



BE SUPPORTIVE

BE CAREFUL

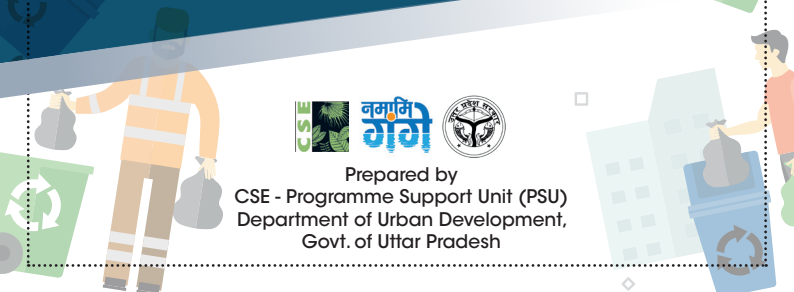
BE KIND

BE ALERT

# BE READY TO STOP THE SPREAD OF COVID 19

HEALTH AND SAFETY OF SANITATION  
WORKERS DURING COVID 19 PANDEMIC

# A POCKETBOOK FOR THE CITY'S SWACHHTA WARRIORS!



Prepared by  
CSE - Programme Support Unit (PSU)  
Department of Urban Development,  
Govt. of Uttar Pradesh

## FOREWORD



**Rajiv Ranjan Mishra (IAS),**  
Director General,  
National Mission for  
Clean Ganga

Namami Gange is not just about physical cleaning of the river, it is about rejuvenating it, ensuring that it is ever flowing (Aviral) with clean (Nirmal) water. To achieve the same a comprehensive approach is being followed which cuts across a lot of sectors. Wastewater, faecal sludge and solid waste are main culprits for deteriorating the quality of water in the river. And managing these three streams of waste is quintessential to achieve the dream of Nirmal and Aviral Ganga.

During this pandemic it is even more important that these streams are carefully dealt with. And appropriate precautions are taken by the work force who not only deal with regular waste but also extra waste created due to COVID-19. A big salute goes to the sanitation workers who are working in the frontlines day and night despite being one of the most vulnerable group in this situation.

The National Mission for Clean Ganga (NMCG) has also drawn-in volunteers and devoted members communities to of Ganga; along different Ganga, Ganga agencies

Prahari G k -including Force, Ganga self-motivated Vichar ex-servicemen and Manch for trained - a Ganga, group volunteers Ganga of local Doot from citizensunderlocal the Nehru Yuvak Kendra and GangaMTtra- trained in ecological aspects, to help during this proper crisis sanitization, through the hand community washing, social outreach distancing programmes etc., and for by creating distributing awareness free about hand sanitizers and low cost face-masks.

This pocket book is a joint initiative of CSE, DoUD Uttar Pradesh and NMCG to ensure that necessary steps and precautions to be taken for health and safety of our COVID warriors is conveyed through pictures and simplified language. It is based on the guidelines and advisories issued by the Government of India, and is handy to carry in one's pocket. Hope that this book is extensively used by the municipal staff so that the warriors are well prepared and not caught off guard by the virus.

(Rajiv Ranjan Mishra)

## FOREWORD



**Dr Kajal (IAS),**  
Director, Urban Training  
and Research Institute,  
Uttar Pradesh

Sanitation workers are an important frontline staff responsible for the cleanliness of a city. Their role is critical in the fight against COVID-19. Sanitation workers are highly vulnerable to COVID-19 since they work in close proximity to city's waste. It is essential that all sanitation workers are trained on precautions and good practices to be followed during the COVID-19 crisis. Health and safety of sanitation workers is of paramount importance.

Sanitation workers include staff engaged in activities related to the cleanliness of a city like door-to-door waste collection, street sweeping, drain cleaning, vacuum tanker operators emptying septic tanks, operators of sewage treatment plants

/ faecal sludge treatment plants and operators of community / public toilets.

Guidelines and advisories have been issued by Govt. of India on the precautions and good practices to be followed by sanitation workers during the COVID-19 crisis. There is a need to ensure that all sanitation workers are trained and sensitized on the good practices to be followed during the COVID-19 crisis. This pocket book summarizes key points from the guidelines in an easy to understand manner. I am positive that this would be helpful to the municipal staff working on-ground to ensure the necessary good practices are adopted by the sanitation workers.

(Dr Kajal)

COVID-19 is an infectious disease caused by the “novel corona virus”. COVID-19 spreads mainly by droplets produced as a result of coughing or sneezing of a COVID-19 infected person. Can be transmitted after touching infected surface and then touching your mouth, nose and eyes.

## COVID 19 PRECAUTIONS



Always wear a mask when going out of home



Cover your mouth with elbow or handkerchief when sneezing; wash your handkerchief at least once a day.



Maintain a distance of at least one metre between you and other people when in public places



Wash your hands frequently with soap after touching frequently touched places.

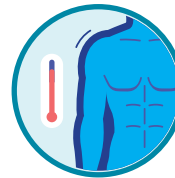


Clean your hand with alcohol based sanitizers in absence of soap.

Do not touch nose, eyes and mouth



## SYMPTOMS OF COVID-19



Fever



Dry Cough



Difficulty in Breathing

## OTHER SYMPTOMS



Aches and Pains



Runny Nose / Nasal congestion



Sore Throat



Diarrhea

## COVID-19 HELP LINE

**+91-11-2397 8046 or 1075 (toll free)**

U.P. HELPLINE NUMBER

**1800 180 5145**

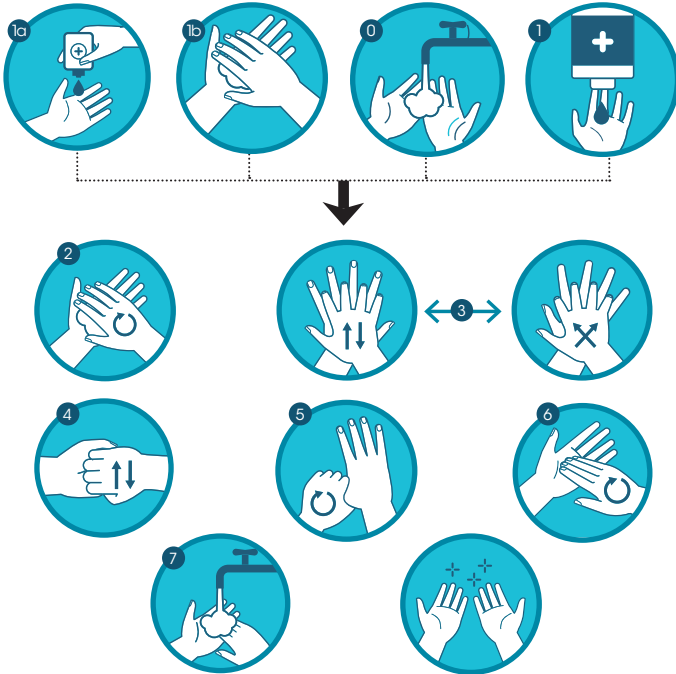
**PREPARE, DON'T PANIC**

# HOW TO WASH HANDS



With sanitizer

With soap



Wash your hands for Minimum 20 seconds  
with soap and water or sanitizer

# WHEN TO HAND WASH



Before and  
after eating



After coughing/  
sneezing



After using  
the bathroom



After giving/  
receiving money



When returning  
back home



After frequently  
touching surfaces

## AAROGYA SETU APP

Developed by Government of India aims at connecting COVID19 health services with the mass. It informs the people of potential risk of COVID19 and the best practices to be followed to stay healthy through various initiatives of government



### HOW TO DOWNLOAD

#### STEP 1

Go to Playstore  on Android  
OR to Appstore  on IOS

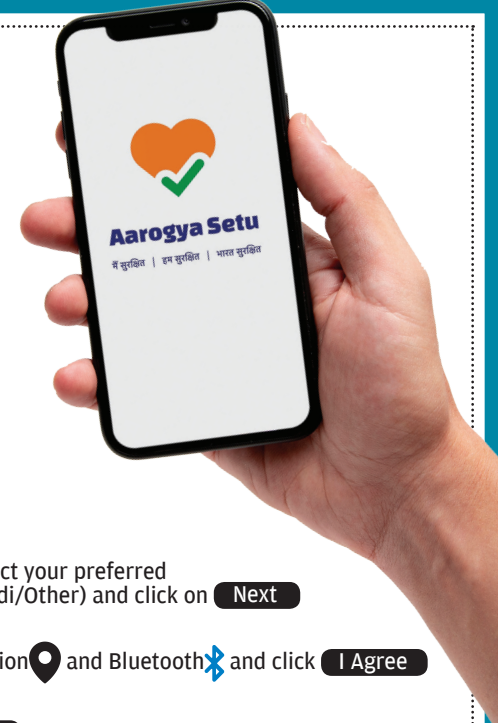
#### STEP 2

Search Aarogya Setu  app

#### STEP 3

Click on the first app shown in the list and install

Government has made it mandatory for all its employees and people residing in containment zones to download Aarogya Setu App





### HOW TO USE

#### STEP 1

Open the App and select your preferred language (English/Hindi/Other) and click on **Next**

#### STEP 2

Switch on Device location  and Bluetooth  and click **I Agree**

#### STEP 3

Click on **Register Now** and enter your mobile number

#### STEP 4

Enter the OTP sent to your number

#### STEP 5

Provide your basic personal details such as gender, name, age, profession, etc

#### STEP 6

Finally, it will ask you to take a 20 seconds 'Self Assessment' for COVID19 risk

App will now tell your status and will inform you about probable infected persons nearby

## WEARING REUSABLE FACE MASKS



Wash hands before putting on mask



Wear mask the same way each time; same side facing out



Masks need to cover nose and mouth



Do not touch the front of your mask while wearing and removing it



If you touch the front of your mask, wash your hands immediately



Do not remove your mask to talk to others

## REMOVING REUSABLE FACE MASKS



Do not use dirty masks, always wash between use



To remove masks, take straps and move it forward



Wash hands, before and after removing masks



Place mask in a plastic bag until ready to wash



Wash mask in hot water and detergent, completely dry mask before reuse

## DEFINITIONS



**Quarantine Home:** places where suspected people or the contacts of suspected / confirmed cases who have been directed by authorized hospitals or local authorities to stay at home for at least 14 days or more for observation for any symptom of COVID-19

**Home Care:** home where care is to be provided to a COVID-19 positive patient at home.



**Isolation ward:** wards in healthcare centres where COVID-19 positive patients are being kept for treatment / diagnosis

**Biomedical Waste:** includes used syringes, date, expired or discarded medicines, used masks/gloves and in case of patients with other chronic diseases may also include drain bags, urine bags, body fluid or blood soaked tissues/cotton, empty ampules etc.



## GUIDELINES FOR MANAGING WASTE FROM QUARANTINE HOMES / HOME CARE CENTRE



General waste from Quarantine facilities shall be disposed as solid waste as per provisions under SWM Rules, 2016.

Biomedical waste generated from Quarantine facilities would be treated as 'domestic hazardous waste' as defined under Solid Waste Management Rules, 2016, and shall be disposed as per provisions under Biomedical Waste Management Rules, 2016.



Used masks and gloves generated from home quarantine or other households should be kept in paper bag for a minimum of 72 hours prior to disposal of the same as general waste. It is advisable to cut the masks prior to disposal to prevent reuse.



## RESPONSIBILITY OF URBAN LOCAL BODY IN MANAGING BIOMEDICAL WASTE FROM QUARANTINE HOMES / HOME CARE CENTRES



Create a separate team of workers who shall be engaged in biomedical waste management at waste deposition centres or quarantine homes or home care centre.

Ensure that only designated team collects biomedical waste from quarantine facilities or home care.



Establish a waste deposition centre for storing of biomedical waste from quarantine homes / home care facilities.

Operator of Common Biomedical Waste Treatment Facility shall pick-up the biomedical waste from this waste deposition centre and transport it to the Treatment Facility.



## CHECKLIST FOR ULB AUTHORIZED SANITATION WORKERS FOR MANAGING BIOMEDICAL WASTE FROM QUARANTINE HOMES / HOME CARE CENTRES



Biomedical waste from Quarantine home or home care shall be collected in a yellow coloured bags. The bags can also be labeled COVID-19 Waste.

The staff involved in handling and collection of waste from quarantine homes or home care centers shall be provided with adequate Personnel Protective Equipment such as three layer masks, splash proof aprons/gowns, heavy-duty gloves, gum boots and safety goggles. These PPEs are required to be worn all the time while collecting of waste from quarantine facility / home care / waste deposition centres.



Use dedicated carts / trolleys / vehicles for transport of biomedical waste. Ensure sanitization of vehicles with 1% hypochlorite after each trip.

Ensure that, waste collectors arriving at quarantine center or at home care shall spray the disinfectant (1% hypochlorite solution) on the bin used for yellow bag.



## CHECKLIST FOR CITY INCHARGE / SUPERVISOR



Mandatory Orientation of Sanitation Workers for precautions and good practices related to COVID-19

Sanitation workers should be subject to thermal scanning after coming/going back from work place and mandatory handwash with soap.



In case any worker feels sick, he should be sent for medical examination and subsequent treatment as required



Every worker has ID card / Passes / permission letter from the urban local body and carries it for work during lockdown

Sanitize frequently touched surfaces like doorknobs, water taps, tables etc. regularly



Adequate quantity of soap / sanitizer should be available at work place

## MINIMUM PERSONAL PROTECTION EQUIPMENTS (PPE) REQUIRED FOR SANITATION WORKERS



Mask



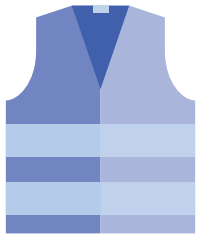
Head band



Gloves



Footwear covering whole foot / Gum Boots



Apron / Jacket



Wrist Band

## PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIRED FOR SANITATION WORKERS INVOLVED WITH BIOMEDICAL WASTE FROM QUARANTINE HOMES / HOMECARE CENTRES / ISOLATION WARDS



Gum Boots



3 layered mask



Splash proof apron / gown



Heavy Duty Gloves



Safety goggles

## GOOD PRACTICES TO BE FOLLOWED BY SANITATION WORKERS

Always carry ID / permission letter from Urban Local Body



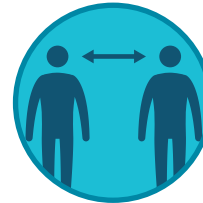
Change work clothes at designated area. Always use masks, gloves, boots and appropriate clothing while at work. Carry extra set of clothes for work

Never touch face with gloves or keep them in pocket. It is better to store them in a designated plastic bag



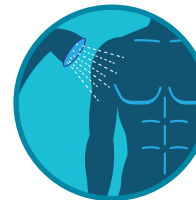
Wash hands with soap and water before and after performing sanitation activities and any time you remove your gloves

Never touch waste / garbage with bare hands. Wash hands / body surface accidentally coming in contact with waste material



Workers should maintain at least 1 metre distance from each other and general public

After work, wash and clean tools and personal protective equipment with water and disinfectant and keep in sun for drying



Take a bath after finishing work. In case bathing facility is not available at work place, bath immediately after reaching home

## SPECIFIC PRECAUTIONS FOR DIFFERENT SANITATION WORKERS

### VACUUM TANKER OPERATOR



Barricade the desludging area

Hold desludging pipe only after wearing gloves.  
After faecal sludge is emptied, clean the pipe



Sprinkle lime powder if faecal sludge is spilled.  
Immediately wash hand with soap or sanitizer if exposed to faecal sludge

Immediately wash hand with soap or sanitizer if exposed to faecal sludge



Disinfect the vacuum tanker and other equipments after desludging activity



### DOOR TO DOOR WASTE COLLECTOR / STREET SWEEPER



Do not touch dustbin or garbage with bare hand

Ask citizens to directly throw the waste into the bin or vehicle



Do not collect biomedical waste from quarantine homes unless you are told to do so by the Urban Local Body

Ask citizens to dispose used masks / gloves in separate paper or plastic bag



Use sheet / pan to pick littered garbage

Take extra care while picking up waste carrying saliva like ice cream sticks, used bottles etc



## SEWAGE TREATMENT PLANT / FAECAL SLUDGE TREATMENT PLANT OPERATORS



Wash your face, nose and eyes if exposed to sewage or sludge

Do not touch unnecessary objects

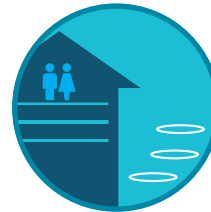


Collected sewage / faecal sludge samples for testing with cautions

Sprinkle lime powder / disinfectant, if faecal sludge is spilled



## COMMUNITY / PUBLIC TOILET OPERATOR



Make circles outside facility to make users follow social distancing

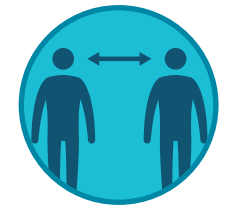
Always wear personal protective equipment while cleaning the toilets



Always wear gloves while collecting user charges



Instruct users to maintain at least 1 metre distance and wash hands after using toilet



# HOW TO DISINFECT PUBLIC PLACES IN AREAS REPORTING COVID-19

## HIGH FOOTFALL AND HIGHLY DENSED AREAS



Office



Public toilet



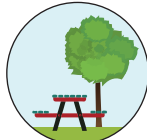
Bus stand



Railway stations



Shops



Parks

**CLEAN ALL FREQUENTLY TOUCHED  
PLACES WITH DISINFECTANT  
(1% SODIUM HYPOCHLORITE)**



Call buttons



Entrance lobbies



Corridors



Staircases



Security guard booth



Chair handles



Handrails/  
handles



Elevator  
buttons



Office  
rooms



Cafeteria



Table tops



Pens



Diary/files



Keyboards



Mouse

**HOW TO MAKE 1% SODIUM HYPOCHLORITE SOLUTION**  
IT IS ADVISABLE TO USE FRESHLY PREPARED 1% SODIUM  
HYPOCHLORITE (COMMON BLEACH)

**1**  
Bleach

**2.5**  
Water

**SODIUM HYPOCHLORITE  
LIQUID BLEACH**

**11**  
Tablets

**1L**  
Water

**NADCC  
(1.5G/TABLET)**

**1**  
Bleach

**4**  
Water

**SODIUM HYPOCHLORITE LIQUID**

**80GMS**  
Powder

**1L**  
Water

**CHLORAMINE**

**17GMS**  
Powder

**1L**  
Water

**NADCC  
(SODIUM DICHLOROISOCYANURATE)**

**7GMS**  
Powder

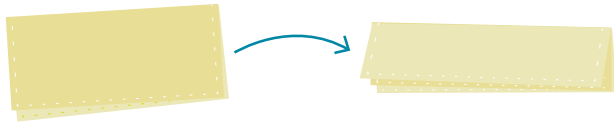
**1L**  
Water

**BLEACHING**

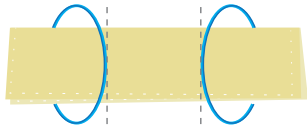
**IMP:** Clean the equipment used in cleaning at the end of the cleaning process.  
PPE used by the cleaner should be discarded in a yellow disposable bag and  
should wash hands with soap and water

## HOW TO MAKE A MASK FROM HANDKERCHIEF

Fold a handkerchief in Half and then fold it in half again

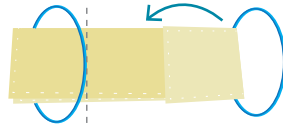


Thred elastic bands at width intervals of around a third on either side

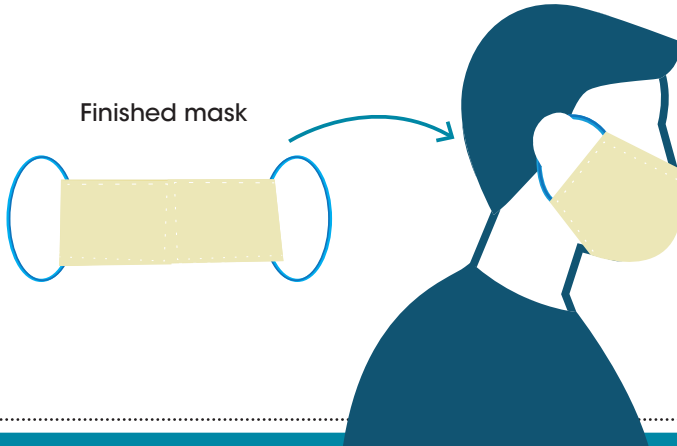


Hair ties and craft band are recomended

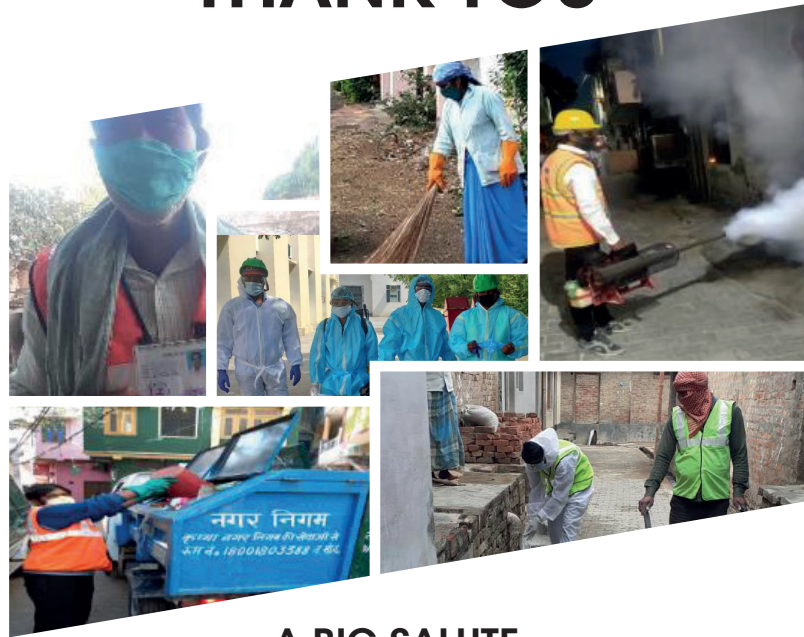
Fold the third at either side



Finished mask



# To our #EverydayHeroes THANK YOU



## A BIG SALUTE TO OUR SWACHHTA WARRIORS!!

Sanitation workers are ensuring essential services on the frontlines of the covid 19 outbreak





नमामि  
गंगे

