
1 Basics
- Inform patients and healthcare staff about COVID-19: emphasize hand hygiene and cough etiquette, social distancing and avoiding touching eyes/nose/mouth

2 Stay informed
- Check the local COVID-19 situation and known risk areas
- Hang posters informing patients about COVID-19
- Add World Health Organization Whatsapp service for all the latest updates and information. Whatsapp "Hi" to +41 79 893 18 92

3 Train
- Develop, or review, your facility’s emergency and IPC guidelines
- Train your staff: symptoms and guidelines to best assess, triage and treat COVID-19 patients

4 Separate sick patients with symptoms (triage: screen & isolate)
- Place staff at the entrance to ask patients and visitors about their symptoms, provide symptomatic patients with tissues or facemasks to cover mouth and nose. Limit non patient visitors
- Isolate when symptomatic: identify a separate, well-ventilated space that allows for isolation and separation
- Testing, next steps and transfer based on local guidelines
- Encourage sick employees to stay home
- When you suspect a case: don’t panic, report the case to the team lead, or call number below

5 Use Infection Prevention Control (IPC) and personal protection equipment (PPE)
- Provide supplies—tissues, soap at sinks, paper towels, alcohol-based hand sanitizer with 60-95% alcohol and closed trash cans in healthcare facility
- Ensure proper use of PPE with symptomatic patients
- Disinfect your facility and clean frequently touched surfaces and objects

6 Secure stock
- Ensure enough PPEs
- Ensure sufficient stock of other relevant supplies (water, soap, sanitizers hand tissues etc.)

When you suspect a case call number below: