



TO ALL SMS MEMBERS/ CHIEF DIRECTORATES / DIRECTORATES / REGIONAL / DISTRICT OFFICES, SUB-STRUCTURES / ALL FACILITY MANAGERS

CIRCULAR H108 OF 2020: PRACTICE OF HEALTHCARE SAFELY POSTERS

This package of posters has been developed to support our health workers on appropriate infection prevention and control measures in the workplace, and when travelling to and from home. They are intended to serve as visual prompts to remind health workers of how to practise healthcare safely and to protect themselves against infection with COVID-19.

Please remember that all staff who work in healthcare are considered health workers. Posters should also be placed in support/ administrative areas and facilities.

Please note that posters are dated and represent current policies. We encourage you to remove old posters, especially the red and blue posters which were initially released in February and March and replace them with updated material. As policies are updated, material should also be changed.

The posters were developed by the Knowledge Translation Unit at the University of Cape Town in consultation with WCGH senior management and reflect and comply with the following Western Cape Department of Health circulars:

- Circular H35/2020: Guidelines for PPE use during the coronavirus disease 2019 (COVID-19). Western Cape Government Health (25 March 2020)
- Circular H56/2020: Cleaning and disinfectant guideline for COVID-19 infections. Western Cape Government Health (25 April 2020)
- Circular H58/2020: COVID-19 Occupational health and safety (OHS) policy. Western Cape Government Health (29 April 2020)
- Circular H77/2020: Guidelines for the prevention and management of coronavirus infection in healthcare facilities. Western Cape Government Health (13 May 2020)
- Circular H89/2020: COVID-19 Guidance for health workers in primary health care facilities. Western Cape Government Health (27 May 2020)

The posters are suitable for use in all levels of health facility, including primary, secondary, tertiary facilities and support facilities. They have been designed for specific areas within a facility.

Recommended placement of posters is as follows:

Staff tearooms:

- What to do before work
- What to do after work
- How to travel safely using public or staff transport
- How to take a break safely

Basins and areas with alcohol-based hand rubs (note that these are provided in portrait and landscape format to accommodate metal frames present at many wash basins):

- How to wash your hands
- Hand hygiene

Entrances (aimed at patients):

- Entrance screening
- Protect yourself and others (also suitable for general areas and corridors)

Patient care areas (e.g. testing and triage areas, OPD, casualty, wards)

- Clean and disinfect patient areas
- Personal Protective Equipment (PPE)
- Put on PPE correctly (donning)
- Remove PPE correctly (doffing)
- Keep your workstation clean

Posters suitable for administrative/ support areas and facilities include:

- What to do before work
- What to do after work
- How to travel safely using public or staff transport
- How to take a break safely
- How to wash your hands
- Entrance screening
- Protect yourself and others
- Keep your workstation clean

How to access these posters:

Small images of the posters are included in this circular. These are not suitable for printing.

Posters can be accessed directly using the following link:

<https://www.westerncape.gov.za/site-page/covid-19-practise-healthcare-safety>

Alternatively, posters can be accessed from the Western Cape Department of Health homepage by using the following link and selecting the option shown below:

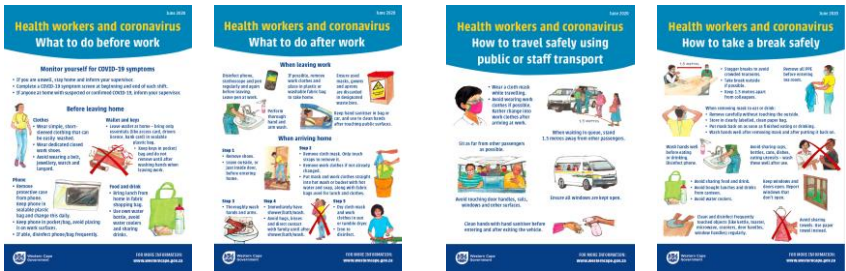
<https://www.westerncape.gov.za/dept/health>



Posters are also available on the KTU website: <https://knowledgetranslation.co.za/resources/>

Posters will also be distributed via email and print copies will be distributed. We hope these assist you to stay safe. The Department is critically reviewing appropriate PPE continuously as your safety is of utmost importance to the Department. Please help us to use these resources effectively by keeping them current and visible. We thank you for all your hard work during this crisis. Please stay safe.

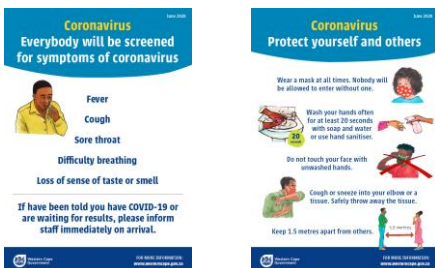
Staff tearooms



Basins and areas with alcohol-based hand rubs



Entrances and general areas



Patient care areas

The image displays five posters from the Western Cape Department of Health, dated May 2020, providing guidelines for COVID-19 PPE in patient care areas. The posters are as follows:

- Health workers and coronavirus: Clean and disinfect patient areas** (May 2020). This poster details how to clean and disinfect patient areas, including instructions for cleaning high-touch surfaces and disinfecting patient rooms. It lists areas needing thorough and frequent disinfection, such as patient rooms, waiting areas, and common areas.
- Health workers and coronavirus: Put on PPE correctly (donning)** (May 2020). This poster illustrates the correct sequence for putting on PPE: 1. Clean hands for at least 20 seconds, 2. Put on apron/gown, 3. Put on mask/respirator, 4. Put on goggles/face shield, and 5. Put on gloves.
- Health workers and coronavirus: Remove PPE correctly (doffing)** (May 2020). This poster illustrates the correct sequence for removing PPE: 1. Remove gloves, 2. Remove apron/gown, 3. Remove goggles/face shield, 4. Remove mask/respirator, and 5. Clean hands for at least 20 seconds.
- Health workers and coronavirus: Keep your workstation clean** (May 2020). This poster provides instructions on how to keep workstations clean, including removing unnecessary items, avoiding touching surfaces, and disinfecting frequently touched objects like phones, keyboards, and mice.

Yours sincerely

Dr Keith Cloete

Head: Western Cape Department of Health

Date: 10 June 2020