

SAAHSP



SOUTH AFRICAN ASSOCIATION OF
HEALTH & SKINCARE PROFESSIONALS

GENERAL TRAINING PROVIDER POST COVID-19 GUIDELINES AND STANDARD OPERATING PROCEDURES

Contents

1. GENERAL GUIDELINES & INFORMATION	3
1.1 PERSISTENCE OF CORONAVIRUSES ON SURFACES.....	3
1.2 CORONAVIRUS – DROPLETS VS AIRBORN INFECTION.....	3
1.3 BASIC SELF PROTECTIONS AGAINST CORONAVIRUS.....	3
1.4 MANAGING YOUR WORKSPACE POST COVID -19	4
1.5 ACCEPTING PAYMENTS FROM STUDENTS	4
1.6 GENERAL GUIDELINES FOR TREATMENTS	4
1.6.1 SCREENING QUESTIONS.....	4
1.6.2 DOING TREATMENTS WITH GLOVES AND MASKS.....	5
1.6.2 SAFELY REMOVING CONTAMINATED GLOVES	5
1.6.3 SAFELY REMOVING FACE MASK	5
1.6.4 INFECTED WASTE DISPOSAL.....	6
1.7 PRE-OPENING PROCEDURE	6
1.7.1 Working environment.....	6
1.7.2 People	6
1.7.3 Process	6
1.8 EMERGENCY PROCEDURES	7
2. STANDARD OPERATIONAL PROCEDURE GENERAL.....	9
2.1 SOPMASK001 – Cleaning & Disinfecting reusable masks procedure	10
2.2 SOPRR002 – Restroom & Toilet	11
2.3 SOPKT&WD003 – Kitchen & washing dishes.....	12
2.4 SOPCS004 – Coughing & Sneezing	13
2.5 SOPWH005 – Washing hands	14
2.7 SOPWB006 – Infected waste bin removal	15
2.16 SOPTP007 – Training provider	16



SAAHSP GUIDELINES POST COVID-19

SAAHSP has designed a Post COVID-19 Guideline Booklet that can apply to any Training Provider. These guidelines are designed to assist you in becoming Post COVID-19 efficient.

Your goal and highest priority should be to create an environment in your facility where the least amount of cross contamination is possible.

Please see information below and Standard Operating Procedures (SOP) that each could apply in your specific facility. Please note that the SOP's will be updated as we progress through the Post COVID-19 Pandemic.

1 GENERAL GUIDELINES & INFORMATION

1.1 PERSISTENCE OF CORONAVIRUSES ON SURFACES

- Surgical Gloves: 8 hours
- Paper: 4 – 5 Days
- Steel: 48 hours
- Glass: 4 days
- Aluminium: 2-8 hours
- Wood: 4 days
- Plastic: 5 days

1.2 CORONAVIRUS – DROPLETS VS AIRBORN INFECTION

- Respiratory infections can be transmitted through droplets of different sizes
- Droplet transmission occurs when a person is in in close contact (within 1 m) with someone who has respiratory symptoms (e.g., coughing or sneezing) and is therefore at risk of having his/her mucosae (mouth and nose) or conjunctiva (eyes) exposed to potentially infective respiratory droplets;
- Therefore, transmission of the COVID-19 virus can occur by direct contact with infected people and indirect contact with surfaces in the immediate environment or with objects used on the infected person

1.3 BASIC SELF PROTECTIONS AGAINST CORONAVIRUS

- Washing hands with soap and water for 20 seconds
- And/or use a hand sanitizer of at least 60- 70% alcohol – alcohol is inflammable, keep away from heat
- Use a mask
- Persons with compromised immune system should remain at home and avoid contact with people

- Do not shake hands
- Coughing and sneezing must be done in the crook of the elbow or use of a tissue
- Do not re-use unwashed clothes
- Use bleach-based products for cleaning and disinfectant sprays that will not stain

1.4 MANAGING YOUR WORKSPACE POST COVID -19

- As a rule, physical distancing is the best practice
- Create a space where there is minimal student/employee contact on any surface
- Protective items such as gowns, masks and disposable booties, disposable aprons and glasses must be utilized
- Avoid the use of relaxation areas
- Include an additional 15-30minutes to each treatment to alleviate crowds in reception and time to sterilize each classroom

1.5 ACCEPTING PAYMENTS FROM STUDENTS

- Strictly no cash payments
- Suggest Electronic Payment with proof of payment provided
- Should credit card/debit card payment be the only option, please make use of the tap system or mobile payment app e.g. Snapscan
- Hygiene of Merchant Machine – wipe and sterilise unit after every transaction. Ensure not to use a very wet cloth or spray too much. This might damage unit. Should the client still need to sign merchant receipt, please sterilise pen used after use
- Employee member to ensure they sanitise their hands and fingers before using machine

1.6 GENERAL GUIDELINES FOR TREATMENTS

1.6.1 SCREENING QUESTIONS

- Student or employee did not have contact with anyone diagnosed with COVID 19 or who was sick and quarantined in the last 14 days
- Student or employee did not have cold, cough, difficulty in breathing, sick or quarantined in the last 14 days
- Student or employee was not in contact with anyone with the above symptoms the last 14 days
- Student or employee does not have fever or has fever over 37°C
- It is encouraged that all students and employees sign that above information is true either on paper or digital



1.6.2 DOING TREATMENTS WITH GLOVES AND MASKS

- NB - Ensure student is not allergic to Latex, Vinyl or Nitrile gloves
- It is advised that Nitrile is the safest option
- Explain to the student that the use of Nitrile gloves eliminates contamination
- Explain to the student that the use of masks or protective screening eliminates contamination between the students during their discussion
- Wash hands thoroughly before and after using gloves
- Do not wear gloves for more than one treatment
- After each treatment place the gloves in the Hazardous waste bin
- Do not wash and re use disposable gloves
- Only disposable headbands on clients must be used
- Only disposable wipes must be used on client's face (no mittens)
- Any Sharp Objects used must be discarded into a Sharps Container with certified removal certificate (this will confirm the disposal of the infected hazardous waste bin.

1.6.2 SAFELY REMOVING CONTAMINATED GLOVES

- Pinch and hold the outside of the glove near the wrist area
- Peel downwards, away from the wrist, turning the glove inside out
- Pull the glove away until it is removed from the hand, holding the inside out glove with the gloved hand
- With our un-gloved hand, slide your finger under the wrist of the remaining glove. Do not touch the outer surface of the glove
- Peel downwards, away from the wrist, turning the glove inside out
- Continue to pull the glove down and over the inside-out glove being held in your hand

1.6.3 SAFELY REMOVING FACE MASK

- Wash hands with soap and water or hand sanitizer before touching the mask
- Avoid touching the front of the mask as it is contaminated
- Face mask with ear loops – hold both ear loops and gently lift and remove the mask
- Face mask with ties – untie the bottom bow first then untie the top bow and pull the mask away from you as the ties are loosened
- Throw the mask in a bin for Infected waste.
- Clean hands with soap and water or hand sanitizer



1.6.4 INFECTED WASTE DISPOSAL

- One dust bin must be allocated as the Infected waste bin
- Consider investing in a Medical Waste Bin
- The Infected waste bin must be sprayed with disinfectant every hour
- When the Infected waste bin is cleared, ensure gloves and a mask are worn and the waste is securely placed in a waste bag and tied closed securely

1.7 PRE-OPENING PROCEDURE

Every Training Provider is required to do a Risk Assessment before opening their Facility. This should be divided into 3 categories:

1.7.1 Working environment

- Building Structure
This includes all contact surfaces, door handles, floors, walls, countertops, towels, etc.
- Equipment and surfaces
This includes all machinery, utensils, products used during treatments, reception desk, product cabinets, tables, chairs, etc.

1.7.2 People

- Employees working in facility
All employees must be tested for Covid-19 and results provided negative, before entering the premises
Continuous screening daily of all employees. (Temperature and symptoms to be recorded on a document).
This must be done by a second individual.
- Students
All students must be screened for temperature and symptoms questionnaire filled out before treatments

1.7.3 Process

- This will be the risks in the treatment room during treatments
- Cleaning processes in all areas of possible contamination
- Movement of people, material/products and towels or machinery



1.8 EMERGENCY PROCEDURES

- If Covid-19 symptoms are suspected, go to local COVID 19 website send the employee, student or client home so that he/she can call his/her doctor & get medical care. Encourage self-isolation
- The employee, student or client should not go directly to the doctor's consulting rooms as the employee, student or client can risk exposing other patients to Covid-19
- In the case of severe symptoms, if an employee/client is feeling very ill and needs care immediately, contact the Emergency Hotline or call the emergency services of your country or send the employee/client to the emergency department at your nearest healthcare facility
- Tell the emergency services or department telephonically BEFORE his/her arrival that she/he is suspected to have been infected by the Covid-19
- Do not travel with the potentially infected person
- Follow complete hygiene disinfection should this be suspected

After determining the risk factors, the following needs to be decided:

- **Who** will be implementing which areas of sterilisation?
- **With what** will the sterilization be done?
- **Frequency** of sterilization
- **Identify equipment and surfaces** that needs sterilization







SAAHSP



SOUTH AFRICAN ASSOCIATION OF
HEALTH & SKINCARE PROFESSIONALS

STANDARD OPERATING PROCEDURES

2. STANDARD OPERATIONAL PROCEDURE GENERAL

	CLEANING & DISINFECTING REUSABLE MASKS PROCEDURE	SOPMASK001
	RESTROOM & TOILET	SOPRR002
	KITCHEN & WASHING DISHES	SOPKT&WD003
	COUGHING & SNEEZING	SOPCS004
	WASHING HANDS	SOPWH005
	INFECTED WASTE BIN REMOVAL	SOPWB006
	TRAINING PROVIDER	SOPTP007

SAAHSP



SOUTH AFRICAN ASSOCIATION OF
HEALTH & SKINCARE PROFESSIONALS

2.1 SOPMASK001

DIVISION: General

CODE: SOPMASK001

REV: 001

SUBJECT: Cleaning & Disinfecting Reusable Masks

OBJECTIVE /STANDARD: To clean and disinfect appropriate masks

DATE IMPLEMENTED: 22/04/2020

PROCEDURE:

Material mask

- Gently wash the mask in hot soapy water
- Using disinfectant liquid
- Rinse the mask in **clean** water
- Plunge the entire **mask** body into a **disinfection** solution.
- Hang to air dry

Screen visors

- Wipe clean with minimum 70% Alcohol before and after each treatment – alcohol is flammable, please keep away from heat



2.2 SOPRR002

DIVISION: General

CODE: SOPRR002

REV: 001

SUBJECT OF STANDARD OPERATING PROCEDURE: Restroom & Bathroom Hygiene

OBJECTIVE /STANDARD: To clean and disinfect Restroom % Bathroom Space

DATE IMPLEMENTED: 22/04/2020

PROCEDURE:

- Upon entering do not touch the door without spraying it with disinfectant
- Do not sit on the toilet seat without spraying disinfectant
- After flushing, spray the toilet handle
- Spray the toilet roll with disinfectant
- Wash hands for 20 seconds

Surfaces in Restroom/Bathroom

- Clean with Disinfectant and Spray every 30minutes and/or in between each session.
- Floor must be mopped with Disinfectant 3 times a day and sprayed with sanitizer after every session. Be careful not to leave the floor wet and slippery
- Lockers and locker handle to be wiped and sanitized after every session has used
- Basins to be washed and sanitized 3 times a day
- Taps to be wiped and sanitized after every session usage

SAAHSP



SOUTH AFRICAN ASSOCIATION OF
HEALTH & SKINCARE PROFESSIONALS

2.3 SOPKT&WD003

DIVISION: General

CODE: SOPKT&WD003

REV: 001

SUBJECT OF STANDARD OPERATING PROCEDURE: Kitchen Area & Washing Dishes

OBJECTIVE /STANDARD: Washing Dishes post COVID-19

DATE IMPLEMENTED: 22/04/2020

PROCEDURE:

Kitchen

- Only designated employee to work in the kitchen area
- All must wear a disposable hair mop cap in the kitchen. No hair to be seen
- Surfaces are to be cleaned with disinfectant and sanitized every 30 minutes
- No loose dishes are to be left lying around. Place all directly into a basin with Jik & water
- All brooms, mop handles are to be wiped down before and after each use
- All brooms and mop bristles to be soaked in Jik overnight
- Kettle handles or Urn levers to be wiped down after each use
- No litter, teabags, or open food to be left out on any surface

Dishes

- All dishes to be soaked for 10 minutes in Jik prior to washing process
- Then wash the dishes with dishwashing liquid
- Utensils to be soaked for 10 minutes prior to washing
- Only authorised employee allowed in the kitchen area

SAAHSP



SOUTH AFRICAN ASSOCIATION OF
HEALTH & SKINCARE PROFESSIONALS

2.4 SOPCS004

DIVISION: General

CODE: SOPCS004

REV: 001

SUBJECT OF STANDARD OPERATING PROCEDURE: Coughing and Sneezing

OBJECTIVE /STANDARD: To help stop the spread of germs

DATE IMPLEMENTED: 22/04/2020

PROCEDURE:

- Cover your mouth and nose with a tissue when you cough or sneeze
- Put your used tissue in the Infected waste bin
- If you do not have a tissue, cough or sneeze into your upper sleeve, not your hands
- If the germ is airborne it will remain “active”

SAAHSP



SOUTH AFRICAN ASSOCIATION OF
HEALTH & SKINCARE PROFESSIONALS

2.5 SOPWH005

DIVISION: General

CODE: SOPWH 005

REV: 001

SUBJECT OF STANDARD OPERATING PROCEDURE: Washing Hands

OBJECTIVE /STANDARD: To wash your hands and forearms with the correct prescribed cleanser for a minimum of 20 seconds

DATE IMPLEMENTED: 22/04/2020

PROCEDURE:

- Step 1: **Wet hands** and apply enough liquid soap to create a good lather. The temperature of the water should be between 35 and 45 Degrees
- Step 2: **Rub Palms together** – rub your hands palm to palm in circular motions. Rotate clockwise and anticlockwise
- Step 3: **Rub the back of the hands** - With your fingers linked through the other hand, used your right palm to rub the back of your left hand. Then swap
- Step 4: **Interlink your fingers** - Link your fingers together, facing each other, into clasped hands. Then rub your palms and fingers together
- Step 5: **Cup your fingers** – Cup your fingers together, with your right hand over and your left hand under. With your fingers interlocked, rub the backs of them against your palms, then swap
- Step 6: **Clean the thumbs** – Enclose your right hand around your left thumb and rub as you rotate it, then swap
- Step 7: **Rub Palms with your fingers** – rub your fingers over your left palm in a circular motion, then swap



SAAHSP



SOUTH AFRICAN ASSOCIATION OF
HEALTH & SKINCARE PROFESSIONALS

2.7 SOPWB006

DIVISION: General

CODE: SOPWB006

REV: 001

SUBJECT OF STANDARD OPERATING PROCEDURE: Infected Waste Bin Removal

OBJECTIVE /STANDARD: Removal of Infected Waste Bin

DATE IMPLEMENTED: 22/04/2020

PROCEDURE:

Waste bin

- Spray the Infected waste bin and area in which waste bin is placed
- Minimise contact with contaminated items
- Ensure there is a plastic bag lining in the Infected waste bin
- Ensure the item is properly placed in the Infected waste bin
- Discard the Infected waste in a suitable container or bag

Medical Waste Bin

- Medical Waste bin can only be collected by the Medical Waste Department
- They should issue you with a certificate once bin collected and items disposed of



2.16 SOPTP007

DIVISION: All Providers, Students, Employees	CODE: SOPTP007	REV: 001
--	-----------------------	-----------------

SUBJECT: POST COVID-19 TRAINING PROVIDERS

OBJECTIVE /STANDARD: To standardize and comply with personal hygiene, general hygiene standards applicable in the overall premises.

DATE IMPLEMENTED: 22/04/2020

PROCEDURE:

Please note that MINIMUM PPE requirements are Mask, Face Shields, and Gloves to be worn always

Entry into Premises

- PHYSICAL DISTANCING OF 2 M MUST BE ADHERED TO AT ALL TIMES
- Hands will be sanitized on entry
- Kits will be sprayed with alcohol upon entry. We suggest KITS should NOT leave the premises.
- All individuals upon arrival must:
 - Wear a mask before entering
 - Cover their shoes with shoe covers (SOPSR006)
 - Be scanned and vitals checked, ensuring there is no indication of a temperature

Classrooms

- LIMITED WORKING STATIONS ALLOWED AT A TIME DEPENDING ON SPACE LIMITATIONS ENSURING TO ADHERE TO SET PHYSICAL DISTANCING OF 2 M
- There should be a 4-meter distance between each station to ensure that when the educator passes through each workstation that the 2m distance can be adhered to
- Student to at all times wear mask and face screen.
- Depending on treatment performed fellow student to remain in mask
- Gloves will be worn with any treatment being performed
- Depending on the treatment performed full PPE advised

- General Hygiene and Sterilization measures pertaining to specified treatments to be adhered to at all times
- Suggest buddy system to be used that the same partnered students to work together for a minimum of a month before they are swapped.
- The “buddies” will use their kits, equipment and implements on each other ONLY

Interim Sanitisation and Sterilization

- All surfaces to be sterilized twice a day – this includes pre-sterilized room when entering and post sterilization at the end of day
- Sanitise all surfaces in use while training, every hour

Personal Temperature Control and Documentation Each student will be required to have a compulsory temperature screening on arrival and every 4 hours thereafter.

- This should be documented and kept on file and available for referencing


Kit Requirements

Towels

- Washed in warm water with appropriate sanitation
- In the case that you can afford disposable, use disposable
- All towels will be replaced before the next body touches the surface

Consumables, Equipment and Implements

- General Hygiene and Sterilization measures pertaining to treatments to be always adhered to
- All kit implements will be sprayed and sanitized before placed on workstation
- All kits will be used once per buddy and thereafter follow strict sanitization
- Surfaces, consumables, equipment and implements to be sprayed with alcohol during the treatment or after handling thereof



South African Association of Health and Skincare Professionals CONTACT Details:

Email: info@saahsp.co.za
Hotline Contact number: +27 79 098 6694
Website: www.saahsp.co.za