

# CHECKLIST 4

FOR LOCAL / GRASSROOTS HEALTHCARE PROJECTS,  
VOLUNTARY GROUPS & FACILITIES IN LOW RESOURCE  
SETTINGS.

Prepare: **Your Community**

Version 1.1

**PREPARING FOR COVID-19**



# Foreword

As the world faces its first pandemic in living memory, it is the most vulnerable communities with little or no access to healthcare who will face the greatest consequences and lives lost. Urgent efforts to mobilise learning and resources for infection prevention and control, the provision of personal protective equipment [PPE] to frontline health workers, as well as concentrated efforts on community awareness campaigns, will provide the greatest first line of defence against COVID-19 and save lives.

Many local and grassroots organisations dealing with this crisis [especially those that are not led by medical experts] are struggling to practically translate and filter out the wealth of information available, often full of medical or technical terms. These four checklists were put together by Doctors Worldwide to provide a starting point for local health projects and facilities in low-resourced settings, who are preparing for COVID-19. We ask that anyone who uses the checklists to get in touch with their feedback so that we may improve them further.

In the absence of a vaccine, humanitarian organisations have a collective responsibility to urgently prepare the local communities, partners and organisations who make up to 90% of the first responders in any worldwide crisis. With governments in lockdown, borders closed and airports grounded, humanitarian organisations are reminded once again that we must fulfil a core role of supporting local partners to stand on their own two feet, and that we must collectively work together as enablers in this worldwide crisis affecting us all.

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# Acknowledgement

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The information in this booklet is based on Doctors Worldwide medical and operational experiences gained over the last 19 years since its launch in 2001. In addition, excerpts and passages have been adapted from various sources including: The World Health Organisation COVID-19 Infection Prevention and Control online resources; The African Federation of Emergency Medicine; The UK National Health Service, NHS, COVID-19 online resources; Guidance for Infection prevention and control in healthcare settings 2020 issued jointly by the Department of Health and Social Care (DHSC), Public Health Wales (PHW), Public Health Agency (PHA) Northern Ireland, Health Protection Scotland (HPS) and Public Health England; Interim Guidance; Tips and Advice on the Use of Personal Protection Equipment for Health Workers Coming into Direct Contact with COVID-19 patients, 3 April 2020, Produced by: Frontline Collaboration Against COVID-19 Humanitarian Analysis, Guidance and Support for NHS Workers, Dr Najeeb Rahman; Scaling up COVID-19 outbreak readiness and response operations in humanitarian situations including camps and camp-like settings Version 1.1 March 2020 IFRC, IOM, UNHCR, WHO; Managing COVID-19 across the Indo-Pacific - A guide for emergency departments with limited resources by the Australasian College for Emergency Medicine (ACEM) Global Emergency Care Committee; The Handbook of COVID-19 Prevention & Treatment from Zhejiang University School of Medicine; Guidance for infection prevention and control in healthcare settings Adapted from Pandemic Influenza; Guidance for the prevention of COVID-19 infections among high-risk individuals in camps and camp-like settings, Version: 31 March 2020, London School of Hygiene & Tropical Medicine

**Disclaimer:** The advice in this document is based on expert consensus and guidelines/resources from key public health authorities. Doctors Worldwide accepts no responsibility for the accuracy of the content.

**Cover Design:** Amira Farag, Design & Multimedia Officer, Doctors Worldwide

## About Doctors Worldwide

Doctors Worldwide is a specialist medical charity based in the UK with a mission to support and collaborate with local communities to build and sustain quality healthcare services in both development and emergency settings. Access to quality healthcare is not a privilege, it is a human right; and we work towards making that a reality - especially for the most vulnerable communities.

Since our launch in 2001, we have delivered more than 95 healthcare projects across Asia, Africa and Central America impacting over 3 million lives and counting.

## Tell Us...

Did you use this booklet?

Let us know by dropping us a quick message via email [info@doctorsworldwide.org](mailto:info@doctorsworldwide.org)

Or WhatsApp us on +44 (0)7308 139 100

We also offer free training on the topics covered in this booklet, get in touch to find out more at [info@doctorsworldwide.org](mailto:info@doctorsworldwide.org)

## Join Us...

Access Doctors Worldwide team for advice and guidance – join our WhatsApp group using this link > <https://chat.whatsapp.com/C2n8arSy9DJADdN2hTMqW5>

Access Doctors Worldwide online folder for additional resources > email us

### CHECKLIST 4 – PREPARE THE COMMUNITY

**Education and training is key to reducing the spread of the virus and protecting lives.** Everyone needs to be educated in the community, as well as healthcare staff/volunteers who may not be trained or aware of managing an outbreak, personal protection equipment PPE, or infection prevention and control IPC.

As frontline healthcare workers, volunteers or organisations particularly those focused at the community and primary care level – **educating the population is where you can make the biggest impact in reducing the virus spread**, alongside government/Ministry of Health messages and awareness campaigns.

Checklist 4	To Do	Due for review	In progress	Complete
<p><b>1) Healthcare staff &amp; volunteers</b></p>				
<ul style="list-style-type: none"> <li>• <b>Work with your local MOH/DHO</b> to see what training is being provided to prepare healthcare workers and volunteers to respond to the COVID-19.</li> <li>• If you are <b>part of a health cluster or taskforce</b>, utilise the training and preparedness activities they will be providing. If you are not part of a taskforce or health cluster, join one – as local organisations and providers, your involvement, input and leadership should be visible in these spaces. They should not be exclusively for international charities or bodies.</li> <li>• <b>Do not underestimate the importance of training</b> even if it means your clinics have a reduced number of staff capacity for a few days – the time spent investing in your staff will be visible in the actions</li> </ul>	<p>Person/s Responsible:</p> <hr/> <ul style="list-style-type: none"> <li>• Find out what training is being organised locally by your MOH and organise your staff to attend</li> <li>• Source any urgent or up to date training on IPC and PPE, as well as case management of COVID-19 patients</li> <li>•</li> </ul>			

<p>they take to reduce the spread of the virus and ultimately protect and save more lives.</p> <ul style="list-style-type: none"> <li>• If any training is not available, <b>identify your local IPC [infection prevention control] focal point and suggest if they can provide immediate training.</b> Be effective – if there are other clinics or organisations that can benefit, gather them together so that the IPC focal point’s time can be utilised effectively and reduce the number of training sessions required.</li> <li>• <b>Lobby your MOH/DHO</b> – request that they provide training or guidance, stay in touch with them daily to get up to date information. Use the power of your networks created. It is likely that some MOH/DHO may not have the resources therefore offer any at your disposal to make it easier e.g. a free training venue, refreshments catered by a local business donor etc.</li> <li>• <b>Contact Doctors Worldwide</b> – we may be able to provide remote / distance training as well as ongoing advice through our WhatsApp groups. Please get in touch to explore further and to be added to the WhatsApp groups where you can access our medical faculty from around the world.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Identify your local IPC focal point, contact them to source any urgent training being provided. Discuss how you can support to make the training happen</b></li> <li>• <b>If training is not available, consider accessing any training resources and booklets for information and reference</b></li> <li>• <b>Join any networks or task teams being put together, or find existing ones</b></li> </ul>			
<p><b>Educating the community</b></p>				
<ul style="list-style-type: none"> <li>• <b>Work with your local MOH/DHO to see if there are any community-based awareness campaigns</b> or health promotion resources for COVID-19 that are in production or can be used.</li> </ul>	<p>Person/s Responsible:</p> <hr/> <ul style="list-style-type: none"> <li>• <b>Find out your local Ministry of Health or public health agreed</b></li> </ul>			

<ul style="list-style-type: none"> <li>• If there are any leaflets being produced, help to give them out including going door to door. Remember to stand 2 metres away from anyone you see.</li> <li>• <b>Perception of treatment facilities</b> – due to negative perceptions surrounding treatment facilities, such as fear of dying at the facility or misinformation spread about treatment facilities, it is important to provide as much information about the purpose and what is likely to happen at the facility to reduce fear and anxiety.</li> <li>• <b>Mobilise and utilise your community-based healthcare workers or volunteers to educate the community</b> – remember to implement hand and respiratory hygiene, and social or physical distancing [stay 2 metres away and if any groups are gathered, encourage them to break up immediately]. If you are in a lockdown situation, you may require special permits or permission.</li> <li>• <b>Work with community leaders and religious leaders.</b> Train and educate community leaders and religious leaders on the key public health messages from your local MOH/DHO, the golden messages, as well as to reassure the public – utilise the megaphone, radio, TV etc. Their support is vital in ensuring the correct message is going out to the public especially as they are trusted figures in the community that others look up to and listen to.</li> <li>• <b>Prevention saves more lives</b> than waiting for an emergency to occur. See the next point for what key messages to use to save lives.</li> </ul>	<p>messages for the community and any instructions</p> <ul style="list-style-type: none"> <li>• Disseminate any leaflets, put up posters and spread the key messages on COVID-19 to your audience, community or the areas you work. If you have a facility, have the leaflets/posters available</li> </ul>			
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<ul style="list-style-type: none"> <li>Please read checklist 1 [prepare logistically] which contains further information on practical steps that you can take as an organisation including working with others.</li> </ul>				
<p><b>Key Messages for Individuals, Families &amp; the Community</b></p>				
<p>When preparing the key messages, please utilise or share the resources being produced by your local public health or Ministry of Health office. The main key messages to ensure is being disseminated to individuals, families and the wider community are:</p> <ol style="list-style-type: none"> <li>1) Messages from your local Ministry of Health and Government advice/guidance</li> <li>2) Key precautions to prevent infection and spread – Do’s &amp; Don’ts</li> <li>3) Early recognition of symptoms</li> <li>4) When to stay at home, when and which healthcare facility to go to &amp; who to contact</li> </ol>				

**APPENDIX 4**

In this section you will find additional resources including larger versions of any diagrams, images and tools for use and printing.

The following fact sheet / key messages are for information purposes only providing a basic overview of key messages. **Please follow your Ministry of Health/government public messages and guidance** and adapt the following according to local guidance.

Fact Sheet & Key Messages	
<b>Do's</b> <ul style="list-style-type: none"><li>• wash your hands with soap and water often – do this for at least 30 seconds</li><li>• always wash your hands when you get home or into work, and after you leave</li><li>• use hand sanitiser gel if soap and water are not available</li><li>• cover your mouth and nose with a tissue or your elbow (not your hands) when you cough or sneeze</li><li>• put used tissues in the bin immediately and wash your hands afterwards</li><li>• avoid close contact with people who have symptoms of coronavirus – stay at least 2 metre distance</li><li>• only travel on public transport if you need to</li><li>• work from home, if you can</li><li>• If you work in large outdoor spaces/land and generally at a distance from other people, you can continue to work</li><li>• You can go outside into your back yard, garden or the outdoor space around your home or a porch and as long as you maintain 2 metre distances from your neighbours</li><li>• Stop all social activities, such group gatherings, cafes etc</li><li>• Stop all events with groups of people</li><li>• Stay at home and only go out when you need to e.g. to get food or for health reasons such as medication or antenatal appointments</li></ul>	<b>Don'ts</b> <ul style="list-style-type: none"><li>• do not touch your eyes, nose or mouth if your hands are not clean</li><li>• do not have visitors to your home, including friends and family</li></ul>

<p><b>When to stay at home if you have coronavirus symptoms</b></p> <p>Stay at home if you have either:</p> <ul style="list-style-type: none"> <li>• a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>• a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> <li>• Do not go to a clinic, pharmacy or hospital unless your symptoms get worse or you are having difficulty breathing – in that case, go to your local isolation facility</li> <li>• Rest and recover at home unless your symptoms get worse and you are having difficulty breathing</li> </ul>	<p><b>How long to stay at home:</b></p> <ul style="list-style-type: none"> <li>• if you have symptoms of coronavirus, you'll need to stay at home for 7 days</li> <li>• if you live with someone who has symptoms, you'll need to stay at home for 14 days from the day the first person in the home started having symptoms</li> <li>• If you live with someone who is 60 or over, has a long-term condition, is pregnant or has a weakened immune system, try to find somewhere else for them to stay for 14 days.</li> <li>• If you have to stay at home together, try to keep away from each other as much as possible. Maintain 2 metre distance.</li> <li>• Keep surfaces clean</li> <li>• Wash hands often and for 30 seconds</li> </ul>
<p><b>How to avoid catching and spreading coronavirus</b></p> <ul style="list-style-type: none"> <li>• Everyone should do what they can to stop coronavirus spreading.</li> <li>• The 3 main ways to avoid catching and spreading coronavirus is             <ul style="list-style-type: none"> <li>○ washing hands, surfaces &amp; coughing/sneezing into a tissue/elbow</li> <li>○ Avoid touching the eyes, mouth and nose</li> <li>○ social or physical distancing from others</li> </ul> </li> <li>• Social or physical distance from others – follow the guidance set by your government. Staying away from people will save lives.</li> <li>• It is particularly important to social distance and self-isolate those are at high risk such as those who:</li> </ul>	<p><b>About COVID-19:</b></p> <p>On 31 December 2019, the World Health Organization was informed of cases of pneumonia of unknown cause in Wuhan City, China. A novel coronavirus was identified as the cause by Chinese authorities on 7 January 2020 and was temporarily named “2019-nCoV” [WHO]</p> <p>Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases. A novel coronavirus (nCoV) is a new strain that has not been previously identified in humans.</p> <p><b>What is the mode of transmission? How (easily) does it spread?</b></p> <p>While animals are believed to be the original source, the virus spread is now from person to person (human-to-human transmission). There is not enough epidemiological information at this time to determine how easily</p>

<ul style="list-style-type: none"><li>○ are 60 or over</li><li>○ have a long-term health condition</li><li>○ are pregnant</li><li>○ have a weakened immune system</li></ul> <ul style="list-style-type: none"><li>● Practice the Do's &amp; Don'ts</li></ul>	<p>this virus spreads between people, but it is currently estimated that, on average, one infected person will infect between two and three other people.</p> <p>The virus seems to be transmitted mainly via small respiratory droplets through sneezing, coughing, or when people interact with each other for some time in close proximity (usually less than one metre). These droplets can then be inhaled, or they can land on surfaces that others may come into contact with, who can then get infected when they touch their nose, mouth or eyes. The virus can survive on different surfaces from several hours (copper, cardboard) up to a few days (plastic and stainless steel). However, the amount of viable virus declines over time and may not always be present in sufficient numbers to cause infection.</p> <p>The incubation period for COVID-19 (i.e. the time between exposure to the virus and onset of symptoms) is currently estimated to be between one and 14 days.</p> <p>We know that the virus can be transmitted when people who are infected show symptoms such as coughing. There is also some evidence suggesting that transmission can occur from a person that is infected even two days before showing symptoms; however, uncertainties remain about the effect of transmission by non-symptomatic persons.</p> <p>The infectious period may begin one to two days before symptoms appear, but people are likely most infectious during the symptomatic period, even if symptoms are mild and very non-specific. The infectious period is now estimated to last for 7-12 days in moderate cases and up to two weeks on average in severe cases. [European centre for disease prevention and control, ECDC]</p>
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## 5 GOLDEN MESSAGES

1. **wash hands regularly with soap & water for 30 seconds**
2. **avoid touching your eyes, nose and mouth**
3. **maintain physical/social distance by sitting or standing 2m away from others**
4. **cover your mouth and nose with your elbow when sneezing or coughing [wash hands straight away if you use your hands to sneeze/cough]. Throw away the tissue if you use a tissue and wash hands straight away. Completely avoid using a cloth to sneeze/cough into unless you are able to wash it straight away with detergent and water before it touches anything else – use elbow instead.**
5. **Clean surfaces regularly, especially high touch surfaces such as door handles, water pumps/taps, switches, phones etc**



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