

Guideline for the management of Cleaners during COVID-19



A little awareness of corona-virus prevention
will increase the safety of your family and
everyone around you

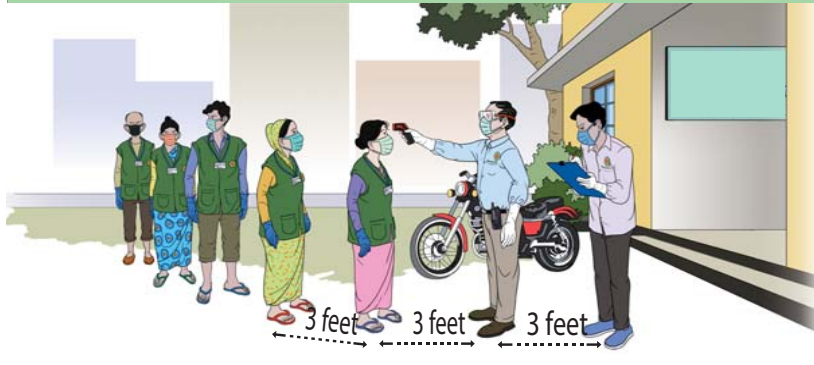
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How to Use this Book

1. The Conservancy inspector will manage and instruct cleaners using this manual.
2. The conservancy inspector and conservancy officer will brief the guidelines to cleaners in presence of other WMD officials at the ward Office, cone Office, councilor's Office, and the city corporation head office.
3. The CI will do their utmost to make this guideline easy and understandable for cleaners. If necessary, organize open discussion meetings or workshops (WBA-2) with cleaners on regular basis.
4. Share this guideline to safety & sanitation committee (SSC) and respective ward councilor will encourage and motivate SSC members as well as other cleaners.
5. During attendance, CI will explain the contents of this manual to cleaners and instruction them to follow.
6. Councilor shall give motivation speech on this booklet during inspecting cleaners work.

Responsibility of CI during
inspecting cleaning activity
(Before starting work)



- Instruct cleaners to maintain physical distance from other cleaners.
- Measure body temperature of each cleaners and record in the log book.
- If abnormal temperature is observed, the corresponding cleaners should be avoided to work.
- Call the **hotline number (333 or 16263)** immediately if any cleaner has been found corona symptoms.
- Check whether cleaners are wearing masks, hand gloves and aprons or not while taking attendance.

Responsibility of CI during
inspecting cleaning activity
(During work)



- Ensure that cleaners are maintaining physical distance during cleaning works.
- Make sure and instruct strictly cleaners to wear masks, hand gloves and aprons.
- Instruct very carefully to all cleaners not to collect or touch infectious waste (for example, used masks tissues, etc.) with bare hands.
- Inform all cleaners to collect and put the infectious waste in plastic bags wearing hand gloves and masks.
- Educate cleaners to inform CI immediately if they found/notice medical waste or hazardous waste of chemical waste in an open place or in a road.

Responsibility of CI during inspecting cleaning activity (After work)

- Ensure hand washing facility for the cleaners in the ward office.
- Monitoring whether Cleaners wash their hands thoroughly or not.
- Support & instruct cleaners to store reusable protective gears in safe & designed place.
- Instruction cleaners to put the disposable protective gears in plastic bag or bin or at least wrapped by paper.
- Encourage cleaners to wash used full sleeve clothes and long pants after working as early as possible.

General Instruction during COVID-19

1. Always maintain physical distance (at least 3 feet) from others.
2. Frequently wash both hands with soap and water for at least 20 seconds or use hand sanitizer.
3. In case of corona symptoms observed, call the National hotline number (333 or 16263) immediately.
4. Do not take food or drink without washing your both hands while working.

Follow other hygiene rules during COVID-19

General Instruction
during COVID-19



While using public transport.



While at work

Always maintain at least 1 meter distance from other cleaners as well as from other public.

General Instruction
during COVID-19



Thoroughly wash both hands and face with soap and water before taking food or drink

General Instruction during COVID-19



- Use soap and water, hand sanitizer and liquid disinfectant stored in the ward office.
- Wipe hands with clean towel.
- If possible, keep hand sanitizer with you.

Instruction for cleaners (before starting work)



- Wear masks, hand gloves, aprons, full sleeves clothes.
- Cleaners should wash their hands for at least 20 seconds with soap and water after coming to work place.
- If any cleaners has been found corona symptoms, inform conservancy inspector immediately to take actions.

Instruction for cleaners (during works)

1. Maintain at least 3 feet physical distance from each other during cleaning work.
2. Do not touch infectious waste with bare hands that may be wrapped by paper or stored in plastic bags or lying on open ground or place.
3. Collect infectious waste while wearing gloves and keep in a plastic bag.
4. If any medical waste or hazardous waste or chemical waste has been found or noticed, immediately inform conservancy inspector.
5. If any cleaner becomes ill or feel uncomfortable during the cleaning work, inform the conservancy inspector immediately.

Follow other hygiene rules during
COVID-19

Instruction for cleaners (during works)



Always wear masks, hand gloves & apron during cleaning works and maintain physical distance from each other.



Collect infectious waste (used mask, gloves etc.) wearing hand gloves and keep in a plastic bag.

Instruction for cleaners during works



Avoid touching infectious waste with bare hands wrapped by paper or stored in plastic bags or lying on the open ground.



During cleaning works if any medical waste or hazardous waste or chemical waste is found or noticed, inform the conservancy inspector immediately to take necessary actions.

Instruction for cleaners after work



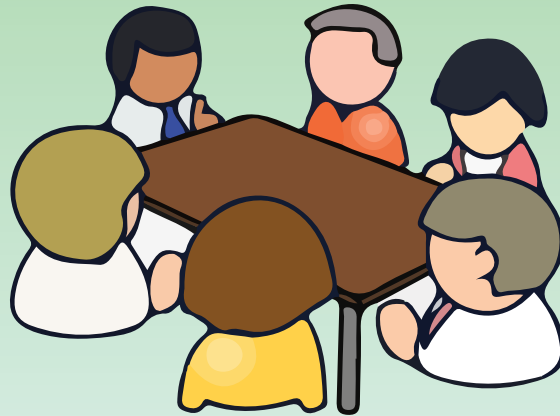
- Properly clean reusable protective gears with soap and water.
- After using the protective/safety gears, store at a specific place in the ward office wrapped by paper or in a plastic bag.



- Do not throw the disposable protective gears in the open places or roadsides.
- Wrapped them by paper or in a plastic bag and dispose at a designated place or in a separate bin.

Safety and Sanitation Committee

- Safety and Sanitation Committee should be formed in each ward consisting of CO, CI and 5 cleaners.
- Meetings should be held at least once in a month and a written report should be submitted to the Chief Waste Management Officer through the Zone Office.



Follow the instructions of the
COVID-19

Functions of the Committee

Function 1:

Report injuries of accidents, disease and find recovery measures.

- Keep records on injuries of cleaners.
- Store data of corona affected cleaners number.

Function 2:

Identify the dangerous working manner.

- Aware the cleaners about risky work and give necessary directions.

Function 3:

Ensure safe and hygienic manner during cleaning activities.

- Motivate cleaners to carry out cleaning activities in a safe and hygienic way.

Always wear Mask



Avoid touching eyes, nose and mouth



Avoid shaking hands



During sneezing or coughing, cover your nose and mouth with the folds of your hands

Avoid putting hand gloves in the pocket



Frequently wash your hands