medical personnel roles and responsibilities
- Working roster for medical staff
- Daily monitoring surveillance of patients
- Triage/isolation procedure
- Case and contact monitoring and response
- Transfers of people with symptoms or whose condition deteriorates to designated hospital (through ambulances)
- Complaints and escalation protocols

6.3. Personal protective equipment (PPE)
• IPC procedures as outlined in the National Manual for IPC\(^1\) as well as COVID-19 IPC guidelines\(^2\) must be followed in isolation facilities.

• Provisions for IPC and PPE includes hand hygiene, gloves, aprons, face masks and disinfectant to be used only by designated staff.

• It is not necessary for residents to wear PPE except for a face mask (see table 3 below).

• The used PPE is to be disposed of in line with SANS codes, in designated health care risk waste bins, to be supplied by the Provincial Department of Health.

• A disposal process must be in place, under the supervision of the Environmental Health Practitioners.

• The following PPE rules apply in all quarantine facilities:
  - Wash hands before and after putting on PPE.
  - Change the surgical mask for a new one when it becomes damp or is visibly dirty.
  - Place used PPE directly into a bag/waste container with a lid. Never leave it on a surface such as a chair or a table.

6.4. *Establishment of Infection Prevention Control (IPC) measures*

The possibility exists that a quarantined person might develop COVID-19 infection and infect other residents or staff members. As such basic Infection Prevention Control (IPC) measures should be put in place. These include:

• The creation of a map of the facility, demarcating the red, yellow and green zones to outline the details of movement of healthcare and other personnel around the quarantine area and in the building.

• The map can be used to regulate the movement of staff so as to limit interactions with high risk areas and to prevent and control infections.

• Well informed and trained security personnel need to be deployed all around the building on a 24/7 rotation basis to monitor the facility and to avoid entry of unauthorised persons. Training of all personnel in the use PPE as per guidelines by a designated health care worker; should ideally be an IPC practitioner.

• Earmarking separate areas for PPE donning and doffing (assigning a compliance officer to the area to ensure PPE is correctly donned and doffed).

• Stationing a trained person at the building to regulate the movement of the staff entering the facility. He/she should be assigned the duty that every person entering the facility should register all of their personal details, designation, and time of entry and exit. The nursing officer must be provided with sufficient stationery to ensure that

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all persons are labelled/scanned while entering the building so that they can be identified by security staff.

- Having separate entrances and exits within the building for healthcare/support staff and quarantined/isolated persons to minimise infection risks
- The daily cleaning of the entire quarantine facility with disinfectants as specified in the IPC Manual including surface mopping of all the floor, bathrooms, toilet facilities, undersides of beds and other related items placed in the rooms of quarantined people. Residents should wherever possible be responsible for cleaning their own rooms.

Table 3: Transmission based Precautions for COVID-19

<table>
<thead>
<tr>
<th>Type</th>
<th>Recommendations</th>
<th>Alternatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patient placement</td>
<td>See engineering controls</td>
<td>Shared toilet facilities to be cleaned regularly (1-2 hr)</td>
</tr>
<tr>
<td>Hand Hygiene</td>
<td>Before and after each patient contact (5 Moments of Hand Hygiene) Before wearing PPE After removing PPE</td>
<td>Use ABHR between patients if hands not visibly soiled</td>
</tr>
<tr>
<td>PPE - for contact and droplet precautions</td>
<td>Frequent cleaning 2-3 times/day. Water, detergent. Wipe over with disinfectant such as 1:1000 ppm available chlorine or 70% alcohol</td>
<td>Use universal wipes which is a combination of detergent and disinfectant</td>
</tr>
<tr>
<td>Environmental cleaning</td>
<td>Remove all linen, healthcare waste and medical equipment and send for disinfection or discard. Clean with water and detergent. Wipe with disinfectant</td>
<td>Use universal wipes which is a combination of detergent and disinfectant</td>
</tr>
<tr>
<td>Terminal cleaning</td>
<td>Dedicated equipment. Disposable where possible Shared equipment to be heat or chemical disinfected after cleaning.</td>
<td>None</td>
</tr>
<tr>
<td>Clinical &amp; Patient care equipment</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 6.5. Daily clinical examination and referral

- All quarantined persons should be clinically assessed twice a day (morning & evening) for the presence of symptoms according to the symptom monitoring tool in Annexure

---

C, and have their temperature taken. Where symptoms are identified, appropriate action must be taken.

- Those in quarantine requiring who develop symptoms of coronavirus (fever, cough, sore throat, breathlessness etc.) or any other reason need to be referred to a designated hospital with due precautions as per referral SOP.

- Isolated persons must be assessed clinically at least twice a day (morning and evening) according to the guideline on Clinical management of suspected or confirmed COVID-19 disease. Any person who develops disease which no longer meets the criteria for mild disease (as defined in the guideline and shown in table 4) must be managed appropriately and referred. Particular attention should be paid to older residents (> 65 years) and those with underlying medical conditions.

- Arrangements must be in place for assessment, management and referral of persons who develop worsening illness after hours.

Table 4: Criteria for mild disease (for age >12 years)\(^1\)

<table>
<thead>
<tr>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Respiratory rate &lt;25 breaths/min</td>
</tr>
<tr>
<td>Heart rate &lt;120 beats/min</td>
</tr>
<tr>
<td>Temp 36-39°C</td>
</tr>
<tr>
<td>Mental status normal</td>
</tr>
</tbody>
</table>

\(^1\)For age 5-12, use respiratory rate <30, and heart rate <130. For younger ages, use age-appropriate normal values.

6.6. Recording and reporting mechanisms

- Records of all residents need to be maintained.
- The following data elements need to be forwarded on a daily basis to the PDoH and NDoH represented at NATJOINTS.

<table>
<thead>
<tr>
<th>Quarantine facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of quarantine beds for COVID-19</td>
</tr>
<tr>
<td>Number of admissions into quarantine facility</td>
</tr>
<tr>
<td>Number of inpatients in quarantine facility</td>
</tr>
<tr>
<td>Number of persons discharged from quarantine facility</td>
</tr>
<tr>
<td>Number of persons in quarantine tested for COVID-19</td>
</tr>
<tr>
<td>Number of persons in quarantine confirmed positive for COVID-19</td>
</tr>
<tr>
<td>Number of inpatients transferred from quarantine into isolation facility once confirmed positive for COVID-19</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Isolation facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of inpatients with COVID-19</td>
</tr>
<tr>
<td>Number of positive COVID-19 cases &lt; 5 years discharged</td>
</tr>
<tr>
<td>Transfer out of positive COVID-19 cases &lt; 5 years</td>
</tr>
<tr>
<td>Number of positive COVID-19 cases 5 - 60 years discharged</td>
</tr>
<tr>
<td>Transfer out of positive COVID-19 cases 5 - 60 years</td>
</tr>
<tr>
<td>Number of positive COVID-19 cases &gt; 60 years discharged</td>
</tr>
<tr>
<td>Transfer out of positive COVID-19 cases &gt; 60 years</td>
</tr>
</tbody>
</table>
• Information needs to be forwarded on a daily basis to the designated district or provincial official who has been designated by the provincial Department of Health to be responsible for collection and collation of data from these sites.

6.7. Monitoring and supervision

• Daily monitoring visits need to be conducted by public health and in-charge officers and gaps to be noted.
• Necessary corrective actions and preventive actions to be taken by the Public Health officer

6.8. Housekeeping

The following is to be noted related to housekeeping at the facility:

Accommodation

• All quarantined persons should be assigned to separate beds in separate rooms (family groups may be housed together). Where this impossible, beds must be spaced at least 2 meters apart (the beds must not be set up facing each other directly).
• Persons in isolation facilities may be accommodated in communal rooms.
• Personal toiletries should be brought in by each resident. Facilities should have a small supply of toiletries and other essential supplies e.g. sanitary pads, tooth paste and brush, for instances where residents are unable to provide their own supplies.
• Linen including towels, blankets, bedsheets, pillows with covers will be provided to each person
• Residents’ own clothes may be laundered at own cost or they need to bring enough clothes for the quarantine period.
• All laundry and linen items should be sent to laundry in bags marked infectious and washed in temperatures of 65-70°C cycle.

Catering

• All residents should receive three healthy meals per day with adequate fruit and vegetables. Special dietary requirements (halaal/kosher/vegetarian or vegan) must be catered for.
• Meals should be delivered outside accommodation door every day (yellow zone), three times a day.
• All meals should ideally be prepacked and served in disposable containers with disposable utensils. If utensils are not disposable, these should be placed in collection containers outside the room door for washing in hot water using gloves.
• The facility management/restaurant/caterers are required to provide details of menu options (an eight-day menu cycle is preferred).
• Adequate drinking water should be supplied daily/ accessibility to safe drinking water
Of importance the meal plan for quarantine and isolation sites need to include the following:

- **Breakfast**
  - Starch: maize or mabele porridge/oats/dry cereal/bread
  - Protein: egg/fish/mince/liver/meat sausages/beans
  - Veg: sliced tomato/cucumber/etc.
  - Milk
  - Tea/coffee
  - Water 500ml

- **Lunch**
  - Starch: rice/pap/pasta/potatoes/samp/bread
  - Protein: chicken/beef/lamb/pork/mince/fish/beans/lentils
  - Veg/salad x 2: Any variety
  - Fruit: 1 medium fruit/fruit salad/fruit skewers
  - Water 500ml

- **Supper**
  - Starch: rice/pap/pasta/potatoes/samp/bread
  - Protein: chicken/beef/lamb/pork/mince/fish/beans/lentils
  - Veg/salad x 1: Any variety
  - Tea/coffee (optional)
  - Water 500ml

- **Snack pack for the day**
  - Starch: crackers/croissant/scone/bread
  - Protein: Cheese/nuts/any meat filler e.g. tuna
  - Milk: Yoghurt
  - Fruit: 1 medium ensure variety
  - Fruit juice

Facilities where food is prepared should have the following:

- Valid Certificate of Acceptability (COA) certificate;
- Copy of Regulations governing General Hygiene Requirements for food Premises, the Transport of Food and Related Matters (R638 of 2018); and
- Follow waste management protocol for safe disposal of all waste (disposable plates, cutlery and food)

**6.9. Health care risk waste (HCRW) management**
• Collection of health care waste (normal waste) should occur daily by normal municipal services.

• All medical and support staff need to be well oriented to requirements of handling and management of general and clinical waste generated at the facility. Steps in the management of HCRW include generation, accumulation, handling, storage, treatment, transport and disposal as mentioned in the SOP need to be followed.

• Daily monitoring & supervision to ensure compliance with HCRW protocol.

• All health care waste generated including masks, gloves and tissues should be treated as Health Care Risk Waste as per SANS 10248-1, 2008. Provinces should utilize the contracted service provider for that particular province for collection, treatment and disposal of waste generated in the designated quarantine facility.

6.10. Complaints and Escalations

All quarantined persons, family of these, staff and facility managers have the right to lodge a complaint. These complaints are to be addressed as per the SOP for complaints and escalations as defined by the PDoH and duly communicated to persons in quarantine. Complaints can be escalated in writing to the NDoH representative at NATJOINTS if there is no resolution provided at provincial level. These would then be tabled at NATJOINTS for deliberation and would be responded to in writing to the PDoH and the complainant.

6.11. Discharge of persons in quarantine from quarantine facilities

• Quarantined persons need to be discharged at the end of the minimum quarantine period of 14 days;

• Upon discharge from quarantine, a letter will be issued to the person confirming that they have concluded the quarantine period;

• The quarantined persons are expected to make their own arrangements for transportation from the facility to their respective homes;

• Where a person who has concluded quarantine period can prove that individual arrangements for transportation to their respective destination cannot be made, the provincial Department of Health will make such arrangements; and

• Instructions should be provided to discharged patients to continue to self-monitor their health at their home for the next 14 days. If they develop symptoms, they should contact their GP, the Covid-19 hotline or their local health facility.
6.12. **Disinfection and decontamination procedures** *(See section on Terminal cleaning in National IPC Manual*)

- Once the building ceases to serve as a quarantine facility a terminal disinfection procedure should be implemented;
- Cleaning and decontamination to be performed using the proper personal protective equipment (PPE) and adopting a cleaning system as prescribed by a formulated SOP;
- Cleaning of all surfaces with a neutral detergent;
- Surfaces will be disinfected using 0.5% chlorine, or 70% alcohol wipes or universal wipes with H₂O₂ and peracetic acid;
- While cleaning, windows need to be opened in order to protect the health of cleaning personnel;
- All frequently touched areas, such as all accessible surfaces of walls and windows, doorknobs and handles, the toilet bowl and bathroom surfaces need to be carefully and frequently cleaned and disinfected (see recommended disinfectants above);
- All textiles (e.g. pillow linens, curtains, etc.) should be packed and sent to get washed in laundry using a hot-water cycle (80°C) and adding laundry detergent; and
- Mattresses/pillows should be wiped over with an appropriate disinfectant

7. **TRACKING AND PLACING OF PUI’S**

Mandatory quarantine or isolation can be done through two processes. The first is travellers who enter border posts and the second relate to people that cannot self-quarantine or isolate and for whom quarantine or isolation facilities is to be provided.

7.1 **Port Authority Quarantine**

In the case of travellers entering our borders either through air, ports or land, the following process applies:

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7.1.1 Notification and preparation for incoming PUIs

- Department of International Relations and Cooperation (DIRCO) provides the flight schedule and manifest of incoming persons to Port Health. A notification lead time of 72 hours is required on all port entries prior to arrival;
- Port Health advises NDoH Infrastructure via the Tracking and Placing Coordinator once all information has been verified and confirmed;
- The Tracking and Placing Coordinator notifies the Provincial Coordinator;
- The Provincial Coordinator identifies the facility from the approved and activated list as per NDPW and notifies the relevant PDoH;
- The Tracking and Placing Coordinator advises Port Health of the identified quarantine facility; and
- Port Health liaises with DIRCO and SAPS and arranges transport of the people who have arrived to the quarantine facility.

7.1.2 Port of Entry Clearances

- Port Health is responsible for ensuring that all persons arriving in South Africa are correctly processed (including screening) and referred to the appropriate facility.
- The current default for persons arriving in South Africa is 14 days mandatory quarantine (in a quarantine site). Alternatives may be considered on a case-by-case basis, based on current regulations (these may change during the course of the pandemic), origin of travelers (high vs low risk countries) and extent to which quarantine/infection control procedures were followed before and during travel.
- On arrival, Port Health Officers will explain procedures and provide information to travellers on measures to be implemented related to the quarantine. Port authorities should identify a designated area where South African citizens arriving from high risk countries will undergo all border entities clearance processes, ideally this area should be close to areas where citizens will exit for transportation to quarantine facilities.
- Once clearance has been provided by all border entities, the citizens/permanent residents will be accompanied to the transportation area.

7.1.3 Transportation to quarantine facilities

- The port authorities should provide designated space and exit areas for vehicles transporting citizens from the port of entry to the quarantine facilities.
- The National Department of Health will facilitate transportation from ports of entry of citizens to the quarantine facility.
- Such vehicles should be escorted by the South African Police Service or any other law enforcement agency as and when required.
7.2 Circumstantial Quarantine

In the case where quarantine or isolation facilities is to be provided due to circumstances where individuals cannot self-isolate/quarantine, the process is as follows:

- PDoH is to be informed by the identifying organisation of the details related to the person/s that require mandatory quarantine/isolation.
- The PDoH would identify the facility to be used for quarantine or isolation and facilitate transportation of individuals where required;
- PUI/s is to be transported to the site indicated and would be informed of the process to follow to facilitate admission to the facility.

8. QUALITY ASSURANCE OF FACILITIES

The NDoH would undertake quality assurance activities at the activated facilities at regular intervals in accordance with the requirements of the “COVID-19 QUARANTINE INFRASTRUCTURE CHECKLIST”. This would entail the following:

- facility readiness and preparedness in dealing with PUI’s;
- assessing the PUI’s experience;
- ensuring issues raised have been dealt with appropriately by the PDoH;
- Audit of flight manifest to PUI’s in quarantine

9. DATA MANAGEMENT

The collection of information is crucial to assist in the fight of COVID-19 and thus it is important that the facilities and the PDoH be duly informed of their responsibility in this regard. This include the following data

- assessed and approved quarantine facilities;
- number of incoming PUI’s and where placed;
- daily tracking of PUI’s checked in per facility and discharged;
- random quality assurance site visits; and
- adhoc reports as requested by NATJOINTS

The data responsibilities in this regard are summarised in the table below:

Table 5: Reporting Responsibilities

<table>
<thead>
<tr>
<th>NDoH – NATJOINTS:</th>
<th>Communicate reporting and data requirements for collecting</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Provide information on incoming Port arrivals</td>
</tr>
<tr>
<td>NDoH – Provincial Coordinators:</td>
<td>Ensure that the communication channels with their respective PDoH is maintained, communicate reporting requirements and facilitate the collating of information required.</td>
</tr>
</tbody>
</table>
| NDoH – Assessment Team: | • Quality assurance site visits and feedback  
| | • Provide detail on PUI site audit and figures |
| DPW: | • Ensure that the data and information requirements is specifically defined and narrated as part of the contracting process  
| | • Provide feedback on activated site  
| | • Provide occupancy potential data |
| PDoH: | • Provide information related to facilities, PUI, challenges experienced  
| | • Daily admissions, discharged and PUI status  
| | • Facility occupancy |

## 10. GUIDELINES FOR SELF-QUARANTINE/SELF-ISOLATION

Note that from a practical point of view self-quarantine and self-isolation have the same requirements. People who are required to self-quarantine or self-isolate, should be given the following advice.

### 10.1 Hygiene at home

- Protect yourself and the people you live with by cleaning your hands frequently throughout the day;
- Wash your hands with warm water and soap for at least 20 seconds before drying your hands thoroughly preferably with a clean single-use towel;
- Alternatively, use alcohol-based hand sanitiser applied to clean hands;
- Cover your mouth and nose with a tissue when you cough or sneeze, or cough or sneeze into your elbow. Use a cloth mask;
- Use of a cloth face-mask is recommended for all household members;
- Throw used tissues in a lined trash can and immediately wash your hands with soap and water for at least 20 seconds, making sure you dry them thoroughly, preferably with a clean single-use towel; and
- Avoid touching your eyes, nose and mouth with unwashed hands.

### 10.2 Social relations whilst isolating

- As much as possible, limit your contact with people other than the people you are self-isolating with;
- Avoid having visitors at home, but friends, family or delivery drivers can drop off food and other essential supplies. Maintain a distance of 1 to 2 metres during these deliveries;
- If in a home where the others who live with you aren’t self-isolating, one should minimise close contact with them by avoiding situations where you have face-to-face contact closer than 1 m. The other household residents do not need to self-isolate provided these precautions are followed;
● Use your own toothbrushes, eating and drinking utensils (including cups and glasses in the bathroom and bedroom), dishes, towels, washcloths or bed linen;
● Do not share food and drinks or prepare food for others;
● Wash your clothing and dishes separate to others in your home;
● You should not share a bed or a room with others during your 14-day isolation period. This includes sleeping in communal areas;
● Minimise the time you spend in shared spaces such as bathrooms, kitchens and sitting rooms as much as possible and keep shared spaces well ventilated;
● Clean surfaces like kitchen benches and sink tops after you use them and try to avoid touching them after you have cleaned them;
● Make sure you use separate towels from other people in your house, both for drying yourself after bathing or showering and for drying your hands;
● If you use a shared toilet and bathroom, it’s important that you clean them every time you use them (for example, wiping surfaces you have come into contact with);
● You should use your own toilet paper, hand towels, toothpaste and other supplies during your self-isolation;
● If you share a kitchen with others, avoid using it while others are present;
● Take your meals back to your room to eat;
● If you have one, use a dishwasher to clean and dry your used crockery and cutlery. If this is not possible, wash them using your usual washing up liquid and warm water and dry them thoroughly, remembering to use a separate tea towel; and
● Don’t invite or allow social visitors, such as friends and family, to enter your home. If you want to speak to someone who is not a member of your household, use the phone or other means of contact.

10.3 Living with older/vulnerable persons
● Evidence from many countries suggests that older people and vulnerable people (those who are immune-compromised or have pre-existing conditions like cardiovascular disease, diabetes or hypertension) are more at risk for COVID-19 transmission, morbidity and mortality. Particular care should be taken to reduce close contact with such persons. Avoid visiting the elderly if you are in self-isolation at home.

10.4 Children and childcare
● Try to reduce your contact with your children as far as possible, but that may not be possible, particularly with young children;
● Try to explain what is happening in a way that is easy to understand. Tell them you are staying at home to protect other people. Try to avoid worrying them;
● If a child develops symptoms, you should contact their GP, the COVID-19 hotline or their local health facility. They will also need to stay at home for 14 days from the onset of their symptoms;
If you have tested positive, and you are breastfeeding, take precautions to limit the potential spread of COVID-19 to the baby by:
- Wearing a mask when breastfeeding
- Washing your hands before touching the baby or bottles
- Avoiding coughing or sneezing on the baby while feeding at the breast
- Considering asking someone who is well to feed your expressed breast milk to the baby
- If you are feeding with formula or expressed milk, sterilise the equipment carefully before each use. You should not share bottles or a breast pump with someone else.

10.5 Laundry
- Wash items according to manufacturer’s instructions;
- You can wash your dirty laundry with the rest of your household if you do the washing yourself, but you should only fold and put away your own items;
- It may be easier for someone else to fold and put away clean shared laundry items (such as towels and tea towels) and provide a supply for you; and
- If you do not have a washing machine, wait 72 hours after your 14-day isolation period has ended before taking your laundry to a laundrette.

10.6 Mental health and wellbeing
- Emotional and mental health is important. It is normal to feel stressed or lonely when self-isolating, during this time you can do the following:
  - Reach out to your usual supports, like family and friends, and talk about how you feel.
  - Stick to a routine such as having regular mealtimes, bedtimes and exercising.
- If you feel you are not coping, it is important to talk with a health professional (which includes allied health practitioners or traditional health practitioners).

11. ENFORCEMENT FOR SELF-QUARANTINE/SELF-ISOLATION

If a person refuses to self-quarantine or self-isolate himself or herself according to the guidelines an enforcement officer, which can be a member of the South African Police Service, the South African National Defence Force, Metro police traffic officers, can enforce the person to a mandatory isolation or quarantined facility as directed per instruction or order from the enforcement officer. Provided that if a person does not comply with the instruction or order of the enforcement officer, that person must be placed in quarantine for a period not exceeding 48 hours, pending a warrant being issued by a competent Court.
ANNEXURE 1: SUMMARY FOR THE OPERATIONALISATION OF QUARANTINE AND ISOLATION FACILITIES

Introduction
The purpose of this operational guide is to facilitate a rapid response to any emergency disaster faced by South Africa that requires quarantine facilities for residents for COVID-19. It seeks to clarify the various government role players required to facilitate a coordinated response.

Objectives
- To provide a checklist for the identification of suitable facilities.
- To provide guidance on the set-up of such facilities.
- To provide guidance on the management of the quarantine facilities

Key Government Departments responsible for quarantine site operationalization

Department of Health
- to identify cities/provinces where quarantine facilities are needed
- to provide specifications for facilities required
- to inspect and assess possible sites as suggested by DPW
- to operationalize these facilities
- to provide data associated with the facility

Department of Public Works
- to identify possible sites based on specifications provided
- to negotiate agreement and occupation
- to procure and mobilise quick infrastructure requirements identified
- to facilitate cleaning of facility prior to occupation

South African Police Services
- to be part of the security services required to secure the quarantine site
- to advise on weak points in the site security
- to liaise with other security services e.g. metro police

Transmission reduction can be achieved by:

- Separation of COVID-19 suspects, as early as possible, from other quarantined or asymptomatic persons.
- Separation of contacts of COVID-19 patients from community; and
<table>
<thead>
<tr>
<th>Focus area</th>
<th>Activities</th>
<th>1 Line department/sector/stakeholder</th>
<th>2 Line sector department</th>
</tr>
</thead>
</table>
| Medical screening              | • All residents will undergo medical screening (symptom screening and laboratory testing)  
• Medical screening will be conducted by a team from the nearest health facility or provided for by the health district in which the facility is located.  
• At quarantine sites:  
  o The screening will be done persons can enter the main door of the facility. This means that the facility must provide space for medical screening.  
  o Once the person has been screened, he/she is allowed to have access to the room  
  o The purpose of the medical screening is to establish the health status of each resident.                                                                                                                                                                                                                         | • Provincial Department of Health including the health district         | NDoH                     |
| Training of the facility staff | • The training will take place before the residents arrive at the facility.  
• The DOH staff will conduct training of the facility staff.  
• The focus is on basic hygiene (infection prevention and control) and universal precautionary measures to be taken  
• Proper support to the residents                                                                                                                                                                                                                                                                                  | • Provincial Department of Health including the health district         | NDoH                     |
| Medical/clinical support team  | • The local health facility or the district in which the quarantine facility is located will render regular medical and clinical support services to the residents for the duration of their quarantine/isolation facilities.  
• PHC nurse should be stationed there during working hours to undertake daily symptom screening and twice daily temperatures of residents.  
• The facility will be provided with contact details for after-hours emergency for standby medical staff  
• Medical/Clinical team will provide support on referral basis.  
• The medical/clinical must be linked to the EMS in the case of emergency (if there is a need to immediately                                                                                                                                                                                                      | • Provincial Department of Health including the health district         | NDoH                     |
<table>
<thead>
<tr>
<th>Focus area</th>
<th>Activities</th>
<th>1 Line department/sector/stakeholder</th>
<th>2 Line sector department</th>
</tr>
</thead>
</table>
| Provision of the PPE          | • The provincial department of health, in which the quarantine facility is located will provide the PPE  
• The PPE is for the staff, medical/clinical team and other persons who may come into contact with residents. | • Provincial Department of Health including the health district                                    | NDoH                     |
| Management of the health care waste | • All items that are used by the residents shall be treated as infectious and must be managed as such  
• The local health district closest to the quarantine facility will manage the health care risk waste. | • Provincial Department of Health including the health district                                    | NDoH                     |
| Provision of cleaning services | • Ensure cleaning services are sourced  
• Cleaners are trained on IPC – use of appropriate PPE, cleaning material and detergents  
• Cleaning roster is established for that facility – every 1-2 hours for each communal bathroom; and daily for communal bedrooms and living spaces; every 3rd day for individual bedrooms  
• Cleaning contract in place for outsourced services | • Provincial Department of Health including the health district                                    | NDoH                     |
| Provision of catering         | • Prepackaged meals in disposable material sourced  
• Special dietary requirements catered  
• Contract for catering in place | • Provincial Department of Health including the health district                                    | NDOH                     |
| Provision of linen             | • Linen requirements as listed sourced  
• Contract for laundry services in place or arrangements for local hospital to service facility | • Provincial Department of Health including the health district                                    | NDOH                     |
| Assessment of accommodation    | • Individual rooms with en-suite or communal bathrooms  
• Cohort or communal rooms with bed distancing of minimum 2m and communal bathrooms  
• Natural ventilation  
• Beds with mattresses  
• Functional toilets, hand wash basins, baths or showers  
• Site must have electricity/potable water and functional sanitation | • Provincial Department of Health with Department of Public Works                                 | NDOH/NDPW                |
<p>| Provision of security at the facility | • The owners of the quarantine facility shall be responsible for the security | • Provincial Department of Security                                                              | NDoH SAPS                |</p>
<table>
<thead>
<tr>
<th>Focus area</th>
<th>Activities</th>
<th>1 Line department/sector/stakeholder</th>
<th>2 Line sector department</th>
</tr>
</thead>
</table>
|            | of both the facility staff and the PUIs in that facility  
  - The department of health shall determine if there is a need for additional security and inform SAPS.  
  - South African Police Service shall conduct the patrol of the facility for the duration of the presence of the PUIs | Health including the health district |
ANNEXURE 2: CHECKLIST FOR OPERATIONALISATION OF QUARANTINE FACILITIES

DETAILED CHECKLIST FOR THE ESTABLISHMENT OF A QUARANTINE FACILITY

<table>
<thead>
<tr>
<th></th>
<th>BASIC INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Name of facility:</td>
</tr>
<tr>
<td>1.2</td>
<td>Physical Address:</td>
</tr>
<tr>
<td>1.3</td>
<td>Coordinates (Degrees Minutes Seconds): i.e. (25°44’27.40&quot;S; 28°11’24.18&quot;E)</td>
</tr>
<tr>
<td>1.4</td>
<td>Contact person:</td>
</tr>
<tr>
<td>1.5</td>
<td>Email address:</td>
</tr>
<tr>
<td>1.6</td>
<td>Phone number:</td>
</tr>
<tr>
<td>1.7</td>
<td>Alternative contact detail:</td>
</tr>
<tr>
<td>Checklist</td>
<td>Specifications</td>
</tr>
<tr>
<td>--------------------</td>
<td>-----------------------------------------------------</td>
</tr>
<tr>
<td><strong>Facility Readiness</strong></td>
<td><strong>Facility Preparation</strong></td>
</tr>
<tr>
<td>Venue secured</td>
<td>Facility Management Team with support of SAPS</td>
</tr>
<tr>
<td>Site cleared of guests</td>
<td>Facility Management Team</td>
</tr>
<tr>
<td>Site cleared of functions</td>
<td>Facility Management Team</td>
</tr>
<tr>
<td>Staff has been briefed and trained</td>
<td>Provincial DoH/DHMT</td>
</tr>
<tr>
<td>Referral pathway established for hospital and specialists</td>
<td>Provincial DoH/DHMT</td>
</tr>
<tr>
<td>Emergency contact numbers available</td>
<td>Provincial DoH/DHMT</td>
</tr>
<tr>
<td>Accommodation allocated</td>
<td>Facility Management Team</td>
</tr>
<tr>
<td>Biomedical waste area identified</td>
<td>Provincial DoH/DHMT</td>
</tr>
<tr>
<td>Meal receiving area identified</td>
<td>Facility Management Team</td>
</tr>
<tr>
<td>Security post established</td>
<td>Facility Management Team with support of SAPS</td>
</tr>
<tr>
<td>Process for medical assessment pre- and post-quarantine planned</td>
<td>Provincial DoH/DHMT</td>
</tr>
<tr>
<td>Process for transport of medical samples to relevant laboratory planned</td>
<td>NICD/NHLS</td>
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<tr>
<td>EMS contact details available</td>
<td>Provincial DoH/DHMT</td>
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<tr>
<td>Administrative systems in place (IT, printers etc)</td>
<td>Provincial DoH/DHMT/Facility Management Team</td>
</tr>
<tr>
<td><strong>Facility Specification</strong></td>
<td><strong>Space available for triage/health post room</strong></td>
</tr>
<tr>
<td>Secured perimeter and open areas</td>
<td>Facility Management Team</td>
</tr>
<tr>
<td>Lift/Disability access</td>
<td>Facility Management Team</td>
</tr>
<tr>
<td>Reception/Admin area</td>
<td>Facility Management Team</td>
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<tr>
<td>Facility and Capacity</td>
<td>Facility Management Team</td>
</tr>
<tr>
<td>-----------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Cleaners room</td>
<td>Facility Management Team</td>
</tr>
<tr>
<td>Green zone for non-PUI staff to rest and change</td>
<td>Facility Management Team</td>
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<tr>
<td>Uninterrupted potable water supply</td>
<td>Facility Management Team</td>
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<td>Functional sanitation</td>
<td>Facility Management Team</td>
</tr>
<tr>
<td>Functional electricity</td>
<td>Facility Management Team</td>
</tr>
<tr>
<td>Area for waste storage and collection</td>
<td>Facility Management Team</td>
</tr>
<tr>
<td>Firefighting equipment, certified</td>
<td>Facility Management Team</td>
</tr>
<tr>
<td>Parking space</td>
<td>Facility Management Team</td>
</tr>
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</table>

**Facility Capacity**

<table>
<thead>
<tr>
<th>Facility and Capacity</th>
<th>Facility Management Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of floors in the facility</td>
<td>Facility Management Team</td>
</tr>
<tr>
<td>Total number of rooms in the facility</td>
<td>Facility Management Team</td>
</tr>
<tr>
<td>Number of individual rooms with en-suite bathroom</td>
<td>Facility Management Team</td>
</tr>
<tr>
<td>Number of communal/shared rooms</td>
<td>Facility Management Team</td>
</tr>
<tr>
<td>Total number of beds in the facility</td>
<td>Facility Management Team</td>
</tr>
<tr>
<td>Total number of bathrooms in the facility</td>
<td>Facility Management Team</td>
</tr>
<tr>
<td>Number of en-suite bathrooms</td>
<td>Facility Management Team</td>
</tr>
<tr>
<td>Number of communal bathrooms</td>
<td>Facility Management Team</td>
</tr>
<tr>
<td>Number of separate toilets</td>
<td>Facility Management Team</td>
</tr>
<tr>
<td>Number of Cleaners</td>
<td>Facility Management Team</td>
</tr>
<tr>
<td>Number of Clinical Staff</td>
<td>Facility Management Team</td>
</tr>
<tr>
<td>Number of Admin/Reception Staff</td>
<td>Facility Management Team</td>
</tr>
<tr>
<td>Number of Site Managers</td>
<td>Facility Management Team</td>
</tr>
<tr>
<td>Number of Security</td>
<td>Facility Management Team</td>
</tr>
<tr>
<td>Service Readiness</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Training team identified, contract in place</td>
<td></td>
</tr>
<tr>
<td>On-site clinical team identified, contract in place</td>
<td></td>
</tr>
<tr>
<td>On-site facility support staff identified (admin/reception, site managers), contract in place</td>
<td></td>
</tr>
<tr>
<td>Catering service provider identified to provide 3 nutritionally balanced meals per day (with dietary requirements and allergy options) pre-packaged with disposable containers and cutlery, contract in place</td>
<td></td>
</tr>
<tr>
<td>Laundry service, contract in place</td>
<td></td>
</tr>
<tr>
<td>Cleaning service provider identified, contract in place</td>
<td></td>
</tr>
<tr>
<td>Waste removal service provider identified, contract in place</td>
<td></td>
</tr>
<tr>
<td>Health care risk waste removal service provider identified, contract in place</td>
<td></td>
</tr>
<tr>
<td>Security service identified to cover all exits and internal postings if needed, contract in place</td>
<td></td>
</tr>
<tr>
<td>Stock management system established</td>
<td></td>
</tr>
<tr>
<td>Transport in and out of site established, contract in place</td>
<td></td>
</tr>
<tr>
<td>Clinical staff onboarded onto Vula Mobile Application for surveillance and referral</td>
<td></td>
</tr>
<tr>
<td>After hours admission and facility management protocol and contact people in place</td>
<td></td>
</tr>
<tr>
<td>CONTACT DETAILS OF ALL OPERATIONAL STAFF AT FACILITY PROVIDED</td>
<td></td>
</tr>
<tr>
<td>Consumables: PPE</td>
<td>Clinical gloves (latex, single use gloves for clinical use) available and delivered</td>
</tr>
<tr>
<td>------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Cleaning gloves (reusable vinyl or rubber gloves for environmental cleaning) available and delivered</td>
</tr>
<tr>
<td></td>
<td>Surgical masks available and delivered</td>
</tr>
<tr>
<td></td>
<td>Aprons (disposable) available and delivered</td>
</tr>
</tbody>
</table>

<p>| Consumables: Cleaning products                        | Disposable towels (e.g. paper towels) and delivered                              | Provincial DoH/DHMT | YES | NO |
|                                                      | Toilet paper and delivered                                                      | Provincial DoH/DHMT | YES | NO |
|                                                      | Cleaning clothes available and delivered                                         | Provincial DoH/DHMT | YES | NO |
|                                                      | Liquid or gel hand soap available and delivered                                 | Provincial DoH/DHMT | YES | NO |
|                                                      | Appropriate cleaning equipment (buckets, mops etc) available and delivered       | Provincial DoH/DHMT | YES | NO |
| <strong>Appropriate detergent for environmental cleaning and disinfectant for disinfection of surfaces, instruments or equipment (as per IPC guideline) available and delivered</strong> | Provincial DoH/DHMT | YES | NO |
|                                                      | Toilet and bathroom disinfectant available and delivered                         | Provincial DoH/DHMT | YES | NO |
|                                                      | Black/transparent plastic bags for normal waste available and delivered          | Provincial DoH/DHMT | YES | NO |
|                                                      | Red plastic bags for health care risk waste available and delivered              | Provincial DoH/DHMT | YES | NO |
|                                                      | Health care risk waste box available and delivered                               | Provincial DoH/DHMT | YES | NO |
|                                                      | Linen collection bags (transparent) available and delivered                     | Provincial DoH/DHMT | YES | NO |</p>
<table>
<thead>
<tr>
<th><strong>Accommodation Specification</strong></th>
<th><strong>Facility Management Team</strong></th>
<th><strong>Yes</strong></th>
<th><strong>No</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Rooms have natural ventilation; windows that can open or individual unit air conditioner (NOT central air conditioner)</td>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>Rooms for individuals minimum 12sqm</td>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>Room for use by couple or family minimum 16sqm</td>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>Communal rooms - beds to have at least 1,5m between the edges of both beds</td>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>Room has a lockable door</td>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>En suite bathroom (preferable) or access to toilet and shower/bath in same block</td>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>Room has cupboard with at least one drawer and shelves (preferably lockable)</td>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>Rooms have at least a single bed</td>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>Every bed has washable mattress protector</td>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>Fully functioning lights</td>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>One plug point</td>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>All furniture can be washed or sanitised</td>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Linen available in every room</strong></th>
<th><strong>Facility Management Team</strong></th>
<th><strong>Yes</strong></th>
<th><strong>No</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bed sheet</td>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>Pillow case</td>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>Pillow with washable pillow protector</td>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>Blanket</td>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>Bath Towels</td>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Cleaning tools available in every room</strong></th>
<th><strong>Facility Management Team</strong></th>
<th><strong>Yes</strong></th>
<th><strong>No</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Broom</td>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>Dustpan</td>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>Mop</td>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>Bucket</td>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>Cleaning clothes</td>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>Disposable towels (e.g. paper towels)</td>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>Cleaning products available in every room</td>
<td>Alcohol-based hand sanitiser with at least 70% alcohol</td>
<td>Facility Management Team</td>
<td>YES</td>
</tr>
<tr>
<td>Liquid or gel hand soap</td>
<td>Facility Management Team</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Appropriate detergent for environmental cleaning and disinfectant for disinfection of surfaces, instruments or (as per IPC guideline)</td>
<td>Facility Management Team</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Toilet and bathroom disinfectant</td>
<td>Facility Management Team</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

| Other items available in every room | Health care risk waste bins lined with red plastic bag | Facility Management Team | YES | NO |
| Normal waste bin with black/transparent plastic bag lining | Facility Management Team | YES | NO |
| Toilet Paper | Facility Management Team | YES | NO |
| IEC materials | Provincial DoH/DHMT/Facility Management Team | YES | NO |

| Triage/Health Post Consulting Room Readiness | Rooms have natural ventilation; windows that can open or individual unit air conditioner (NOT central air conditioner) | Facility Management Team | YES | NO |
| Privacy | Facility Management Team | YES | NO |
| Hand wash basin (preferable) | Facility Management Team | YES | NO |
| Space for small desk and two chairs | Facility Management Team | YES | NO |
| Single bed/consulting bed | Facility Management Team | YES | NO |

<p>| Basic equipment required to be brought daily on site or left at functional quarantine site | Infrared no contact thermometer | Provincial DoH/DHMT | YES | NO |
| Scale | Provincial DoH/DHMT | YES | NO |
| BP machine | Provincial DoH/DHMT | YES | NO |
| Stethoscope | Provincial DoH/DHMT | YES | NO |
| Glucometer with glucose sticks | Provincial DoH/DHMT | YES | NO |
| Basic medication for minor ailments | Provincial DoH/DHMT | YES | NO |
| Sharps container in triage room | Provincial DoH/DHMT | YES | NO |</p>
<table>
<thead>
<tr>
<th>Item</th>
<th>Responsible Authority</th>
<th>Available</th>
<th>Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health care risk waste bins lined with red plastic bag</td>
<td>Provincial DoH/DHMT</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Normal waste bin with black/transparent plastic bag lining</td>
<td>Provincial DoH/DHMT</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Appropriate detergent for environmental cleaning and disinfectant for disinfection of surfaces, instruments or (as per IPC guideline)</td>
<td>Provincial DoH/DHMT</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>
ANNEXURE 3: DAILY SYMPTOM MONITORING TOOL
(may also be found at https://www.nicd.ac.za/diseases-a-z-index/covid-19/covid-19-resources/)

Instructions for completion: Mark “Y” if symptom present and “N” if not. If any symptoms are present collect, contact immediately and make immediate arrangements for the collection of a combined nasopharyngeal and oropharyngeal swab. Refer to 2019-nCOV Quick Guide on the NICD website for additional details.

<table>
<thead>
<tr>
<th>Details of contact of case under investigation/confirmed case</th>
<th>Details of health official completing form</th>
<th>Today's date (DD/MM/YYYY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NICD Identifier</td>
<td>Date last contact (DD/MM/YYYY)</td>
<td>Place last contact</td>
</tr>
<tr>
<td>Surname</td>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Date of birth (DD/MM/YYYY)</td>
<td>Age (Years)</td>
<td>Sex M □ F □</td>
</tr>
<tr>
<td>Contact #</td>
<td>Alternative contact #</td>
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</tr>
<tr>
<td>Relation to case</td>
<td>Place of contact</td>
<td></td>
</tr>
<tr>
<td>Healthcare worker</td>
<td>Facility name</td>
<td></td>
</tr>
<tr>
<td>Traced</td>
<td>Contact type* (Close □ Casual □)</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td>Monitoring method** (Direct □ Self-diagnostic □ Self-telephonic □ Active-telephonic □)</td>
<td></td>
</tr>
<tr>
<td>Quarantine</td>
<td>Home □ Facility □</td>
<td>Facility where quarantined</td>
</tr>
</tbody>
</table>

| Physical address (for next month, in South Africa) | |
| House # | Street | Suburb | |
| Town | Municipality | |
| District | Province | |
| Name, surname | Contact number(s) | |

### DAY

<table>
<thead>
<tr>
<th>DAY (DD/MM)</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
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<tr>
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<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Fever (≥38°C)</td>
<td>□</td>
<td>Y □ N</td>
<td>□</td>
<td>Y □ N</td>
<td>□</td>
<td>Y □ N</td>
<td>□</td>
</tr>
<tr>
<td>Chills</td>
<td>□</td>
<td>Y □ N</td>
<td>□</td>
<td>Y □ N</td>
<td>□</td>
<td>Y □ N</td>
<td>□</td>
</tr>
<tr>
<td>Cough</td>
<td>□</td>
<td>Y □ N</td>
<td>□</td>
<td>Y □ N</td>
<td>□</td>
<td>Y □ N</td>
<td>□</td>
</tr>
<tr>
<td>Sore throat</td>
<td>□</td>
<td>Y □ N</td>
<td>□</td>
<td>Y □ N</td>
<td>□</td>
<td>Y □ N</td>
<td>□</td>
</tr>
<tr>
<td>Shortness of breath</td>
<td>□</td>
<td>Y □ N</td>
<td>□</td>
<td>Y □ N</td>
<td>□</td>
<td>Y □ N</td>
<td>□</td>
</tr>
<tr>
<td>Myalgia/body pains</td>
<td>□</td>
<td>Y □ N</td>
<td>□</td>
<td>Y □ N</td>
<td>□</td>
<td>Y □ N</td>
<td>□</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td>□</td>
<td>Y □ N</td>
<td>□</td>
<td>Y □ N</td>
<td>□</td>
<td>Y □ N</td>
<td>□</td>
</tr>
</tbody>
</table>

### DAY

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</tr>
<tr>
<td>Fever (≥38°C)</td>
<td>□</td>
<td>Y □ N</td>
<td>□</td>
<td>Y □ N</td>
<td>□</td>
<td>Y □ N</td>
<td>□</td>
</tr>
<tr>
<td>Chills</td>
<td>□</td>
<td>Y □ N</td>
<td>□</td>
<td>Y □ N</td>
<td>□</td>
<td>Y □ N</td>
<td>□</td>
</tr>
<tr>
<td>Cough</td>
<td>□</td>
<td>Y □ N</td>
<td>□</td>
<td>Y □ N</td>
<td>□</td>
<td>Y □ N</td>
<td>□</td>
</tr>
<tr>
<td>Sore throat</td>
<td>□</td>
<td>Y □ N</td>
<td>□</td>
<td>Y □ N</td>
<td>□</td>
<td>Y □ N</td>
<td>□</td>
</tr>
<tr>
<td>Shortness of breath</td>
<td>□</td>
<td>Y □ N</td>
<td>□</td>
<td>Y □ N</td>
<td>□</td>
<td>Y □ N</td>
<td>□</td>
</tr>
<tr>
<td>Myalgia/body pains</td>
<td>□</td>
<td>Y □ N</td>
<td>□</td>
<td>Y □ N</td>
<td>□</td>
<td>Y □ N</td>
<td>□</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td>□</td>
<td>Y □ N</td>
<td>□</td>
<td>Y □ N</td>
<td>□</td>
<td>Y □ N</td>
<td>□</td>
</tr>
</tbody>
</table>
ANNEXURE 4: FLOW CHART FOR MANAGEMENT OF PERSONS IN QUARANTINE OR ISOLATION FACILITIES

Has this person tested positive for COVID-19?

Yes

Respiratory rate <25 breaths per minute
Heart rate <120 beats per minute
Mental status normal

Is this person a contact of a person with confirmed COVID-19 disease?

A person having had face-to-face contact (≤1 metre) or in a closed space with a COVID-19 case for at least 15 minutes. This includes:
- All persons living in the same household as a COVID-19 case
- People working closely in the same environment as a case
- Healthcare workers providing direct care for a COVID-19 case while not wearing recommended personal protective equipment

No

Does this person have mild illness?

Yes

Admit to hospital for observation

No

Can this person self-isolate?

Yes

Send home with instructions on who to contact if condition worsens

No

Admit to hospital

Is this person self-isolate?

Yes

Can this person self-isolate?

No

Admit to isolation facility

Monitor twice daily for worsening symptoms

Respiratory rate >25 breaths per minute
Heart rate >120 beats per minute
Temp >39°C
Mental status abnormal

Symptoms worsen

Admit to hospital for observation

Symptoms stable

Discharge from isolation 14 days after last exposure to person who was COVID-19 positive

No symptoms develop

Symptoms develop

Monitor twice daily for COVID symptoms

Any of fever, cough, shortness of breath, fatigue, myalgia

No need to repeat COVID testing

COVID negative

COVID positive

No symptoms develop

Arrange for COVID-19 testing. Keep in isolation whilst results pending

COVID negative

COVID positive

Discharge from isolation 14 days after last exposure to person who was COVID-19 positive

No need to do COVID testing

No further action. Neither quarantine nor isolation are required

Any of fever, cough, shortness of breath, fatigue, myalgia,