



# COVID-19 QUARANTINE AND ISOLATION

July 2020

# GENERAL

Harmony **cares** about the wellbeing of you and your family. The following information is aimed to provide you with the necessary knowledge to manage the risk and care for yourself or a loved one when infected with COVID-19.

Please use the “**Harmony quarantine and isolation planning checklist**” to help you prepare for such an event.

Please take note of the difference between

“**quarantine**” and “**isolation**” below:

- **Quarantine** entails separating **individuals exposed** to a contagious disease from **nonexposed individuals**.
  - An employee can either do self-quarantine if their home meets the quarantine standards
  - Or be Quarantined in a designated Facility
- **Isolation** is the act of separating **a sick individual** with a contagious disease from **healthy individuals** without that contagious disease.
  - An employee can either do self-isolation if their home meets the isolation standards
  - Or be Isolated in a designated Facility



## HARMONY QUARANTINE AND ISOLATION PLANNING CHECKLIST

Harmony cares about the wellbeing of our employees. It is therefore important that we **limit the transmission of COVID-19**. We want to protect vulnerable individuals from infection both at work and at home.

You will need to be isolated or quarantined from contact with other family members and people in general should you or a loved one at home have:

- COVID-19 symptoms or
- Test positive for COVID-19 or
- Was in contact with someone that have tested positive for COVID-19.

**Quarantine and isolation** are done to stop the spread of COVID-19 to other people. This document will help you to properly plan in the case of possible quarantine or isolation.

*Please note that this document will be treated as confidential.*

Please answer the following questions to determine your own COVID-19 isolation or quarantine readiness, and that of your household:

	YES	NO		YES	NO
1. <b>Are you aware</b> that the authorities will contact you if you have been in contact with a person that has tested positive for COVID-19? <i>You and the people you have been in contact with, might be quarantined, tested and only if the test result is negative be allowed to leave your house again.</i>					
2. <b>Do you know</b> that you need to immediately contact Harmony HR (by telephone) and notify them that you or a member of your household have been identified as a COVID-19 infection risk? <i>You will need to be in quarantine when awaiting to be tested. Please provide proof of this to HR or your manager.</i>					
3. <b>Isolation at home:</b> Do you have an outside room/apartment or at least a room inside your house where an infected person(s) can be isolated completely away from the remainder of the healthy family members?					
4. <b>A.</b> As mentioned, if you or someone in your household are tested for possible infection of COVID-19, the test results could take some time to be available. <b>Are you aware</b> that if the test results come back positive that you or/and your household members will be put in isolation either at home, at a facility as designated by the mine or a facility as designated by government?					
<b>B.</b> <b>Do you know</b> that if you or a member of your household become very ill as a result of COVID-19, you/they might be hospitalised for recovery?					
5. Remember, quarantine/isolation could last 2-3 weeks, possibly longer. Would your dependents be <b>self-sustainable</b> with regards to:					
	YES	NO		YES	NO
Money (cash)			Toiletries		
Food			Other consumables e.g. disinfectants		
Transport					

*Please remember to arrange with a family member or friend to take care of your dependents should you be quarantined or isolated.*

Name and Surname: \_\_\_\_\_ Signature: \_\_\_\_\_

COY number: \_\_\_\_\_ Operation: \_\_\_\_\_

# SEPARATING A COVID-19 INFECTED PERSON FROM THE OTHER PEOPLE IN YOUR HOME

If you are sharing your home with others you should do the following if possible

- Keep the infected individuals separated from others
- Wear a mask when you are in the same room as an infected person
- Use a separate bathrooms, if available
- Avoid shared or communal areas with infected individuals and wear a mask when moving through these areas.
- Infected individuals should not share a room with people who are at risk of severe disease, such as elderly people and those who have heart, lung or kidney conditions, and diabetes.

Can I go to work or school? Can I have visitors?

- **NO.** Home isolation means you must stay at your home and restrict your normal activities.
- You cannot go to work, school, childcare, university, recreation facilities, or public areas, or go shopping.
- **You should not allow people to visit you while you are in isolation.**
- **You should not leave your home during this time of self-isolation. You should only leave your home to seek medical care or because of an emergency.**



# ITEMS TO HAVE IN THE ROOM WHERE THE PERSON IS ISOLATED

## MEDICINE

- Panado / pain meds
- Cold / flu medications
- Vitamin C tabs
- Personal medications
- Thermometer



## OTHER

- Large trash can with supply of trash bags
- Tissues
- Towels (at least 3 large and hand towels)
- Phone and charger
- Computer *(if available)*



## CLEANING & DISINFECTING

- Masks / gloves
- Hand sanitizer
- Shower gel / shampoo / conditioner / hand soap
- Towels (at least 3 large and hand towels)
- Toilet cleaner
- Bathroom cleaner
- Disinfecting wipes / Sanitizer
- Kitchen roll



# MONITOR SYMPTOMS AND SEEK HELP IF THEY DEVELOP

You should monitor the infected individual for any new symptoms

Symptoms are:

- Fever
- Cough
- Shortness of breath (difficulty breathing)
- Other early symptoms to watch out for are chills, body aches, sore throat, headache and runny nose, muscle pain or diarrhea.

If you or a family member become severely unwell and it is a medical emergency contact your local ambulance or hospital. Remember to inform them that this is a COVID-19 related case.

## HARMONY COVID-19 HOTLINE

# 0800 111 724

(TOLL FREE)



# HOW TO KEEP HEALTHY WHILE IN ISOLATION

## Cover Coughs and Sneezes



- **Cover your mouth and nose** with a tissue when you cough or sneeze or use your flexed elbow.
- **Throw used tissues in a lined trash can** and make sure to close the trash can.
- **Immediately wash your hands** with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.

## Wash Hands



- **Wash your hands often** with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- **Hand sanitizer:** If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- Soap and water are the best option, especially if hands are visibly dirty.
- **Avoid touching** your eyes, nose, and mouth with unwashed hands.

## Clean Frequently Touched Surfaces



- **Routinely cleaning of frequently touch surfaces** in your “sick room” and bathroom. Let someone else clean and disinfect surfaces in common areas, but not your bedroom and bathroom.
- **Clean and disinfect areas** that may have blood, stool, or body fluids on them.
- Household cleaners and disinfectants: Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.

# PROVIDING FOOD FOR A PERSON IN ISOLATION

## Providing Food to Patient in Isolation:

- Healthy person should wear gloves and a mask when approaching the room.
- Leave food and beverages on disposable plates outside the room.
- Call the patient to let them know the food is ready. Patient retrieves food once the healthy person has called and left the area.
- Ensure the patient needs to drink as many fluids as possible.

## Removing Food from Patient in Isolation:

- Patient throws away food and disposable plates/cups/cutlery into the trash can in the room. Once the trash is ready to be thrown away, the patient ties up the garbage bag and places it outside the room.
- Patient then calls healthy person to let them know there is trash to move.
- In preparation, the healthy person opens any doors that lead to the trash bin and opens trash bin lid.
- Healthy person wears gloves and a mask when approaching the room.
- Collect the trash, and puts it directly into the garbage bin, along with the gloves.
- Wash hands.

# CLEANING OF LAUNDRY OF A PATIENT

## Collecting Dirty Laundry from Patient in Isolation:

- Patient to put dirty laundry – clothes/towels etc. into a garbage bag, tie it and leave it outside the room.
- Patient then calls healthy person to let them know there is dirty laundry waiting.
- In preparation the healthy person opens the door to the laundry room and the washing machine door.
- Healthy person wears gloves and a mask to approach room.
- Collect the garbage bag, takes it to the laundry room and puts it straight into the washing machine.
- Normal laundry washing procedure will kill the virus germs.
- Once laundry is in the machine and bag is disposed of, remove gloves and clean the washing machine with alcohol wipes.
- Wash hands/use hand sanitizer.

## Delivering Clean Laundry to Patient in Isolation:

- Healthy person wears gloves and a mask when approaching the room.
- Leave the pile of clean laundry outside room.
- Healthy person then calls the patient to let them know the clean laundry is waiting outside and to let them know they are not near the door.
- Patient collects clean laundry to bring inside the room.



# PROTOCOLS FOR CLEANING

## PROTOCOL IF A HEALTHY PERSON NEEDS TO CLEAN PATIENT'S ISOLATION ROOM:

- If a caregiver or other person needs to clean and disinfect a patient's bedroom or bathroom, they should do so only as required.
- The caregiver/other person should wear a mask and wait as long as possible after the patient has used the bathroom.
- Frequently touched surfaces such as phones, remote controls, counters, table tops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables require extra caution and attention while cleaning.

# GENERAL TIPS FOR YOU AND YOUR FAMILY DURING ISOLATION

## Taking care of dependents during isolation

You might not be able to take care of dependents during isolation.

**Remember to arrange the following to ensure they are self-sustainable:**

- Arrange for a family member or friend to take care of dependents who need to be looked after.
- Arrange items such as money, food, transport, toiletries and other consumables.

## Coping with isolation

- Talk to the other members of the family about COVID-19 to reduce anxiety.
- **Reassure young children** using age-appropriate language.
- Keep up a normal daily routine as much as possible.
- Arrange with your employer to work from home, if possible.
- Think about how you have coped with difficult situations in the past and reassure yourself that you will cope with this situation too. Remember that isolation won't last for long.
- Keep in touch with family members and friends via telephone, email or social media.
- Exercise regularly at home. Exercise is a proven treatment for stress and depression.
- Ask your family, friends or other members of the household to pick up your groceries and medicines for you.

# WHEN TO END ISOLATION

- You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers). Call your doctor to make sure that it is safe to end isolation.

AND

- Other symptoms have improved (for example, when your cough or shortness of breath have improved).

AND

- At least 10 days have passed since your symptoms first appeared.