



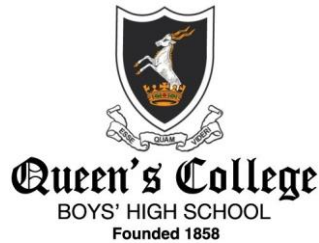
Courtesy of Dale Elliott.

QUEEN'S COLLEGE BOYS' HIGH SCHOOL

*“Caring for you,
Safe and supportive schooling,
Overcoming together”*

COVID-19 Document MODULE 2 Employee Awareness and Wellness

COVID-19 HOTLINE NUMBER [0800 029 999](tel:0800029999) COVID-19 WHATSAPP NUMBER [0600 12 3456](tel:0600123456)



PERSONAL HYGIENE

- **Wash your hands** frequently with soap and water, scrubbing for at least 20 seconds, or use an alcohol-based hand sanitiser.
- **Don't touch your face.** This is a lot harder than it sounds and requires conscious effort. The average person touches their face 23 times an hour, and about half of the time, they are touching their mouth, eyes or nose – the mucosal surfaces that COVID-19 infects.
- **Hand hygiene** is the best weapon in any fight between human and contagious disease.
- **Cover coughs and sneezes** with the inside of your elbow or upper arm.
- **Put used tissues** straight into a dustbin.
- **Clean and disinfect / sanitize** frequently used surfaces such as bench tops, keys, wallets and work places.

UTENSILS / CROCKERY / CUTLERY

The sharing of utensils, cutlery and crockery must be **STRICTLY PROHIBITED**. Therefore, items must be washed immediately and stored away at your work stations.

STATIONERY

The sharing of stationery is **STRICTLY** prohibited.

SOCIAL DISTANCING

The term “**social distancing**” basically means one needs to keep their distance from others.

This includes avoiding public spaces such as malls, social events and recreational areas where others usually gather.

One needs to avoid handshakes, hugs and other forms of direct contact as well as keeping a distance of at least **1.5 METRES** from others.

SOCIAL DISTANCING GUIDELINES

MEETINGS

Avoid in person meetings where possible. Use online conferencing, email or the phone where possible, even when people are in the same building.

Unavoidable in-person meetings should be short, in an adequately spaced meeting room where you can sit at least 1.5 metres apart from each other.

ALL AREAS

Do not congregate in communal areas, kitchens, copier areas, bathrooms or other areas where people socialise. Keep a minimum of 1.5 metres apart from each other at all times.

FOOD / LUNCH BREAKS

Bring lunch and eat at your desk or apart from others.

ACTIONS YOU CAN TAKE BASED ON YOUR CONDITIONS AND OTHER RISK FACTORS

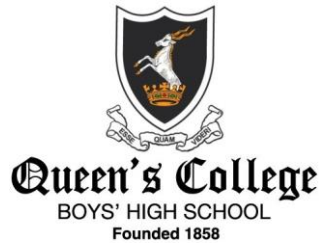
ASTHMA

Chronic, severe asthma may put people at higher risk for severe illness from COVID-19.

Actions to take:

- *Keep your asthma under control.*
- *Continue your current medications, including any inhalers with steroids in them ("steroids" is another word for corticosteroids).*
- *Know how to use your inhaler.*
- *Avoid your asthma triggers.*
- *If possible, have another member of your household who does not have asthma, clean and disinfect your house for you.*
- *Make sure that people with asthma are not in the room when it is being cleaned.*

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- *Minimise use of disinfectants that can cause an asthma attack.*
- *Open windows or doors and use a fan that blows air outdoors.*
- *Always follow the instructions on the product label.*
- *Spray or pour products onto a cleaning cloth or paper towel, instead of spraying the product directly onto the cleaning surface (if the product label allows this).*

WHY YOU MIGHT BE AT HIGHER RISK:

- *Covid-19 can affect your respiratory tract (nose, throat, lungs), cause an asthma attack, and possibly lead to pneumonia and serious illness.*

DIABETES

Diabetes, including type 1, type 2, or gestational, may put people at higher risk of severe illness from COVID-19.

Actions to take:

- *Continue taking your diabetes tablets and insulin as usual.*
- *Test your blood sugar every four hours and keep track of your results.*
- *Make sure that you have at least a two-week supply of your diabetes tablets and insulin.*
- *Follow the sick day guidelines for people with diabetes.*

WHY YOU MIGHT BE AT HIGHER RISK:

- *People with diabetes whose blood sugar levels are often higher than their target are more likely to have diabetes-related health problems. Those health problems can make it harder to overcome COVID-19.*

SERIOUS HEART CONDITIONS

Serious heart conditions, including heart failure, coronary artery disease, congenital heart disease, cardiomyopathies, as well as pulmonary hypertension, may put people at higher risk for severe illness from COVID-19.

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Actions to take:

- *Take your medication exactly as prescribed.*
- *Continue angiotensin converting enzyme inhibitors (ACE-I) or angiotensin-II receptor blockers (ARB) as prescribed by your doctor for indications such as heart failure or high blood pressure. This is recommended by current clinical guidelines.*
- *Make sure that you have at least a two-week supply of your heart disease medications (such as those to treat high cholesterol and high blood pressure).*
- *People with hypertension should continue to manage and control their blood pressure and take their medication as directed.*

WHY YOU MIGHT BE AT HIGHER RISK:

- *COVID-19, like other viral illnesses such as the flu, can damage the respiratory system and make it harder for your heart to work. For people with heart failure and other serious heart conditions this can lead to a worsening of COVID-19 symptoms.*

PEOPLE AGED 60 YEARS AND OLDER

Older adults who are 60 years and older, are at higher risk for severe illness from COVID-19.

Actions to take:

- *Take your medications for any underlying health conditions exactly as prescribed.*
- *Follow the advice of your doctor.*
- *Develop a care plan that summarizes your health conditions and current treatments.*

WHY YOU MIGHT BE AT HIGHER RISK:

- *Although COVID-19 can affect any group, the older you are, the higher your risk of serious disease.*
- *The immune systems of older adults weaken with age, making it harder to fight off infections. Also, older adults commonly have*

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chronic diseases that can increase the risk of severe illness from COVID-19.

IMMUNOCOMPROMISED

Many conditions and treatments can cause a person to have a weakened immune system (immunocompromised), including cancer treatment, bone marrow or organ transplantation, immune deficiencies, HIV with a low CD4 cell count, or not on HIV treatment, as well as prolonged use of corticosteroids and other immune weakening medications.

Actions to take:

- *If you are immunocompromised, continue any recommended medications or treatments and follow the advice of your doctor.*
- *Call your doctor if you have concerns about your condition or feel sick.*

WHY YOU MIGHT BE AT HIGHER RISK:

People with a weakened immune system have a reduced ability to fight infectious diseases, including viruses like covid-19. Knowledge is limited about the virus that causes COVID-19, but based on similar viruses, there is concern that immunocompromised patients may remain infectious for longer than others.

Queens College Senior reserves the right to modify, suspend, change, or terminate this document at any time.

**Janse van der Ryst
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