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**giz** Deutsche Gesellschaft  
für Internationale  
Zusammenarbeit (GIZ) GmbH



# SAFETY TRAINING MANUAL

# 2021

**FACILITATION OF OCCUPATIONAL SAFETY AND  
HEALTH EDUCATION FOR THE  
FRONTLINE STAFF AND SANITARY WORKERS OF  
THE MUNICIPAL COMMITTEES  
AS PART OF COVID-19 RESPONSE**

Prepared By: Punjab Municipal Development Fund Company  
Funded By: GIZ

**Local Government & Community Development Department**

## Preface

The COVID-19 pandemic has affected the world in different ways, leading to a number of ongoing health, economic and environmental problems. Millions of people are quarantined or working from home generating extra residential waste, some of which is mixed with discarded facemasks, gloves or other waste that could be contaminated with the virus.

Waste collection typically involves visiting numerous residential and commercial locations on a daily basis, to collect solid and liquid waste either through manual collection or by using a garbage-disposal vehicle to lift and empty waste containers. During the pandemic, waste collection remains an essential service that must continue as normal as possible to prevent waste from building up in the community. As the pandemic persists, waste collection workers may be more exposed to the contagion as they frequently touch surfaces that may be contaminated and face increased workloads. PMDFC initiated a project *“Facilitation of Occupational Safety and Health Education for the Frontline Staff and Sanitary Workers of the Municipal Committees as Part of COVID-19 Response”* in collaboration with GIZ Local Governance (logo -II)

Keeping in view the essence and sensitivity of sanitary workers jobs, Institutional Development Section of Punjab Municipal Development Fund Company (PMDFC) conducted a KAP survey to assess knowledge acquired, attitude possess and practices followed by Municipal Committees of Muridke and Gojra management, administration staff, supervisory and sanitary staff.

In the light of survey results, the training module has been developed under the guidance of Institutional Development Section of PMDFC. This module provides a complete introduction of COVID-19, spread of COVID-19, symptoms, Prevention and management responsibility towards employees.

The trainings provided through this module will help to prevent and mitigate the transmission of COVID-19 in the employees at all levels.

This Document is developed under guidance of Mr. Muhammad Aamer Nazeer Managing Director, PMDFC and with the efforts of Mr. Shoaib Iftikhar- General Manager- ID, PMDFC and his team.

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## Chapter 1

### Chapter-1 Introduction of COVID-19

*Goal: The goal of this module is to introduce COVID-19 to the participants, starting with the background of CORONA virus and its type.*

*Objectives: By the conclusion of this chapter, participants will be able to:*

- *Describe the meaning of COVID-19.*
- *Give the history of COVID-19 including the major types*
- *Impact of COVID-19*

*Pre-requisites: None*

*Total Training Time: 10 minutes*



## Chapter 1 Introduction to COVID-19

### 1.1 WHAT IS COVID-19?

COVID-19 is a respiratory disease caused by a new strain of coronavirus.

'CO' stands for corona,

'VI' for virus, and

'D' for disease.

Formerly, this disease was referred to as '2019 novel coronavirus' or '2019-nCoV.'

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus.



### 1.2 WHERE IT CAME FROM?

It has spread from China to many other countries around the world, including the United States. Depending on the severity of COVID-19's international impacts, outbreak conditions—including those rising to the level of a pandemic—can affect all aspects of daily life, including travel, trade, tourism, food supplies, and financial markets.

## 1.3 OTHER CORONA VIRUSES:

Coronaviruses are a large family of viruses that are known to cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS).

## 1.4 Impact of COVID-19:

The COVID-19 pandemic has led to a dramatic loss of human life worldwide and presents an unprecedented challenge to public health, food systems and the world of work.



The economic and social disruption caused by the pandemic is devastating.



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As of February 15, 2021, the estimated numbers of Corona cases are following:

	<b>Corona Cases</b>	<b>Recovered</b>	<b>Deaths</b>
<b>Worldwide</b>	112,000,000	63,000,000	2,470,000
<b>Pakistan</b>	573,000	536,000	12,658



## **Chapter-2 HOW COVID-19 SPREAD**

*Goal: The goal of this module is to let participant understand of travelling of COVID-19.*

*Objectives: By the conclusion of this chapter, participants will be able to:*

- *COVID-19 spread from human, from air, from surface and from animals.*

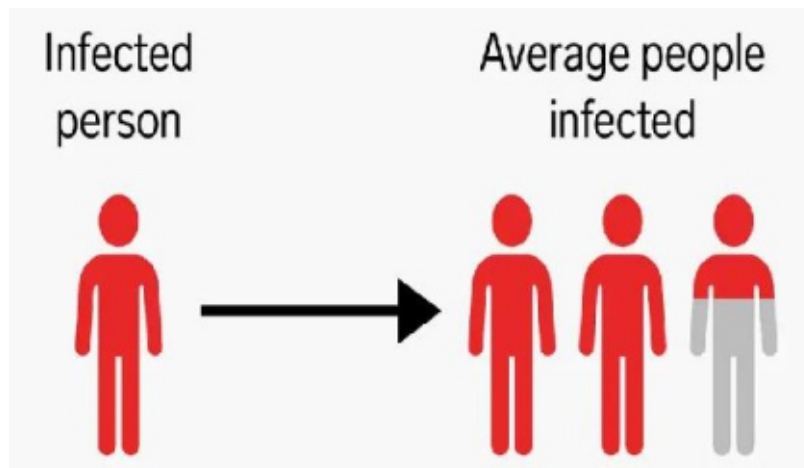
*Total Training Time: 15 minutes*

## Chapter-2 How COVID-19 Spreads

COVID-19 is thought to spread mainly through close contact from person to person, including between people who are physically near each other (within about 6 feet). People who are infected but do not show symptoms can also spread the virus to others.

### 2.1 From Person to Person:

One COVID-19 infected person can infect two or more healthy persons.



#### 2.1 a COVID-19 most commonly spreads during close contact

- People who are physically near (within 6 feet) a person with COVID-19 or have direct contact with that person are at greatest risk of infection.



- When people with COVID-19 cough, sneeze, sing, talk, or breathe they produce respiratory droplets. These droplets can range in size from larger droplets (some of which are visible) to smaller droplets. Small droplets can also form particles when they dry very quickly in the airstream.





- Infections occur mainly through exposure to respiratory droplets when a person is in close contact with someone who has COVID-19.
- Respiratory droplets cause infection when they are inhaled or deposited on mucous membranes, such as those that line the inside of the nose and mouth.
- As the respiratory droplets travel further from the person with COVID-19, the concentration of these droplets decreases. Larger droplets fall out of the air due to gravity. Smaller droplets and particles spread apart in the air.



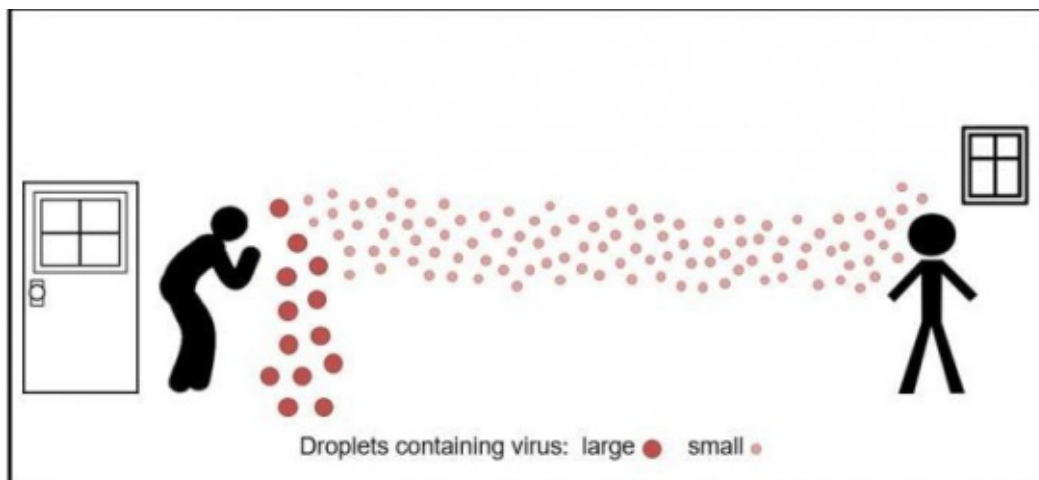
### **2.1 b COVID-19 can sometimes be spread by airborne transmission**

- Some infections can be spread by exposure to virus in small droplets and particles that can linger in the air for minutes to hours. These viruses may be able to infect people who are further than 6 feet away from the person who is infected or after that person has left the space.

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- This kind of spread is referred to as airborne transmission and is an important way that infections like tuberculosis, measles, and chicken pox are spread.
- There is evidence that under certain conditions, people with COVID-19 seem to have infected others who were more than 6 feet away. These transmissions occurred within enclosed spaces that had inadequate ventilation. Sometimes the infected person was breathing heavily, for example while singing or exercising.
- Under these circumstances, scientists believe that the amount of infectious smaller droplet and particles produced by the people with COVID-19 became concentrated enough to spread the virus to other people. The people who were infected were in the same space during the same time or shortly after the person with COVID-19 had left.
- Available data indicate that it is much more common for the virus that causes COVID-19 to spread through close contact with a person who has COVID-19 than through airborne transmission.



## 2.1 c COVID-19 spreads through contact with contaminated surfaces

Respiratory droplets can also land on surfaces and objects. It is possible that a person could get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes.

### Life of COVID-19 on different surfaces

Surface Type	COVID-19 life
Metal (Door Knobs, jewelry, silver etc)	5 Days
Wood	4 Days
Plastic (Food containers, bus seats etc)	2-3 Days
Stainless Steels	2-3 Days
Cardboard (Shipping Boxes)	24 Hours
Aluminum	2-8 Hours
Glass	5 Days
Ceramic	5 Days





## **Chapter-3 Symptoms of COVID-19**

Goal: *The goal of this module is to let participant understand the symptoms of COVID-19.*

Objectives: *By the conclusion of this chapter, participants will be able to:*

- *Describe the symptoms of COVID-19*

Total Training Time: *10 minutes*

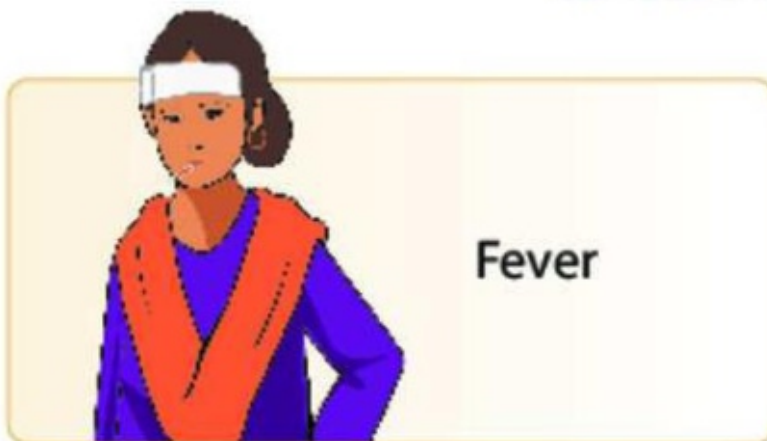
## Chapter-3 Symptoms of COVID-19

COVID-19 is a respiratory condition caused by a coronavirus. Some people are infected but don't notice any symptoms. Most people will have mild symptoms and get better on their own. But about 1 in 6 will have severe problems, such as trouble breathing. The odds of more serious symptoms are higher if you're older or have another health condition like diabetes or heart disease.

COVID-19 affects different people in different ways. Most infected people will develop mild to moderate illness and recover without hospitalization.

Most common symptoms:

- fever.
- dry cough.
- tiredness.



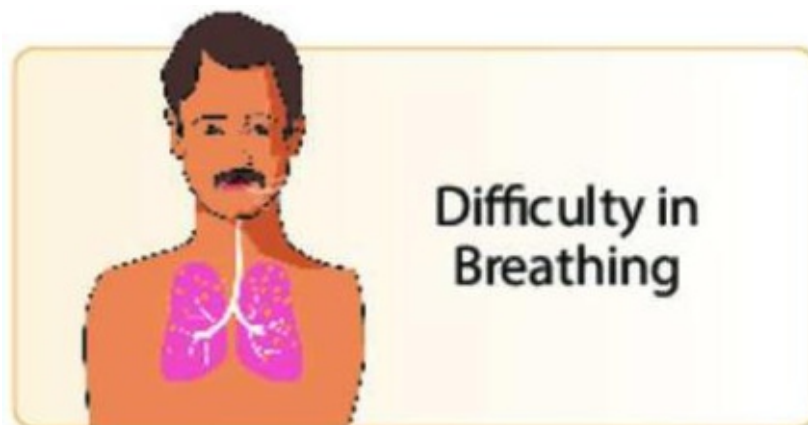
## Less common symptoms:

- aches and pains.
- sore throat.
- diarrhoea.
- conjunctivitis.
- headache.
- loss of taste or smell.
- a rash on skin, or discolouration of fingers or toes.



## Serious symptoms:

- difficulty breathing or shortness of breath.
- chest pain or pressure.
- loss of speech or movement.



On average it takes 5–6 days from when someone is infected with the virus for symptoms to show, however it can take up to 14 days.

## **Chapter-4 Prevention from COVID-19**

Goal: The goal of this module is to explain the SOPs in order to prevent them from COVID-19.

Objectives: By the conclusion of this chapter, participants will be able to:

- adopt preventive measures against COVID-19.
- Learn the social distancing SOPs & Face mask guidelines
- Learn washing of Hands& use of sanitizer

Pre-requisites: None

Total Training Time: 120 minutes

## CHAPTER-4 PREVENTION FROM COVID-19

### 4.1 How to Prevent from COVID-19

The best way to prevent illness is to avoid being exposed to this virus. You can take steps to slow the spread.

- Stay at least 6 feet away from others, whenever possible. This is very important in preventing the spread of COVID-19.



- Cover your mouth and nose with a mask when around others. This helps reduce the risk of spread both by close contact and by airborne transmission



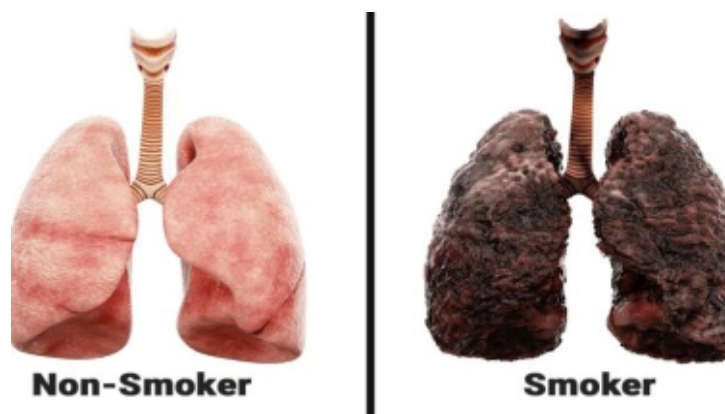
- Wash your hands often with soap and water. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.



- Avoid crowded indoor spaces and ensure indoor spaces are properly ventilated by bringing in outdoor air as much as possible. In general, being outdoors and in spaces with good ventilation reduces the risk of exposure to infectious respiratory droplets.



- Refrain from smoking and other activities that weaken the lungs.



- Stay home and isolate from others when sick.





- Keep your home clean.



## 4.2 Social Distance SOPs

### 4.2 a What is social distancing?

Social distancing, also called “physical distancing,” means keeping a safe space between yourself and other people who are not from your household.

To practice social or physical distancing, stay at least 6 feet (about 2 arm lengths) from other people who are not from your household in both indoor and outdoor spaces.

Social distancing should be practiced in combination with other everyday preventive actions to reduce the spread of COVID-19, including wearing masks, avoiding touching your face with unwashed hands, and frequently washing your hands with soap and water for at least 20 seconds.



### 4.2 b Why practice social distancing?



COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period. Spread happens when an infected person coughs, sneezes, or



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talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19. Since people can spread the virus before they know they are sick, it is important to stay at least 6 feet away from others when possible, even if you—or they—do not have any symptoms. Social distancing is especially important for people who are at higher risk for severe illness from COVID-19.

If you are sick with COVID-19, have symptoms consistent with COVID-19, or have been in close contact with someone who has COVID-19, it is important to stay home and away from other people until it is safe to be around others.

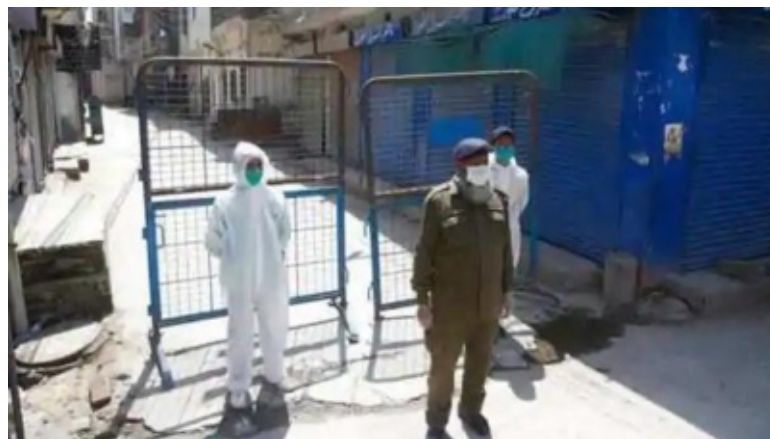
COVID-19 can live for hours or days on a surface, depending on factors such as sunlight, humidity, and the type of surface. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. However, this is not thought to be the main way the virus spreads. Social distancing helps limit opportunities to come in contact with contaminated surfaces and infected people outside the home.

Although the risk of severe illness may be different for everyone, anyone can get and spread COVID-19. Everyone has a role to play in slowing the spread and protecting themselves, their family, and their community. In addition to practicing everyday steps to prevent COVID-19, keeping space between you and others is one of the best tools we have to avoid being exposed to this virus and slowing its spread in communities.

### Tips for Social Distancing

When going out in public, it is important to stay at least 6 feet away from other people and wear a mask to slow the spread of COVID-19. Consider the following tips for practicing social distancing when you decide to go out.

- **Know Before You Go:** Before going out, know and follow the guidance from local authorities where you live.



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- **Prepare for Transportation:** When using public transit, try to keep at least 6 feet from other passengers.



- **Limit Contact When Running Errands:** Only visit stores selling household essentials in person when you absolutely need to, and stay at least 6 feet away from others who are not from your household while shopping and in lines. If possible, use drive-thru, curbside pick-up, or delivery services to limit face-to-face contact with others. Maintain physical distance between yourself and delivery service providers during exchanges and wear a mask.



## 4.3 Face Mask Guidelines



- When you wear a mask, you protect others as well as yourself. Masks work best when everyone wears one.
- A mask is NOT a substitute for social distancing. Masks should still be worn in addition to staying at least 6 feet apart, especially when indoors around people who don't live in your household.
- Masks should completely cover the nose and mouth and fit snugly against the sides of face without gaps.
- Masks should be worn any time you are traveling
- People age 2 and older should wear masks in public settings and when around people who don't live in their household.
- Wear a mask inside your home if someone you live with is sick with symptoms of COVID-19 or has tested positive for COVID-19.
- Wash your hands with soap and water for at least 20 seconds or use hand sanitizer after touching or removing your mask.
- Masks may not be necessary when you are outside by yourself away from others, or with people who live in your household.

### 4.3a Wear your Mask Correctly



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- Wash your hands or use hand sanitizer before putting on your mask.
- Put the mask over your nose and mouth and secure it under your chin.
- Fit the mask snugly against the sides of your face, slipping the loops over your ears or tying the strings behind your head.
- If you have to continually adjust your mask, it doesn't fit properly, and you might need to find a different mask type or brand.
- Make sure you can breathe easily.

### 4.3b Do's



- Wear a mask over your nose and mouth to help prevent getting and spreading COVID-19.
- Wear a mask in public settings when around people who don't live in your household, especially when indoors and when it may be difficult for you to stay six feet apart from people who don't live with you.
- Wear a mask correctly for maximum protection.
- Wear your mask under your scarf, ski mask, or balaclava in cold weather
- Keep a spare mask to replace one that becomes wet from moisture in your breath, sweat or rain.
- Store wet reusable masks in a plastic bag until they can be washed.

### 4.3c Don'ts



- Put the mask around your neck or up on your forehead.
- Touch the mask, and, if you do, [wash your hands](#) or use hand sanitizer.



## **4.3d Evidence for Effectiveness of Masks**

- Your mask helps protect those around you
- COVID-19 spreads mainly from person to person through respiratory droplets. Respiratory droplets travel into the air when you cough, sneeze, talk, shout, or sing. These droplets can then land in the mouths or noses of people who are near you or they may breathe these droplets in.
- Masks are a simple barrier to help prevent your respiratory droplets from reaching others. Studies show that masks reduce the spray of droplets when worn over the nose and mouth.
- You should wear a mask, even if you do not feel sick. This is because several studies have found that people with COVID-19 who never develop symptoms (asymptomatic) and those who are not yet showing symptoms (pre-symptomatic) can still spread the virus to other people. Wearing a mask helps protect those around you, in case you are infected but not showing symptoms.
- It is especially important to wear a mask when you are indoors with people you do not live with and when you are unable to stay at least 6 feet apart since COVID-19 spreads mainly among people who are in close contact with one another.

## **4.3 e Who should wear a mask**

- People 2 years of age and older
- Any time you are in a public setting
- Any time you are traveling on public transportation traveling
- When you are around people who do not live with you, including inside your home or inside someone else's home
- Inside your home if someone you live with is sick with symptoms of COVID-19 or has tested positive for COVID-19

## **4.3 f Who is exempted from Masks**

The following categories of people are exempted from the requirement to wear a mask:

- A child under the age of 2 years;
- A person with a disability who cannot wear a mask, or cannot safely wear a mask, for reasons related to the disability;
- A person for whom wearing a mask would create a risk to workplace health, safety, or job duty a

## **4.3 g Cloth masks**

More effective fabrics for cloth masks are

- Tightly woven fabrics, such as cotton and cotton blends
- Breathable
- Two or three fabric layers

## 4.4 Hand Washing SOPs



Washing hands can keep you healthy and prevent the spread of respiratory and diarrheal infections from one person to the next. Germs can spread from other people or surfaces when you:

- Touch your eyes, nose, and mouth with unwashed hands
- Prepare or eat food and drinks with unwashed hands
- Touch a contaminated surface or objects
- Blow your nose, cough, or sneeze into hands and then touch other people's hands or common objects

### 4.4 a Key Times to Wash Hands

You can help yourself and your loved ones stay healthy by washing your hands often, especially during these key times when you are likely to get and spread germs:

- Before, during, and after preparing food



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- Before and after eating food



- Before and after caring for someone at home who is sick with vomiting or diarrhea



- Before and after treating a cut or wound



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- After using the toilet



- After changing diapers or cleaning up a child who has used the toilet



- After blowing your nose, coughing, or sneezing





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- After touching an animal, animal feed, or animal waste



- After handling pet food or pet treats



- After touching garbage

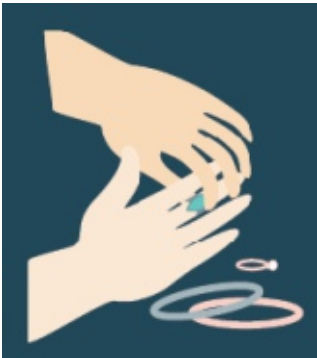


## 4.4 b Washing Hands Steps

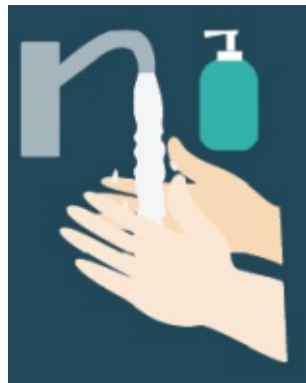
Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community—from your home and workplace to childcare facilities and hospitals.

Follow these five steps every time.

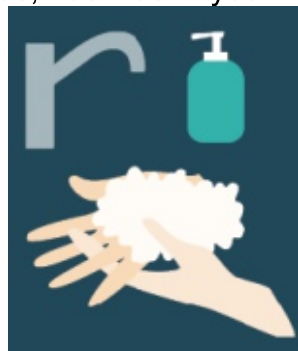
1. Remove all jewelry



2. Wet your hands with clean, running water (warm or cold) and turn off the tap



3. Apply Soap, Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.



4. Scrub your hands for at least 20 seconds.



5. Rinse your hands well under clean, running water.



6. Dry your hands using a clean towel or air dry them.



## 4.4 c Use of Hand Sanitizer



Sanitizers can quickly reduce the number of germs on hands in many situations. However,

- Sanitizers do not get rid of all types of germs.
- Hand sanitizers may not be as effective when hands are visibly dirty or greasy.
- Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals.

## 4.4 d How to Use Hand Sanitizer

- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

## 4.5 Avoid Crowds

### 4.5 a Understand the potential risks of going out

As communities and businesses are opening, you may be looking for ways to resume some daily activities as safely as possible. While there is no way to ensure zero risk of infection, it is important to understand potential risks and how to adopt different types of prevention measures to protect yourself and to help reduce the spread of COVID-19.

## 4.5 b Risk Factors of Crowd



The risk of an activity depends on many factors, such as:

- Is COVID-19 spreading in your community?
- Will you have a potential close contact with someone who is sick or anyone who is not wearing a mask (and may be asymptomatic)?
- Are you at increased risk of severe illness?
- Do you take everyday actions to protect yourself from COVID-19?
- Close contact with other people increases risk, In general, the more closely you interact with others and the longer that interaction, the higher the risk of COVID-19 spread. **So, think about:**

***How many people will you interact with?***





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- Interacting with *more people* raises your risk.
- Being in a group with people who aren't social distancing or wearing masks increases your risk.
- Engaging with new people (e.g., those who don't live with you) also raises your risk.
- Some people have the virus and don't have any symptoms, and it is not yet known how often people without symptoms can transmit the virus to others.

**Can you keep 6 feet of space between you and others? Will you be outdoors or indoors?**



- The *closer* you are to other people who may be infected, the greater your risk of getting sick.
- Keeping distance from other people is especially important for people who are at higher risk for severe illness, such as older adults and those with underlying medical conditions.
- Indoor spaces are more risky than outdoor spaces where it might be harder to keep people apart and there's less ventilation.

**What's the length of *time* that you will be interacting with people?**



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- Spending *more time* with people who may be infected increases your risk of becoming infected.
- Spending more time with people increases *their* risk of becoming infected if there is any chance that you may already be infected.

### What makes activities safer:

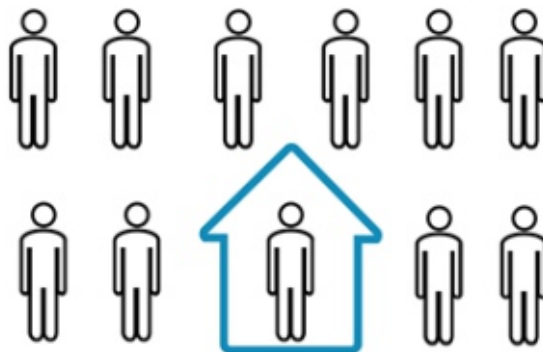


Activities are safer if

- You can maintain at least 6 feet of space between you and others. COVID-19 spreads easier between people who are within 6 feet of each other.
- They are held in outdoor spaces. Indoor spaces with less ventilation where it might be harder to keep people apart are more risky.
- People are wearing masks. Interacting without wearing masks also increases your risk.

### 4.6 Isolate If You Are Sick

Separate yourself from others if you have COVID-19. This will help to safe your family and others.



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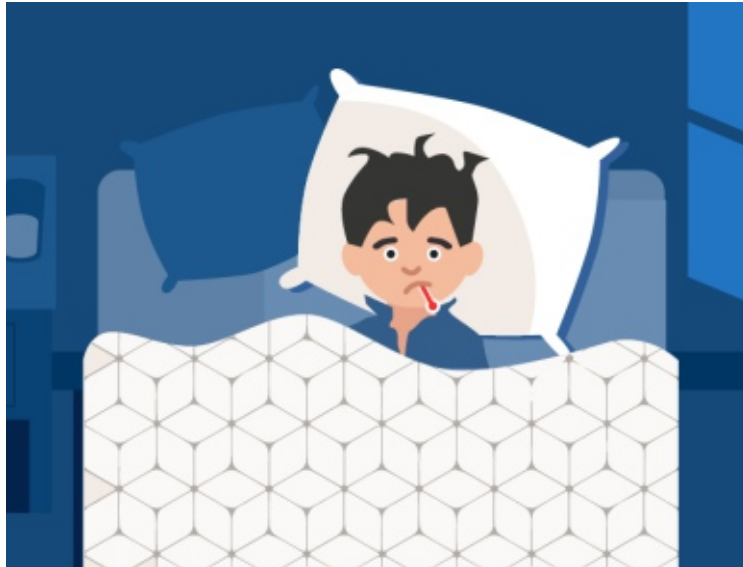
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Isolation is used to separate people infected with COVID-19 from those who are not infected.

## Who should be isolated:

- People who have symptoms of COVID-19 and are able to recover at home
- People who don't have symptoms but have tested positive for COVID-19

## Steps to take to be isolated:



If you have been tested for COVID-19, been exposed to others who have it or have symptoms, here are 10 necessary self-isolation steps that should be followed to help protect your family and your community.

1. **Stay home.** The majority of people who develop COVID-19 symptoms— fever, cough, shortness of breath, diarrhea or sudden inability to taste or smell—can recover at home. You should not leave home at all, except to get necessary medical care.
2. **Separate or isolate in your home.** Stay in a “sick room” and separate yourself as far away as you can from other people in your home, including using a separate bathroom if possible. Restrict any contact from the people you live with, as well as your pets.
3. **Wear a facemask while sick.** Keep this on when a caregiver is in the same room as you, or if you need to go to a medical facility for care. If you're at home and experiencing trouble breathing that is making it difficult for you to wear a facemask, your caregiver should wear one whenever they are in the same room as you.
4. **Cover coughs and sneezes.** Use a tissue to cover your coughs and sneezes and throw used tissues away immediately in a lined trashcan.



5. **Wash hands frequently.** Wash your hands often, for at least 20 seconds with soap and water or use hand sanitizer with at least 60% alcohol if soap and water are not readily available. Avoid touching your face.
6. **Do not share personal items.** Even within your own family, do not share dishes, cups, eating utensils, towels, or bedding.
7. **Cleaning and disinfecting daily.** Each day you should clean the surfaces you touch in your isolated space—the bedroom/ bathroom you use. Your caregiver can clean all other common areas but should limit cleaning the areas you use and only on an as-needed basis if you are unable to do so. This might include disinfecting any areas with bodily fluids on them in the bathroom, for example. When this is necessary, the caregiver should wait as long as possible after you've been in the bathroom to clean it. EPA-registered household disinfectants should be used. The use of disposable gloves is recommended for cleaning and for laundering the clothes of the person who is ill. Items should go in the washing machine on the warmest appropriate setting and dried completely. It is okay to wash items from the person who is sick with clothes of other people.
8. **Monitor symptoms.** If your illness is worsening, call your medical provider. If you experience severe warning signs such as shortness of breath, painful and persistent chest pain or pressure, new confusion or inability to arouse, or bluish lips or face, you should seek urgent medical attention. Call the emergency department before you go. Wear a facemask before entering any medical facility.
9. **When to discontinue home isolation.** The decision to stop home isolation should be made after consulting with your healthcare provider and state and local health departments. Generally speaking, going three full days without a fever and without the use of fever-reducing medication, as well as improvement in other symptoms are an indication that you may not be contagious, however, you may need to be tested to be certain. Your healthcare provider can advise you appropriately.

### 4.7 How to clean and disinfect your house

- Clean any dirty surfaces using soap and water first, then use disinfectant.
- Wash your clothes frequently
- Wash your hands often with soap and water for 20 seconds.
- If someone is sick, keep a separate bedroom and bathroom for the person who is sick (if possible).
- Keep your house ventilated.

### 4.8 Smoking and COVID-19 Risk:



- Smoking any kind of tobacco reduces lung capacity and increases the risk of many respiratory infections and can increase the severity of respiratory diseases.
- COVID-19 is an infectious disease that primarily attacks the lungs.
- Smoking impairs lung function making it harder for the body to fight off coronaviruses and other respiratory diseases.
- Available research suggests that smokers are at higher risk of developing severe COVID-19 outcomes and death.

## **Chapter-5 Myths about COVID-19**

Goal: The goal of this module is to clear the concept of staff of COVID-19.

Objectives: By the conclusion of this chapter, participants will be able to:

- Understand the facts of COVID-19.

Pre-requisites: None

Total Training Time: 30 minutes

## Chapter-5 Myths about COVID-19



### **Myth**

Exposing yourself to the sun or to temperatures higher than 25C degrees prevents COVID-19.

### **Fact**

You can catch COVID-19, no matter how sunny or hot the weather is. Countries with hot weather have reported cases of COVID-19.

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### **Myth**

Eating garlic provides protection against the coronavirus.

### **Fact**

Garlic is a healthy food that may have some antimicrobial properties. However, there is no evidence from the current outbreak that eating garlic has protected people from the new coronavirus.

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### **Myth**

The coronavirus affects only the elderly.

### **Fact**

People of all ages can be infected by COVID-19. Older people and people with pre-existing medical conditions (such as asthma, diabetes and heart disease) are more

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likely to become severely ill if they contract the virus.

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### **Myth**

You cannot recover completely from the coronavirus disease.

### **Fact**

Catching COVID-19 does not mean you will have it for life. Most of the people who catch the coronavirus can recover and eliminate the virus from the body.

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### **Myth**

Being able to hold your breath for 10 seconds or more without coughing means you're free from COVID-19.

### **Fact**

You cannot confirm if you have coronavirus with this breathing exercise, which can even be dangerous for you. The best way to confirm if you have the virus producing COVID-19 disease is with a laboratory test.

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### **Myth**

Taking a hot bath prevents the new coronavirus disease.

### **Fact**

Taking a hot bath does not prevent you from catching COVID-19. Your normal body temperature remains around 36.5°C to 37°C, regardless of the temperature of your bath or shower. Actually, taking a hot bath with extremely hot water can be harmful, as it can burn you.

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### **Myth**

Antibiotics are effective in preventing and treating the new coronavirus.

### **Fact**

No, antibiotics do not work against viruses, only bacteria. However, if you are hospitalised for the COVID-19, you may receive antibiotics because bacterial co-infection is possible.

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### **Myth**

The new coronavirus was deliberately created or released by people.

### **Fact**

Viruses can change over time. Occasionally, a disease outbreak happens when a virus that is common in an animal such as a pig, bat or bird undergoes changes and passes

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to humans. This is likely how the new coronavirus came to be.

### **Myth**

Cold weather kills COVID-19.

### **Fact**

All parts of the world, including places with colder weather, have COVID-19 infections.

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### **Myth**

Ordering or buying products shipped from overseas can infect you with COVID-19.

### **Fact**

The likelihood of becoming infected with COVID-19 from a commercial package is low since it has likely traveled over several days and been exposed to different temperatures and conditions during transit.

## COVID-19 Reality

COVID-19 is not a myth, it is fact.





## Chapter-6 Management and Frontline Staff Responsibilities

Goal: The goal of this module is to explain management and staff their responsibilities to ensure health and safety.

Objectives: By the conclusion of this chapter, participants will be able to:

- Understand their responsibilities towards health and safety implementations.

Pre-requisites: None

Total Training Time: 30 minutes

## Chapter-6 Management and Frontline Staff Responsibilities



Sanitary workers are at the front line staff and as such are exposed to hazards that put them at risk of infection with an outbreak pathogen (in this case COVID-19). Hazards include pathogen exposure, long working hours, psychological distress, fatigue, occupational burnout, stigma, and physical and psychological violence. This document highlights the rights and responsibilities of sanitary workers, including specific measures needed to protect occupational safety and health.

### **Sanitary worker rights include that his/her manager:**

- assume overall responsibility to ensure that all necessary preventive and protective measures are taken to minimize occupational safety and health risks<sup>1</sup>;
- provide information, instruction and training on occupational safety and health, including; Refresher training on infection prevention and control (IPC); and use, putting on, taking off and disposal of personal protective equipment (PPE);
- provide adequate IPC and PPE supplies (masks, gloves, goggles, gowns, hand sanitizer, soap and water, cleaning supplies) in sufficient quantity to healthcare or other staff caring for suspected or confirmed COVID-19 patients, such that workers do not incur expenses for occupational safety and health requirements;
- familiarize personnel with technical updates on COVID-19 and provide appropriate tools to assess, triage, test and treat patients and to share infection prevention and control information with patients and the public;
- as needed, provide with appropriate security measures for personal safety;
- provide a blame-free environment for workers to report on incidents, such as exposures to blood or bodily fluids from the respiratory system or to cases of

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violence, and to adopt measures for immediate follow-up, including support to victims;

- advise workers on self-assessment, symptom reporting and staying home when ill;
- maintain appropriate working hours with breaks;
- consult with health workers on occupational safety and health aspects of their work and notify the labour inspectorate of cases of occupational diseases;
- not be required to return to a work situation where there is continuing or serious danger to life or health, until the employer has taken any necessary remedial action;
- allow workers to exercise the right to remove themselves from a work situation that they have reasonable justification to believe presents an imminent and serious danger to their life or health. When a health worker exercises this right, they shall be protected from any undue consequences;
- honour the right to compensation, rehabilitation and curative services if infected with COVID-19 following exposure in the workplace. This would be considered occupational exposure and resulting illness would be considered an occupational disease,
- provide access to mental health and counselling resources; and
- enable co-operation between management and workers and/or their representatives.

### Frontline Staff Responsibilities:



- follow established occupational safety and health procedures, avoid exposing others to health and safety risks and participate in employer-provided occupational safety and health training;

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- swiftly follow established public health reporting procedures of suspect and confirmed cases;
- provide or reinforce accurate infection prevention and control and public health information, including to concerned people who have neither symptoms nor risk;
- put on, use, take off and dispose of personal protective equipment properly;
- self-monitor for signs of illness and self-isolate or report illness to managers, if it occurs;
- advise management if they are experiencing signs of undue stress or mental health challenges that require support interventions; and
- report to their immediate supervisor any situation which they have reasonable justification to believe presents an imminent and serious danger to life or health.

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