

Living in the times of **COVID-19**

Handy Handbook For **non-health** professionals

Released Wednesday, 1 April 2020
Mobile Version 1.0

If you have been advised by a healthcare professional, are waiting for COVID19 test results or cannot get to the hospital- the guideline helps you to take the necessary precautions and manage while at home and not spread virus to those around you.

LIST OF CONTENTS

List of Contents	1
Note.....	2
Contributors	2
Objective of the Document.....	3
1. Introduction	3
1.1. Knowing COVID-19 symptoms	3
1.2. Who is at risk?	4
1.3. How to prevent?.....	4
2. Deciding about COVID-19 Management.....	4
2.1. Confirming Signs and Symptoms.....	4
2.1.1. Which patients can be managed at home?.....	5
2.1.2. Things to have at home	5
3. Managing COVID-19 with Mild Symptoms.....	6
3.1. For the first seven days.....	6
3.1.1. Guidelines for general caution, quarantine and isolation ...	6
3.2. After first seven days	7
3.2.1. House-Keeping Instructions.....	7
4. Managing COVID-19 with Severe Signs and Symptoms	8
5. Managing Contacts.....	8
5.1. Who is a Contact?	8
6. Annexure.....	9
Annex 1 - Wearing Personal Protection Equipment (PPE)	9
Annex 2 - Removing Personal Protection Equipment (PPE).....	11
Annex 3 - List of websites to follow and stay updated	11
Annex 4 - What happens if someone in family gets sick.....	12
Annex 5 - Taking Care at Home.....	12
List of Documents and Guidelines Reviewed.....	13

NOTE

This handbook has been developed by the listed contributors and after studying the listed documents and guidelines by WHO, CDC, ECDC and other leading public health institutions and experts for home care; for caring of a COVID-19 positive case with mild symptoms along the same lines. However, understanding that COVID-19 is a novel disease with rapidly evolving protocols for precautions, quarantine and isolation on a day-to-day basis, please check for an updated version or WHO updated guidance on the same.

CONTRIBUTORS

CONTRIBUTORS

Prof. Nighat Mir Ahmed, Professor of Rheumatology, National Hospital
Dr Sumaira Farman Raja, Professor of Rheumatology, National Hospital
Dr Ahmed Saeed, Associate Professor Rheumatology, Gulab Devi Hospital
Dr Shabnum Sarfraz, Member Social Sector, Planning Commission, Government of Pakistan
Dr Naveed Syed, Consultant Communicable Disease Control, Public Health England
Dr Samia Latif, Consultant in Communicable Disease Control
Dr Saira Elaine Anwer Khan, Assistant Professor Rheumatology, Fatima Memorial Hospital
Dr Roomi Aziz, Technical Lead Health Data and Communication, P2impact
Dr Parveen Ali, Senior Lecturer, Sheffield University
Sidra Bashir, Public Health Associate, P2impact

EDITING, REVIEW AND COMPILATION

[P2impact](#)

FOR COMMENTS, FEEDBACK AND SUGGESTIONS

info@p2impact.com

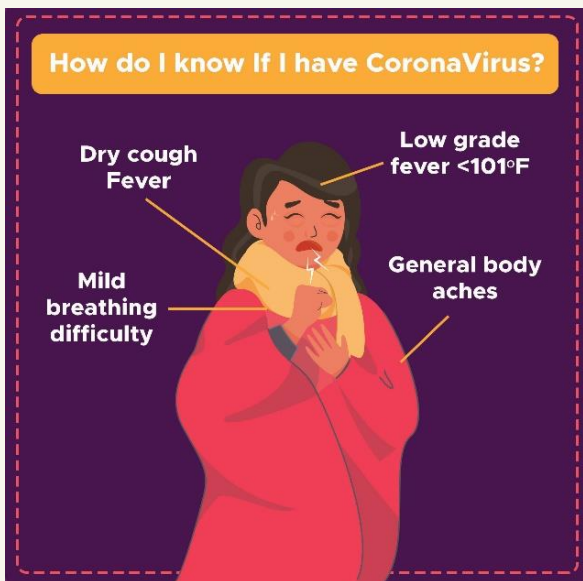
OBJECTIVE OF THE DOCUMENT

This document provides information and guidance for public with no health/medical background, on prevention and control management of stable COVID-19¹ cases (with mild symptoms as elaborated later) at home.

1. INTRODUCTION

1.1. KNOWING COVID-19 SYMPTOMS

The following symptoms may appear within 2-14 days of exposure².



MILD SIGNS AND SYMPTOMS

- ★ Fever
- ★ Cough (with or without sputum production)
- ★ Anorexia (loss of appetite)
- ★ Fatigue and Malaise (feeling of disease)
- ★ Muscle pain
- ★ Sore throat
- ★ Difficulty in breathing (tolerable)
- ★ Nasal congestion
- ★ Rarely: Diarrhoea, Nausea, Vomiting and Loss of smell

EMERGENCY WARNING SIGNS

Emergency warning signs are:

- ★ Increasing difficulty in breathing (especially if suddenly increasing)
- ★ Persistent pain or pressure in chest
- ★ Severe and worsening fatigue
- ★ Bluish lips or face

¹ COVID-19 is a novel Coronaviruses (CoV) strain first surfacing in December 2019, spreading via cough and sneeze droplets.

² Center for Disease Control and Prevention (CDC) (2020) *Coronavirus Disease 2019 (COVID-19)*. Available at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> (Accessed: 25 March 2020).

It is critical that medical help is sought immediately in case of emergency warning signs, as this may rapidly progress into any of the clinical syndromes associated with COVID-19 (pneumonia, severe pneumonia, Acute Respiratory Distress Syndrome (ARDS), sepsis, septic shock).

1.2. WHO IS AT RISK?³

While everyone is at risk, some people are found to be more vulnerable and may become more severely ill if infected. These include people who are:

- ★ Aged 60 years and older
- ★ Pregnant
- ★ On long-term medical conditions such as diabetes, high blood pressure (Hypertension) and heart (cardiovascular) disease, HIV, Cancer, asthma or any condition affects respiratory function (breathing) or immunity
- ★ On immune modifying medication (immunosuppressants)

1.3. HOW TO PREVENT?

How do I prevent myself and my family from getting Coronavirus?



2. DECIDING ABOUT COVID-19 MANAGEMENT

2.1. CONFIRMING SIGNS AND SYMPTOMS

- ★ In case of emergency signs, immediately call the helpline and/or visit a government designated public or private hospital.
- ★ If you are experiencing any of the mild signs and symptoms listed earlier, send a text on the official **Government of Pakistan COVID-19 Helpline +92 300 111 1166** for guidance and risk assessment.
- ★ If the Helpline responds that you have a positive chance of having COVID-19, call **any of the following helpline numbers** or your doctor to seek advice and further course of action.

Federal	1166, 115(Edhi)
Punjab	0800 99000, 0301-1102229, 042 99231669, 042 99231670, 1122
Sindh	021 99204405/0316-0111712
Balochistan	1166
KPK	1700

- ★ Follow the instructions provided through the helplines, and if recommended, get tested for COVID-19.
- ★ Until the results arrive, **assume yourself/ family member are infected** and practice all the necessary precautions, including self-isolation.
- ★ In case of no signs and symptoms of disease, doctor may still advise the person to stay in home under isolation.

³ UNICEF (2020) *Coronavirus disease (COVID-19): What parents should know*. Available at: <https://www.unicef.org/pakistan/coronavirus-disease-covid-19-what-parents-should-know> (Accessed: 24 March 2020).

TRAVELLING TO THE HEALTH FACILITY

- ★ Wear a mask while travelling to seek care, cover the mouth and nose during coughing or sneezing with a medical mask, tissue, or a sleeve or flexed elbow, followed by hand hygiene) and keep hands clean.
- ★ Avoid public transportation. Call ambulance or use personal vehicle.
- ★ Stand or sit as far away from others as possible (at least 1 metre) when in transit and when in the health facility.
- ★ Clean any surfaces that may have been infected with droplets of sneeze or cough, with soap or detergent.

2.1.1. WHICH PATIENTS CAN BE MANAGED AT HOME?

Patients with mild symptoms and low risk of poor outcome: Such as those who are below 60 years and have no lung or heart disease, diabetes, cancer, renal failure, or immune-compromising conditions.

In cases in which care is to be provided at home, if and where feasible, a trained Health Care Worker should conduct an assessment to verify:

- ★ Availability of a separate room for isolation of COVID-19 positive patient
- ★ Ability to contact a doctor during the isolation period at home

2.1.2. THINGS TO HAVE AT HOME

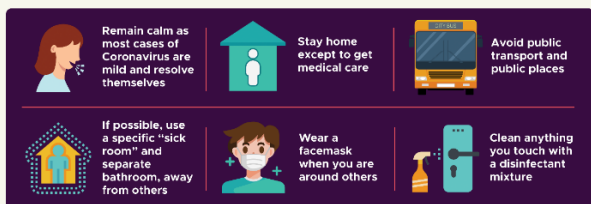
The following things should be at home, to be able to take care of COVID-19 positive or suspect case

Essentials for Patient Care	
Regular medicines	<ul style="list-style-type: none">★ Panadol/ Paracetamol for fever, headache and body aches★ Cough Syrup for cough★ ORS for diarrhoea★ Multi-vitamins for immunity
Hygiene supplies and protective supplies	<ul style="list-style-type: none">★ Medical Face Masks★ Gloves★ Reusable vinyl or rubber gloves for cleaning★ Latex single use gloves for clinical care★ Liquid Sanitizer/ Alcohol-based hand-rubs★ Shower-caps★ Cotton (to make swabs at home)★ Soaps★ Single- use Tissue Papers and Tissue wipes★ Disposable plates, glasses, cups and spoon★ Single-use long sleeved gowns★ Plastic aprons★ Thermometer★ BP Apparatus★ Stethoscope★ Pulse Oximeter (Optional)
House-Keeping Supplies	<ul style="list-style-type: none">★ Laundry detergent/surf (soap, liquid or powder)★ Disinfectants to keep surfaces clean (bleach and alcohol.)★ Garbage bag liners★ Dusters★ Garbage Bins

3. MANAGING COVID-19 WITH MILD SYMPTOMS

3.1. FOR THE FIRST SEVEN DAYS

The following instructions for self-isolation needs to be followed. (see the column on the right) in **Guidelines** below.



3.1.1. GUIDELINES FOR GENERAL CAUTION, QUARANTINE AND ISOLATION

The guidelines for isolation and quarantine build upon general precautions advisable for COVID-19, and hence have been detailed together in the following. Also see Annex 5.

KEY MEASURES FOR PATIENT

- ★ Avoid wearing watches, rings, non-washable hair ties due to difficulty in repeated dis-infecting
- ★ Wear a mask at all times
- ★ Do not see visitors
- ★ If the infected person lives with someone who is 65 years or over, has a long-term condition, is pregnant or has a weakened immune system, try to arrange for these vulnerable group of people to stay with well friends and family for 14 days. If that is not possible, try to keep away from each other as much as possible and stay in different rooms. Other healthy family members should also stay away from the infected person.

KEEPING THE PATIENT IN AN ISOLATED ROOM

- ★ Isolate preferably in a room with attached washroom and adequate ventilation. Remove all non-essential furniture and items from the room.
- ★ Cordon off area outside the patient's room where all hygiene and house-keeping supplies dedicated for patient's care are stored
- ★ If possible, keep dedicated stethoscope, thermometer, blood pressure cuff and sphygmomanometer in the room to regularly assess patient's health.
- ★ Separate eating utensils. Ideally use disposable utensils that should be disposed as described in waste management.
- ★ Separate bed linen. Wash linen separately as described in laundry management.
- ★ Caregiver can enter room only after wearing personal protection equipment (PPE) in the prescribed order; and discard all disposable items after leaving the room. **See Annex 1 and 2** for correct way to wear and remove PPE.
- ★ The re-usable items must be disinfected by immersing. Always wash hands after coming in contact with infected material.
- ★ Patient must not enter into a space in presence of another family member.
- ★ In case of shared washrooms, patient must use washroom last, and after use the washroom must be thoroughly cleaned and disinfected for use by other family members.

ENSURING NUTRITIOUS DIET

Proper balanced diet for the patient and contacts must be followed to build and improve immunity

- ★ This includes on a daily basis: At least 2 cups of fruits; At least 2.5 cups of vegetables; At least 180 g of grains; At least 160 g of meat and beans
- ★ Patient must stay well-hydrated i.e. 8-10 cups of water daily
- ★ Processed foods, meats and junk food should be avoided
- ★ Unsaturated fats should be consumed (fish, nuts, olive oil, soy, canola, sunflower and corn oils)
- ★ Daily intake of salt (less than 5 g) and sugar must be limited.

RECORDING VITALS

Take **vitals every 4-6 hours** (can be taken by patient or care-giver) to see if patient is showing any of the emergency signs or symptoms.

MANAGING COVID-19 SPECIFIC MEDICINES

Follow the doctor's advice for treatment protocol and diagnostic tests. Any treatment should be prescribed by a specialist doctor who has experience in dealing with COVID-19. Patients are not advised to self-medicate other than simple painkillers for the following:

- ★ Panadol for fever
- ★ ORS for diarrhoea
- ★ Ibuprofen **to be avoided**

3.2. AFTER FIRST SEVEN DAYS

Check status of fever and cough and decide accordingly. Ideally at least 72 hours should have passed since recovery of symptoms (defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms). WHO recommends that isolated patients remain isolated/in quarantine for an additional two weeks after the symptoms resolve.

3.2.1. HOUSE-KEEPING INSTRUCTIONS

Stringent house-keeping instructions must be followed, due to the reason that the coronavirus droplets are known to survive on different surfaces for varying durations. To elaborate this, house-keeping, laundry and related instructions have also been elaborated below. Both Alcohol⁴ and Bleach⁵ can be used for disinfection.

CLEANING THE ROOM

- ★ All cleaning must be done with gloves and apron.
- ★ All surfaces that patient may have come in contact with must be disinfected. This includes the bedroom as well as washroom, as well as surfaces like door handles, cupboard handles, water taps, over handles, grab-rails in corridors and stairwells, switch board, kettles and phones
- ★ Equipment used for cleaning and disinfection must be cleaned and dried after each use. Latex Gloves should be cleaned and wash with soap and then decontaminated with (0.1%) chlorine solution, while single-use gloves must be discarded.
- ★ All cloths, mop heads, cleaning tools including tissues, gloves, masks and aprons used for cleaning purposes must be disposed of in garbage bags once the period of isolation/ quarantine is complete.

⁴ Alcohol, specifically Ethyl Alcohol (70%) is effective against influenza virus, can be used to disinfect small surfaces (e.g. rubber stoppers of multiple-dose medication vials, and thermometers) and occasionally external surfaces of equipment (e.g. stethoscopes and ventilators).

⁵ Diluted household bleach disinfects within 10–60 minutes contact time, is widely available at a low cost, and is recommended for surface disinfection. If liquid bleach is available, one part of liquid bleach and nine parts of water make 0.5% chlorine solution, which can be used for disinfection of all clothes, surfaces or anything, by applying for at least 10 minutes.

LAUNDRY

- ★ All laundry must be done with gloves
- ★ Contaminated linen must be placed directly into a laundry bag in the isolation room and taken to the washing machine.
- ★ Clothes must be washed with detergent in water at at 70 °C (160 °F) for at least 25 minutes.
- ★ All surfaces of washing machine must be disinfected after handling laundry of COVID-19 positive cases

WASTE MANAGEMENT

- ★ Used equipment, supplies, dirty linen and waste, including used gloves and masks, must be put directly into containers or bags in the isolation room.
- ★ All waste material must be double-bagged. Once a garbage bag is three-quarters full, tie the bag. Place the first bag in a second bag, which should also be tied.

4. MANAGING COVID-19 WITH SEVERE SIGNS AND SYMPTOMS

If you/family member develop above-mentioned **emergency warning signs** then you should immediately seek medical help by calling the **government helplines** and following the instructions to see the relevant nearby health facility with the possibility of getting admitted.



Call your doctor, state helpline at **1166**
or message the Ministry of Health's Facebook Page
for more information

6

5. MANAGING CONTACTS

5.1. WHO IS A CONTACT?

Persons (including caregivers and HCWs) who have been exposed to individuals with suspected COVID-19 are considered contacts and should be advised to monitor their health for 14 days from the last day of possible contact. The contacts, i.e. family members of the COVID-19 positive patient should be in quarantine to ensure that none of the contacts have developed COVID-19. They should:

- ★ Practise all the preventive steps detailed earlier
- ★ Stay at home as much as possible
- ★ Avoid contact with other people
- ★ Avoid public transport and public places (such as unnecessary trips to hospitals).
- ★ When entering home:
 - ★ Avoid touching any surface/ door handle until hands are washed. Else disinfect the gate/ door after washing hands too
 - ★ Wash hands with soap and water for at least 20 seconds
 - ★ Wipe the items used frequently (e.g. Laptop keyboard, mouse, mobile, mobile cover, pen, door, car keys, wallet, glasses, car steering wheel and door handles, bike handles with alcohol wipes or cloth wetted with soapy water)

⁶ Graphics: [Wakhra Studios](#)

6. ANNEXURE

Annex 1 - WEARING PERSONAL PROTECTION EQUIPMENT (PPE)



1

- Identify hazards and manage risk.
- Gather the necessary PPE.
- Plan where to put on and take off PPE.
- Do you have a buddy? Mirror?
- Do you know how you will deal with waste?



2

Put on a gown.



3

Put on particulate respirator or medical mask; perform user seal check if using a respirator.

4

Put on eye protection, e.g. face shield/goggles (consider anti-fog drops or fog-resistant goggles). Caps are optional: if worn, put on after eye protection.



5

Put on gloves (over cuff).

7



- 1 Cup the respirator in your hand with the nosepiece at your fingertips allowing the headbands to hang freely below your hand.



- 2 Position the respirator under your chin with the nosepiece up.

- 3 Pull the top strap over your head resting it high at the back of your head. Pull the bottom strap over your head and position it around the neck below the ears.



- 4 Place fingertips of both hands at the top of the metal nosepiece. Mould the nosepiece (USING TWO FINGERS OF EACH HAND) to the shape of your nose. Pinching the nosepiece using one hand may result in less effective respirator performance.



- 5 Cover the front of the respirator with both hands, being careful not to disturb the position of the respirator.

5A Positive seal check

- Exhale sharply. A positive pressure inside the respirator = no leakage. If leakage, adjust position and/or tension straps. Retest the seal.
- Repeat the steps until respirator is sealed properly.

5B Negative seal check

- Inhale deeply. If no leakage, negative pressure will make respirator cling to your face.
- Leakage will result in loss of negative pressure in the respirator due to air entering through gaps in the seal.

Annex 2 - REMOVING PERSONAL PROTECTION EQUIPMENT (PPE)



- 1**
- Avoid contamination of self, others and the environment.
 - Remove the most heavily contaminated items first.

Remove gloves and gown:

- peel off gown and gloves and roll inside, out;
- dispose of gloves and gown safely.



- 2** Perform hand hygiene.



- 3**
- Remove cap (if worn).
 - Remove goggles from behind.
 - Put goggles in a separate container for reprocessing.



- 4** Remove respirator from behind.

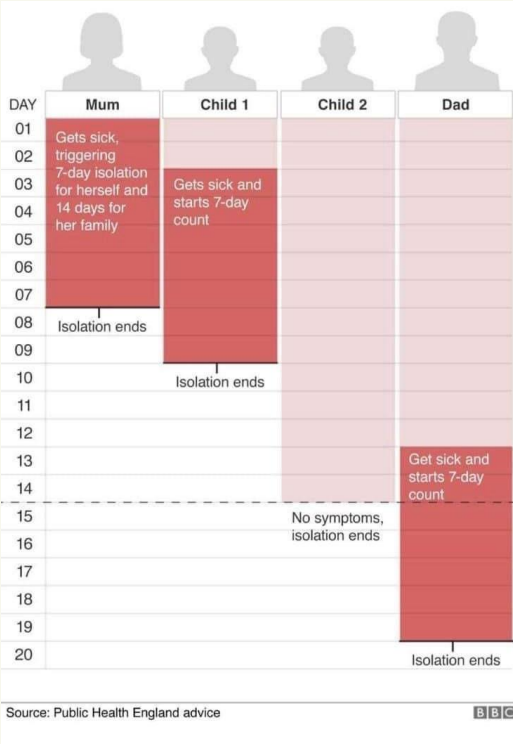


- 5** Perform hand hygiene.

Annex 3 - LIST OF WEBSITES TO FOLLOW AND STAY UPDATED

- * [WHO on general information about COVID-19](#)
- * [WHO – Latest updates on COVID-19](#)
- * [WHO – Advice for Public](#)
- * [Government of Pakistan Website on COVID-19](#)
- * [WHO Guidelines on Home care for patients with COVID-19](#)

Annex 4 - WHAT HAPPENS IF SOMEONE IN FAMILY GETS SICK



Annex 5 - TAKING CARE AT HOME

Home care for people with suspected or confirmed COVID-19
Take care of yourself and your family

For caregivers

<p>Ensure the ill person rests, drinks plenty of fluids and eats nutritious food.</p>	<p>Wear a medical mask when in the same room with an ill person. Do not touch the mask or face during use and discard it afterward.</p>
<p>Frequently clean hands with soap and water or alcohol-based rub, especially:</p> <ul style="list-style-type: none"> • after any type of contact with the ill person or their surroundings • before, during and after preparing food • before eating • after using the toilet 	<p>Use dedicated dishes, cups, eating utensils, towels and bedlinens for the ill person. Wash dishes, cups, eating utensils, towels, or bedlinens used by the ill person with soap and water.</p>
<p>Identify frequently touched surfaces by the ill person and clean and disinfect them daily.</p>	<p>Call your health care facility immediately if the ill person worsens or experiences difficulty breathing.</p>

www.who.int/covid-19

LIST OF DOCUMENTS AND GUIDELINES REVIEWED

- ★ WHO (2020) *Critical preparedness, readiness and response actions for COVID-19*. Available at: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/technical-guidance/critical-preparedness-readiness-and-response-actions-for-covid-19>. (Accessed: 27 March 2020).
- ★ WHO (2020) Considerations for quarantine of individuals in the context of containment for coronavirus disease (COVID-19).
- ★ WHO (2020) Home care for patients with COVID-19 presenting with mild symptoms and management of their contacts.
- ★ WHO (2020) Isolation Rooms-International Health Facility Guidelines.
- ★ WHO (2020) Infection prevention and control of epidemic- and pandemic-prone acute respiratory infections in health care.
- ★ WHO (2020). Nutrition Advice for adults during COVID-19 outbreak
- ★ Center for Disease Control and Prevention (CDC) (2020). *Recommended precautions for household members, intimate partners, and caregivers in a nonhealthcare setting*. Available at: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html> (Accessed: 27 March 2020).
- ★ Center for Disease Control and Prevention (CDC) (2020) *Coronavirus (COVID-19)*. Available at: <https://www.cdc.gov/coronavirus/2019-ncov/index.html> (Accessed: 24 March 2020).
- ★ European Centre for Disease Prevention and Control. (2020). Leaflet: information on self-isolation and quarantine after exposure to COVID-19. Available at: <https://www.ecdc.europa.eu/en/publications-data/leaflet-information-self-isolation-and-quarantine-after-exposure-covid-19> (Accessed: 24 March 2020)
- ★ Public Health England. (2020). *Guidance: Stay at home: guidance for households with possible coronavirus (COVID-19) infection*. <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection> (Accessed: 24 March 2020)
- ★ Public Health England (2020) *Guidance on social distancing for everyone in the UK*. Available at: <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>. (Accessed: 27 March 2020).
- ★ John Hopkins Medicine. (2020). *Coronavirus, Social Distancing and Self-Quarantine*. Available at: <https://www.hopkinsmedicine.org/health/conditions-and-diseases/coronavirus/coronavirus-social-distancing-and-self-quarantine> (Accessed: 28 March 2020).
- ★ Cleveland Clinic. (2020). *COVID-19: Understanding Quarantine, Isolation and Social Distancing in a Pandemic*. Available at: <https://health.clevelandclinic.org/covid-19-understanding-quarantine-isolation-and-social-distancing-in-a-pandemic/> (Accessed: 28 March 2020).
- ★ Government of Ireland (2020) *Coronavirus (COVID-19) Public Information Booklet*.
- ★ Government of Pakistan (2020) *National Action Plan for Corona virus disease (COVID-19) Pakistan*.

