



ആരോഗ്യ കുടുംബക്ഷേമ വകുപ്പ്

കേരള നിയമസഭാ
തിരഞ്ഞെടുപ്പ് 2021
കോവിഡ് 19
പരിശീലന മോഡ്യൂൾ

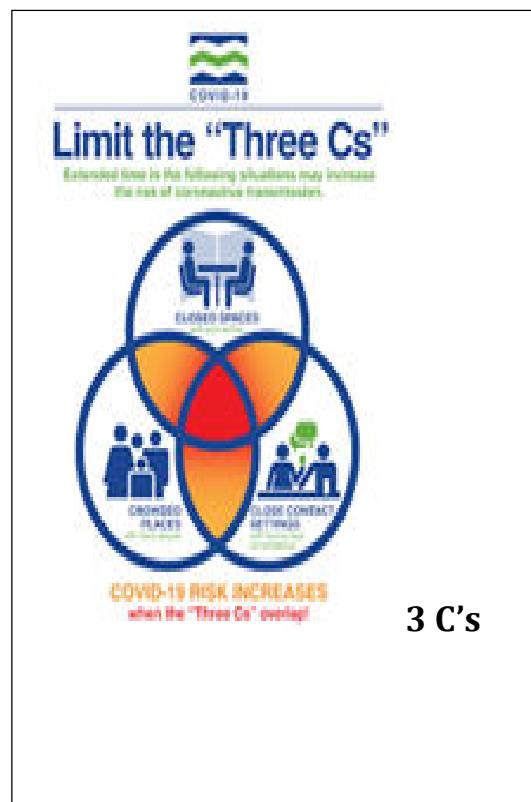
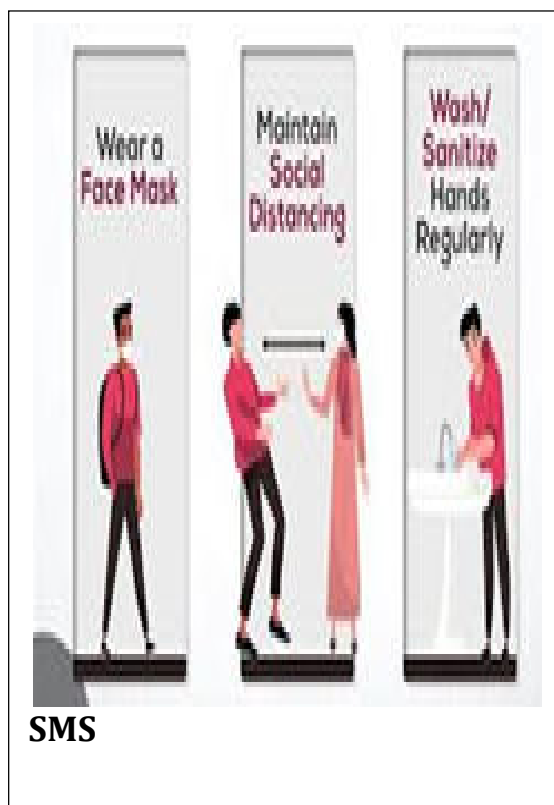


ELECTION

Introduction

To ensure the holding of safe Kerala Legislative Assembly Elections 2021, the Kerala State also issued guidelines regarding COVID-19. The general public, political party members and leaders, election duty staff should follow COVID protocols like “SMS” and 3Cs.

The role of health service department is to support the CEO of Kerala in conducting the election and election related training in the context of the covid pandemic. The booklet embodies the basic content to train officials in the aspect of covid 19 pandemic and prevention.



General instructions during Election

1. Every person shall wear a face mask during all election-related activities.
2. Thermal Scanning of all persons shall be carried out at the entry of hall/ room/ premises used for election purposes.
3. Thermal scanning shall be done either by ASHA workers, paramedical staff, or trained volunteers from NSS/ Student Police cadets, wearing appropriate Personal Protective Equipment (mask, gloves).
4. Sanitizer, liquid soap, and water shall be made available at appropriate places.
5. Physical distancing shall be maintained throughout. Seating arrangement shall be organized in such a way that physical distancing is maintained.
6. Wherever possible, large halls should be identified and utilized and windows kept open for proper air circulation and without Air conditioning.
7. Toilets and washrooms on the premises shall be disinfected based on existing guidelines.
8. Liquid Soap dispenser shall also be made available in all washrooms/ restrooms/ Toilets.
9. Nodal District Health Officer should be involved in the process to ensure that all COVID-19 related guidelines are adhered to by all concerned in the district.
10. The Nodal Health Officer should oversee that COVID-19 instructions/ guidelines are being followed during election meetings.
11. The arrangements should be available at the polling Booths for the safe disposal of used gloves & masks.

Thermal scanning

(YouTube video link - <https://youtu.be/F0fPQ-cRRnk>)

1. The thermal scanning may measure surface skin temperature by using an infrared thermometer.
2. An infrared thermometer is a type of thermometer which infers temperature from a portion of the thermal radiation emitted by the object being measured.
3. Thermal Scanning of all persons shall be carried out in all polling stations.
4. Thermal scanning shall be done either by ASHA workers, paramedical staff, or trained volunteers from NSS/ Student Police cadets.
5. Set the Reading to Fahrenheit or Celsius.
6. Set the Measurement Unit.
7. Turn on the Laser Gun.
8. Aim the Gun at the center of the forehead.
9. Hold the thermal scanner 3 cm to 15 cm away from the person's forehead.
10. Pull the Trigger.
11. Read the temp on the display screen.
12. It takes less than 2 seconds.
13. Any person found having a fever ($>37.5^{\circ}\text{C}/>99.5^{\circ}\text{F}$) must be isolated.

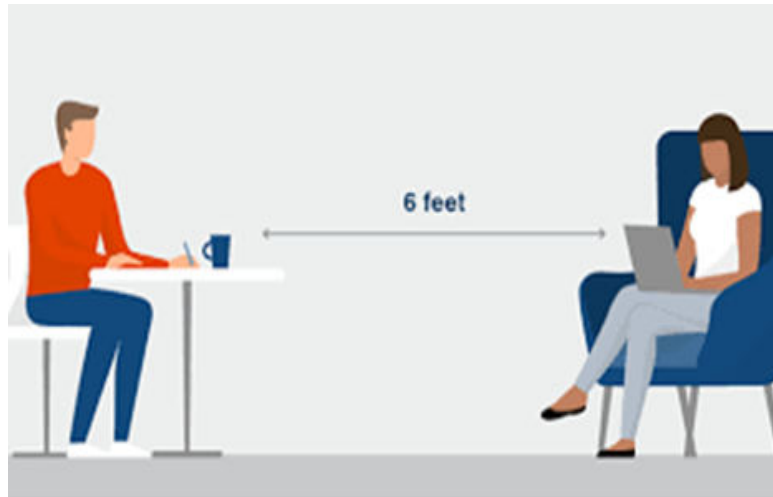


Social Distancing

In public health, social distancing, also called physical distancing, is a set of non-pharmaceutical interventions or measures intended to prevent the spread of a contagious disease by maintaining a physical distance between people and reducing the number of times people come into close contact with each other.

Social distancing is an infection prevention and control intervention implemented to avoid/decrease contact between those who are infected with a disease-causing pathogen and those who are not, to stop or slow down the rate and extent of disease transmission in a community. This eventually leads to a decrease in spread, morbidity, and mortality due to the disease. Avoid contact with people who are sick.

1. Stay at least 6 feet (about 2 arm lengths) from others.
2. Seating arrangement shall be arranged in such a way that physical distancing is maintained.
3. Mark area in front of the polling station to maintain social distance.



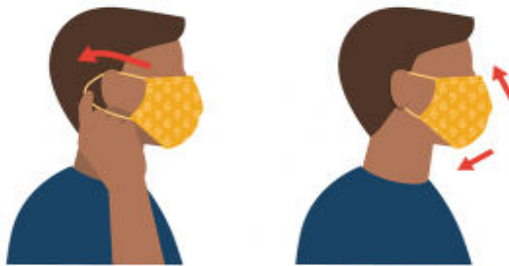
Mask

(YouTube video link- <https://youtu.be/T2ma6FHQ90w>)

A mask is an object normally worn on the face, typically for protection against respiratory infections. Masks are a critical item to help prevent people from getting and spreading COVID-19. Wear a mask and take everyday preventive actions in public settings and mass transportation, at events and gatherings, and anywhere you will be around other people.



1. Wash your hands or use hand sanitizer before putting on your mask.
2. Inspect the mask for tears or holes, and do not use a damaged mask.
3. Place the mask carefully, ensuring it covers the mouth and nose, adjusts to the nose bridge, and ties it securely to minimize any gaps between the face and the mask.



4. If using ear loops, ensure these do not cross over as this widens the gap between the face and the mask.
5. Avoid touching the mask while wearing it. If the mask is accidentally touched, perform hand hygiene.

How to remove mask

1. Untie the strings behind your head or stretch the ear loops.
2. Handle only by the ear loops or ties.
3. Avoid contact with people who are sick.
4. Place mask in the dust bin
5. If you are using a reusable mask, put it in a plastic bag until you get home



Do's & don'ts of wearing Mask

Do's



- Wear a mask over your nose and mouth to help prevent getting and spreading COVID-19.
- Wear a mask correctly for maximum protection.
- Keep a spare mask to replace one that becomes wet from the moisture in your breath, snow, or rain.

Don'ts



- Do not put the mask around your neck or upon your forehead.
- Do not Touch the mask
- Do not re-use a single-use mask.
- Do not remove the mask to speak.
- Do not share your mask with others.

- | | |
|--|--|
| <ul style="list-style-type: none">• Discard single-use masks after each use and properly dispose of them immediately upon removal.• Store wet reusable masks in a plastic bag until they can be washed. | |
|--|--|

Hand Hygiene

(YouTube video links - <https://youtu.be/wHWSWBilSBE> , <https://youtu.be/t-aIPsd3hkl>)

With COVID-19 transmission mainly spreading between people through direct, indirect (through contaminated objects or surfaces), or close contact with infected people via mouth and nose secretions, washing hands with soap and running water is of critical importance. To stop the spread of COVID-19, along with other COVID-appropriate behaviours, the practice of hand washing at regular intervals is a must, after coughing or sneezing, when caring for the sick, after using the toilet, before eating, while preparing food and after handling animals or animal waste. Hand washing after touching common surfaces such as doorknobs or handles, or after one comes back home from visiting a public place will keep ourselves and others around us safe.

When to wash your hands:

1. Before preparing food or eating.
2. After using the toilet, changing a diaper, or helping someone use the toilet.
3. After blowing your nose, coughing, or sneezing.
4. Handling garbage.

Hand washing steps

Follow these steps:

1. Wet your hands with clean, running water—either warm or cold.
2. Apply soap and lather well.

3. Rub your hands vigorously for at least 20 seconds. Remember to scrub all surfaces, including the backs of your hands, wrists, between your fingers, and under your fingernails.
4. Rinse well.
5. Dry your hands with a clean towel or air-dry them.



How to use an alcohol-based hand sanitizer

1. Apply the gel product to the palm of one hand. Check the label to find out the appropriate amount.
2. Rub your hands together.
3. Rub the gel over all the surfaces of your hands and fingers until your hands are dry.

HOW TO HANDRUB?

RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED

⌚ Duration of the entire procedure: 20-30 seconds



Apply a palmful of the product in a cupped hand, covering all surfaces;



Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



Palm to palm with fingers interlaced;



Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



Once dry, your hands are safe.

Do's & Don'ts of Hand washing

Do's	Don'ts
<ul style="list-style-type: none">• Wet your hands thoroughly under clean running water, either warm or cold.• Apply mild soap to hands and work into lather, rubbing for at least 20 seconds.• Cover the surface of your hands, including the front and back, the wrists, between fingers, and under fingernails.• Rinse your hands well.• Dry hands thoroughly with an air dryer or clean paper towel.	<ul style="list-style-type: none">• Use hot water to wash your hands. It tends to promote chapping which can make hands more susceptible to bacteria.• Run water over hands when lathering.• Touch the sink surface after washing hands.• Skip hand washing if you don't have soap and water. An alcohol-based hand sanitizer with at least 60% alcohol can be a replacement.

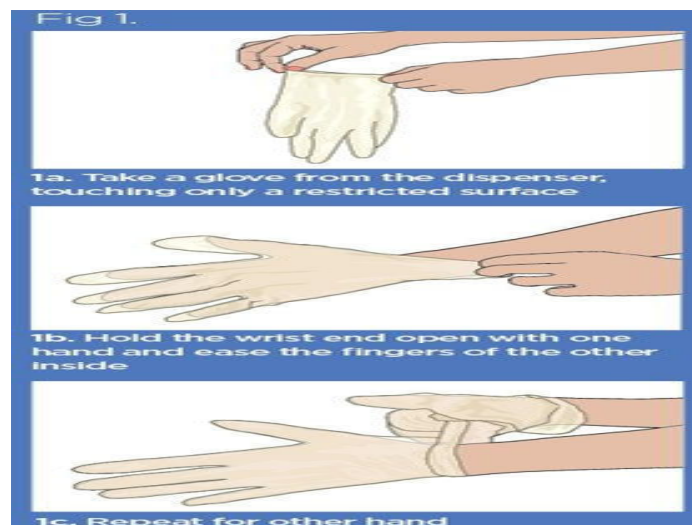
Gloves

(YouTube Video Link - <https://youtu.be/YIHORIAkRQ0>)

The glove is a covering for the hand, having separate sections for each of the fingers and the thumb and often extending partway up the arm. For the general public, wearing gloves is not necessary for most situations, like running errands.

How to wear gloves

1. Wash your hands first.
2. Before you put on a pair of gloves, check for punctures, tears, holes, or cracks.
3. Replace your gloves if they look like they're starting to wear out
4. Select appropriate size gloves.
5. Open the package.
6. Put on the first glove.
7. Prepare to put on the second glove.
8. Put on the second glove.
9. Adjusting the gloves.
10. If you've ever had a latex allergy or even suspect that you might look for gloves made of alternative materials. Nitrile, vinyl, and/or CPE gloves are excellent substitutes for latex gloves.



How to remove gloves

1. Grasp the palm of one glove near your wrist.
2. Carefully pull the glove off, turning it inside out.
3. Hold the glove in the palm of the still-gloved hand.
4. Slip two fingers under the wrist of the remaining glove.
5. Pull the glove until it comes off inside out.
6. The first glove should end up inside the glove you just took off.
7. Dispose of the gloves safely.

Always wash your hands after removing gloves and before touching any objects or surfaces. Gloves can have holes in them that are too small to be seen.

ALWAYS CHANGE GLOVES

1. When they are torn
2. When they are dirty or contaminated
3. Before you start another job
4. After you use the restroom, go on break, or leave your work area



Do's & Don'ts of gloving



Do's	Don'ts
<ul style="list-style-type: none">• Do wear gloves to reduce the risk of contamination or exposure to blood or other body Fluids, hazardous materials, and transmission of infection.• Do clean hands before putting on gloves.• Do clean hands after removing gloves.• Do clean hands and change gloves between each task. (after contact with a contaminated surface or environment)• Do make sure that gloves fit you properly before performing any task.• To ensure the correct type of glove is available if you have skin sensitivity for allergy issues.	<ul style="list-style-type: none">• Don't reuse or wash gloves.• Don't substitute gloves used for hand hygiene.• Don't use non-approved hand lotions.• Don't use gloves if they are damaged or visibly soiled.• Don't touch your face when wearing gloves.• Don't wear the same pair of gloves from one person to another.• Don't forget to remove and dispose of gloves properly.





PERSONAL PROTECTIVE EQUIPMENT

(YouTube video link - <https://youtu.be/UXx4-235d3w>, <https://youtu.be/0UyIUdnNfx4>)

1. Given the COVID-19 situation, the following additional facilities/steps should be taken to ensure the prevention of infection during the last hours of polling, when the persons who are COVID positive & under quarantine coming to the polling station.
2. COVID-19 patients who are quarantined will be allowed to cast their vote in the last hour of the poll day at their respective Polling Stations, under the supervision of health authorities, strictly following COVID-19 related preventive measures.
3. All Covid -19 suspected Covid-19 positive patients shall be allowed to vote only if they wear full Personal Protective Equipment, hand gloves, and N-95 masks.
4. Personal Protective Equipment kit will be provided to sector officers & assistants for collecting the voted ballots by COVID-19 positive electors.

COVID-19 PPE: Donning and Doffing

	<p style="text-align: center; font-weight: bold; text-decoration: underline;">Items Required</p> <p>GOWN – standard isolation N95 Respirator Eye protection - Face shield or goggles Gloves</p>	Hand Hygiene		<p style="text-align: center; font-weight: bold; text-decoration: underline;">Donning Order</p> <ol style="list-style-type: none"> 1. Hand Hygiene 2. Gown 3. Respirator 4. Eye Protection 5. Gloves
---	--	-----------------	--	---

				<p style="text-align: center; font-weight: bold; text-decoration: underline;">Doffing Order 1</p> <ol style="list-style-type: none"> 1. Hand Hygiene 2. Gown with Gloves 3. Hand Hygiene 4. Eye Protection 5. Hand Hygiene 6. N95 7. Hand Hygiene 	<p style="text-align: center; font-weight: bold; text-decoration: underline;">Doffing Order 2</p> <ol style="list-style-type: none"> 1. Hand Hygiene 2. Gown 3. Gloves 4. Hand Hygiene 5. Eye Protection 6. Hand Hygiene 7. N95 8. Hand Hygiene
---	---	---	---	--	---

Cleaning and Disinfection of public places

(YouTube video link - <https://youtu.be/AI3kiOB2hE>)

1. Reducing the risk of exposure to COVID-19 by cleaning and disinfecting public places is very important.
2. Cleaning and disinfecting public spaces including the workplace, school, home, and business places.
3. Outdoor areas generally require normal routine cleaning only. Spraying disinfectants in outdoor areas, such as sidewalks, roads, and groundcover, is not an efficient use of supplies and is not proven to reduce the risk of COVID-19.
4. Areas unoccupied for 7 or more days need only routine cleaning. Maintain existing cleaning practices for outdoor areas.
5. Consider the type of surface and how often the surface is touched. Prioritize disinfecting frequently touched surfaces.
6. Keep in mind that the availability of cleaning products and personal protective equipment (PPE) appropriate for cleaners and disinfectants.
7. Clean visibly dirty surfaces with soap and water before disinfection.
8. Use the appropriate cleaning or disinfectant product.
9. Use an Environmental Protection Agency (EPA)-approved disinfectant against COVID-19 and read the label to make sure it meets your needs.
10. Cleaning with soap and water reduces the number of germs, dirt, and impurities on the surface. Disinfecting kills any remaining germs on surfaces, which further reduces any risk of spreading infection.
11. Other high touch surfaces include: Tables, doorknobs, light switches, countertops, handles, desks, toilets, faucets, sinks, etc should be cleaned and disinfected 4th hourly or whenever necessary.

Disinfection Period

1. Disinfection should be carried out before and after voting and counting.

2. Disinfection should be carried out immediately after polling stations and counting centers were set up, and disinfection of the facility should be performed preferably done six hours before voting or counting began.
3. Disinfection shall be carried out immediately after voting and counting are finished.
4. Disinfection shall be performed overnight to minimize the disinfection period
5. After the disinfection of polling stations is completed, no external persons should be allowed to enter the polling place until the voting began.

Disinfection Method

1. Use hypochlorite solution 1% is used for surface sanitation.
2. Equipment and materials that are not able to disinfect with hypochlorite solution should be disinfected using an alcohol-based solution.
3. Used polling stations and counting centers after sufficient ventilation.
4. Voting machines, laptops, tablets, keyboards, ballot activation cards, and other reusable items should be disinfected routinely.
5. Follow the equipment manufacturer's instructions for appropriate cleaning and disinfection.
6. To prevent damage to the equipment, post signs near voting equipment discouraging voters from disinfecting the equipment with their wipes or touching the equipment with hands that are still wet with hand sanitizer.
7. Consider putting a wipe able cover on electronics, which makes cleaning and disinfecting easier.

Ensure the VVPAT & other accessories are not coming in direct contact with the disinfectant solution.

Do's & Don'ts of Disinfection

Do's	Don'ts
<ul style="list-style-type: none">• Follow the manufactures instructions on the label to ensure safe and effective use of the disinfectant product.• Wear gloves and consider glasses or goggles for potential splash hazards to the eyes.• Ensure adequate ventilation (for example, open windows)• Use only the amount recommended on the label.• Use water at room temperature for dilution (unless stated otherwise on the label)• Label diluted cleaning solutions.	<ul style="list-style-type: none">• Do not mix products or chemicals.• Do not eat, drink, breathe, or inject cleaning and disinfection products into the body or apply them directly to the skin as they can cause serious harm.

Waste Management

(YouTube Video Links - <https://youtu.be/6eRuczHMiMw>)

1. Ensure proper waste management in the polling stations & counting center (Follow biomedical waste management rules & solid waste management rules).
2. Place appropriate Bins for collecting biomedical waste such as gloves, masks, and other Personal Protective Equipment.
3. All items contaminated with blood or body fluids, routine masks, non-plastic gowns which can be incinerated should be placed in the yellow bag.
4. All contaminated recyclable waste like disposable gloves, plastic apron, goggles, etc should be disposed of in the red bucket.
5. LSGD concerned is responsible to collect all biomedical waste generated from the polling stations and counting centers and hand over it to common biomedical waste management and treatment facility.
6. Collect and dispose of all general waste according to solid waste management rule 2016.

Cleaning and Disinfection of vehicles

(YouTube video Link- <https://youtu.be/AJ3kiJOB2hE>)

Vehicles should be kept in an isolated area for cleaning, to avoid the risk of contact with contaminated water to the public. The drivers should clean their hands after each travel.

1. For hard non-porous surfaces within the interior of the vehicle such as hard seats, armrests, doors handles, seat belt buckles, light, and air controls, doors, windows, and grab handles, clean with detergent or soap and water if the surfaces are visibly dirty, before disinfectant application.
2. For soft or porous surfaces such as fabric seats, remove any visible contamination, if present, and clean with appropriate cleaners indicated for use on these surfaces.
3. For frequently touched electronic surfaces, such as tablets or touch screens used in the vehicle, remove visible dirt, then disinfect following the manufacturer's instructions for all cleaning and disinfection products. If no manufacturer guidance

is available, consider the use of alcohol-based wipes containing at least 70% alcohol to disinfect.

YouTube Video List

SI NO	Subject	Training video link
1	Hand washing and cleaning	https://youtu.be/wHWSWBiLSBE https://youtu.be/t-aJPsd3hkl
2	How to wear a mask	https://youtu.be/T2ma6FHQ90w
3	Social Distancing General Officer Protocol	https://youtu.be/6Fu59rp-Sx8
4	General protocol and care for covid prevention	https://youtu.be/UXx4-235d3w
5	How to use thermal scanning and infrared	https://youtu.be/F0fPQ-cRRnk
6	Disinfection protocols for public places General disinfection and cleaning	https://youtu.be/RObq4U_8AU8
7	Wear and remove the PPE kit PPE usage and driver instructions	https://youtu.be/UXx4-235d3w
8	PPE usage -	https://youtu.be/0UylUdnNfx4
9	Biomedical waste disposal of used materials	https://youtu.be/6eRuczHMiMw
10	Vehicle hygiene and after traffic maintenance	https://youtu.be/AI3kiJOB2hE

11	Wear and remove gloves	https://youtu.be/YIHORIAkRQ0
12	General instruction on office activities during the covid period	https://youtu.be/6Fu59rp-Sx8
13	What to do if you are in contact with a covid positive person -	https://youtu.be/Y3EFdkn3unU
14	Covid General Prevention Protocol	https://youtu.be/3zrpZ08IWxg
15	Single Video Playlist for Covid Prevention in Elections	https://www.youtube.com/playlist?list=PLQK1Ew_QPrRZDhjYELIBOTrU0E-YN-SHg