



COLLEGE OF MEDICINE, UNIVERSITY OF IBADAN (CoMUI)

COVID-19 GUIDELINES

BACKGROUND

The 2019 novel coronavirus disease (COVID-19) is a new strain of coronavirus that has not been previously identified in humans. It was first isolated on the 7th of January 2020 in Wuhan, China. The first case of COVID-19 in Nigeria was reported on the 27th of February and the first case in Oyo State was on the 21st of March 2020.

COVID-19 is a viral disease that spreads through respiratory secretions (droplets) released when an infected person coughs or sneezes. Individuals, who do not use protective equipment appropriately, can become infected by being in close contact (2 metres or less) with a person infected with COVID-19. Infection can also spread by touching a surface that an infected person had coughed or sneezed on.

Workplaces form a significant part of our lived experiences, and as such, compliance with preventive measures for COVID-19 in our offices, plays a critical role in stopping the spread. This document provides a general guideline for members of staff towards making the College of Medicine, University of Ibadan (CoMUI) safe for workers, students and other visitors.



COVID-19 GUIDELINE FOR OFFICES

Prevention of COVID-19 in Offices

The best way to prevent the spread of COVID-19 infection in our offices is by doing the following:

- **General Hygiene**

- Ensure the provision of bins in all offices
- Ensure offices are clean and hygienic at all times
- Display posters promoting handwashing, proper use of face masks, respiratory etiquette and physical distancing
- Offices should have a register for staff as well as visitors, as this will help with contact tracing if there is need for one
- Discourage sharing of objects in all offices.
- Create a parallel flow of movement in offices (separate entrance point from exit point) where possible
- All persons accessing offices must undergo temperature screening
- Regularly wipe and disinfect frequently touched surfaces (doorknobs/handles, stair rails, corridor rails, elevator rails, elevator buttons, light and air conditioner switches, desks, tables, desktop telephones, computer keyboards). This must be done at least 4 times a day
- Ensure constant availability of water in all amenities/restrooms

- **Hand Hygiene**

- Ensure the provision of handwash points where staff and visitors can wash their hands with soap and water or alcohol-based hand rub at the entrance to offices
- Ensure regular provision of handwashing materials and/or an alcohol-based rub
- Ensure everyone coming into offices wash their hands for at least 20 seconds with soap and running water

- **Face Mask and Respiratory Etiquette**

- Ensure everyone coming into offices covers his/her nose and mouth with a facemask
- Facemasks must be worn correctly and consistently within offices at all times
- Encourage staff, students and visitors to always cover their noses and mouths with tissue paper when coughing or sneezing. Used tissue paper should immediately be disposed of in a covered bin and followed by washing of hands. Alternatively, persons should sneeze or cough into a bent elbow if tissue paper is not available

- **Physical Distancing**

- Rearrange all offices to adjust to current realities and to facilitate physical distancing



- Ensure a distance of at least 2 metres between seats
- For immobile office seats, mark seats that are not to be occupied appropriately to ensure visitors do not unknowingly contravene the physical distancing rule
- The number of staff should be appropriate for the space available in each office
- Workers who can work remotely are encouraged to do so
- Work schedules that are amenable to shift should have the workers run shifts to avoid overcrowding in the office
- **Unwell or Symptomatic Staff**
 - Mandate unwell employees to stay at home and observe their symptoms
 - Any staff showing symptoms of COVID-19 should be advised to go for a test and should work virtually until the outcome of the test is known
 - Any member of staff with any reason to go for the COVID-19 test should report to the Head of Department (HOD)/Head of Unit (HOU) and should work virtually until the outcome of the test is known
- **What are the symptoms to look out for?**
 - Fever
 - Sore throat
 - Chest pain
 - Difficulty in breathing
 - Body pain/general feeling of unwell
 - Diarrhoea/abdominal pain/ vomiting
 - Recent loss of smell or taste
 - Fatigue (tiredness)
 - Dry cough
- **What to do if a colleague is confirmed to have COVID-19 in any office**
 - All members of staff in the office are to immediately start keeping a symptoms diary.
 - Any close contact with the person who tested positive should immediately proceed on self-isolation.
 - Close contacts should get tested for COVID-19 5 days after their last exposure to the confirmed person.
 - The HOD/HOU should IMMEDIATELY contact the CoMUI COVID-19 Committee
- **Who qualifies as a close contact of a confirmed case?**
 - Any member of staff in close face-to-face or touching contact including those undertaking small group work (within 2 metres of the member of staff confirmed positive).
 - Talking with or being coughed on for any length of time while the confirmed staff was symptomatic.



- Anyone who has cleaned up any body fluids of the confirmed member of staff without using appropriate personal protective devices (PPEs).
- Close friendship groups of the affected person.
- Any staff member living in the same household as a confirmed case.
- **Disinfection and cleaning**
 - This should be done regularly for frequently touched surfaces using household bleach (3.5% or 5% sodium hypochlorite). If the concentration is 3.5%, dilute bleach with water in the ratio of 1:6. If the concentration is 5%, dilute in a ratio of 1:10. Disinfectant sprays with at least 70% alcohol could also be used to wipe or spray such surfaces.
 - Floors and conveniences should be cleaned frequently with strong disinfectants like Lysol, Izal and Dettol.

- ❖ Kindly note that STIGMA and DISRIMINATION towards a colleague may make them hide their illness and prevent them from seeking timely and appropriate help. This will invariably put you and others at a higher risk of getting infected with COVID-19. This is the time to show empathy and support to persons who are infected and to encourage and motivate each another to adopt these changes and do the right thing AT ALL TIMES.
- ❖ **The Control of COVID-19 in CoMUI is our collective responsibility**

FOR FURTHER CLARIFICATION



Please contact:

- The COVID-19 Monitoring Officers (CMOs) in your department or unit

OR

- The College of Medicine University of Ibadan (CoMUI)
- COVID-19 Response Team
 - **Dr. Hannah Dada-Adegbola: 07030420776**
 - **Dr. O.C. Uchendu: 08066717229**
 - **Dr. E. Bamgboye: 08029537711**
 - **Dr Sodeke (UI): 08087011306**

Adapted from:

1. Nigeria Centre for Disease Control. Guidance for Employers and Businesses in Nigeria
2. World Health Organization. Getting your workplace Ready for COVID-19
3. Oyo State Emergency Operations Centre. Advisory for Workplaces on COVID-19



COVID-19 GUIDELINES FOR LECTURE HALLS, SEMINAR ROOMS & LABORATORIES

General cleanliness for lecture halls, seminar rooms & laboratories

- Ensure provision of at least 2 pedal controlled bins per venue.
- Bins are to be lined with disposable nylons at all times to ensure zero contact disposal
- Ensure all lecture halls, seminar rooms laboratories are clean and hygienic at all times
- Display posters promoting hand washing, proper use of face masks, respiratory etiquette and physical distancing
- Create a parallel flow of movement at these venues (separate entrance point from exit point). We recommend one entrance point and two exit points
- Ensure disinfection of all seats with hypochlorite solution before every lecture
- Ensure all lecture rooms do not have more than the maximum number of seats the venue is supposed to take with appropriate distance in between seats
- Provide a wall mount infrared thermometer at the entrance of these venues and ensure they are in good and functional condition at all times
- Everyone accessing these venues MUST undergo temperature screening
- Everyone accessing these venues MUST wash their hands with soap under running water for at least 20 seconds
- Display Information, Education, Communication (IEC) material highlighting the hand washing steps at every hand washing point
- Amenities and restrooms MUST be clean and disinfected after EVERY session
- Ensure constant availability of water in all amenities and rest rooms
- Ensure all windows are fully opened whenever these venues are in use
- The use of air conditioners in these venues is discouraged!

Physical Distancing

- Arrange all venues with a distance of at least 2 metres between seats



Unwell Students

- ALL unwell students are MANDATED to stay away from class& lecture sessions
- Unwell students should report this to the class representative latest 12 hours before the class
- Class representatives should then report to the lecturer who should escalate the report to the CoMUI COVID-19 Response Team for further action

Face Mask Use

- It is **COMPULSORY** for everyone in these venues cover their mouths and noses with a facemask at all times
- Everyone is encouraged to cough or sneeze into tissue paper which is to be immediately disposed into any of the pedal controlled bins. In the absence of disposable tissue paper, persons are advised to sneeze or cough into a bent elbow. Facemasks should not be removed while coughing or sneezing!

NOTE: THE USE OF FACEMASKS ARE COMPULSORY WITHIN THE PREMISES OF THE COLLEGE OF MEDICINE, UNIVERSITY OF IBADAN.

FOR ANY FURTHER CLARIFICATION



Please contact:

- The COVID-19 Monitoring Officers (CMO) for the Department/Unit

OR

- The College of Medicine University of Ibadan (COMUI) COVID-19 Response Team
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COVID-19 GUIDELINES FOR CLINICAL POSTINGS (EMERGENCY, CLINICS, WARDS AND THEATRES)

Management

- Ensure provision of bins in all consulting rooms (preferably the pedal-controlled bin)
- Do not use the air conditioner in the consulting rooms.
- Ensure all windows are fully opened at all times. For consulting rooms with no cross ventilation, we recommend that the doors and windows be left open whenever students are in the clinic. However, the rearrangement of consulting rooms should be done to ensure patient confidentiality when the doors are left open.
- Provision of space for students who are assessing patients should be considered. There should be a regular supply of materials for hand hygiene, preferably running water and soap.
- Ensure the availability of running water and soap in all consulting rooms at all times



Supervising Consultant

- We recommend splitting students into sub-groups/smaller groups for clinical rotations to avoid overcrowding in the consulting rooms. Groups can then be assigned to different consulting rooms or assigned to different days.
- The use of smaller groups/ sub-groups is recommended for theatre sessions too. Groups can then be assigned to a particular procedure per day. This can be rotated to ensure that no group is left behind.
- The use of video demonstration for surgical procedures should also be considered either before the procedure or after the procedure
- We recommend the use of the ante-room in theatres so that students can see through the glass partition.
- Students are to be monitored periodically when assessing patients to ensure they are not crowded around the patient.
- Ensure that the students sign attendance register daily. It will make contact tracing easier and effective whenever there is a need to conduct one.



Students

- Students on clinical rotations/postings **MUST** be in scrubs **AT ALL TIMES** in the hospital premises
- Students are expected to have their identification (ID) cards on (attached to the scrubs or around their neck) **AT ALL TIMES** within the hospital premises
- Granting students' access to the emergency rooms, clinics, wards or theatres shall be based on their use of the recommended personal protective equipment (PPEs) for the learning area as stipulated by the department. Any student who does not use the recommended PPE shall not be allowed into any of the CoMUI or University College Hospital (UCH), Ibadan buildings.
- Students should ensure their facemask covers their mouth and nose **AT ALL TIMES**. No student should be seen wearing a facemask on the chin.
- Avoid touching your facemask often. Whenever you have a reason to touch your facemask, use an alcohol-based rub immediately after touching your facemask.
- Students on clinical postings/rotations **MUST** have their COVID-19 kit with them **AT ALL TIMES**
- When more than one student is assigned to assess a patient, physical distancing must be maintained(at least 2 metres apart)
- The representative of the student group must ensure the attendance register is signed daily
- Sharing of objects/materials is strongly discouraged.
- Cough or sneeze into tissue paper that is immediately disposed into a bin. In the absence of disposable tissue paper, sneeze or cough into a bent elbow.

Use of face shields



- A face shield may be used but it should **NEVER** replace the use of facemasks.
- The face shield should **ALWAYS** be used in addition to the facemask.
- We recommend the compulsory use of facemasks and face shields for clinical rotations where:
 - Aerosol-generating procedures are often performed.
 - Patients are to be examined very close to the face
 - All departments and units in the Faculty of Dentistry
 - Otorhinolaryngology (ORL) & Head and Neck Surgery (HNS)
 - Anaesthesia
 - Accident and Emergency
 - Ophthalmology



Are you feeling unwell?



Please contact:

- Contact the COVID-19 Student Monitors (CSM) at least 12 hours before the session
- The CSM should then inform the supervising consultant who should escalate such to the COVID-19 Monitoring Officers (CMO) for the Department/Unit
- The CMOs will then notify the College of Medicine University of Ibadan (COMUI) COVID-19 Response Team:
- The College of Medicine University of Ibadan (COMUI) COVID-19 Response Team
 - **Dr. Hannah Dada-Adegbola: 07030420776**
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COVID-19 GUIDELINES FOR THE HALL OF RESIDENCE IN THE COLLEGE OF MEDICINE UNIVERSITY OF IBADAN (CoMUI)

- We recommend a systematic and phased resumption into the halls of residence at least three weeks apart
- Multiple waste bins should be provided at strategic points within the premises of the hall of residence
- Visitors are **NOT ALLOWED** inside the hall premises especially rooms. **Any non-residential student or visitor found in any room will lead to the expulsion of the student/s occupying the room from the hall of residence.**
- We recommend the provision of a canopy where students can receive visitors with full implementation of COVID-19 IPC measures.
- All eatery points within the hall of residence are to operate take away services for now till further directives are communicated
- Ensure the regular supply of water at all points (washrooms/amenities/hand washing points)
- Ensure the display of posters promoting COVID-19 preventive measures at various points within the hall of residence premises
- Ensure display of posters promoting COVID-19 preventive measure on every floor of the hostel
- Every student is to have a personal thermometer. This will be needed for filling the symptoms checklist when needed



Registration and Identification

- A register should be opened at the gate where ALL students who are legal occupants of bed space shall be registered on resumption.
- Students are to be registered using their ID cards and thereafter, students should ensure they have their ID cards on them at all times.
- Admittance into the hall of residence should be through the pedestrian gate ONLY



Temperature Check

- Provide a wall mount infrared thermometer close to the pedestrian gate and ensure it is in good and functional condition at all times.



- Everyone accessing the premises of the hall of residence **MUST** undergo temperature screening.



Hand Hygiene

- Ensure the provision of a designated point for hand washing which should be close to the entrance and the temperature screening point.
- Everyone accessing the premises of the hall of residence **MUST** wash their hands with soap under running water for at least 20 seconds.
- Ensure the display of a poster highlighting the handwashing steps at the handwashing points



Travel Policy

- Students travelling or leaving the hall of residence for ≥ 48 hours should obtain clearance from their hall representatives and wardens. They should report back to them on their return.
- Students returning from any form of travel **OR** returning to the hall of residence after being away for ≥ 48 hours shall be required to fill a symptoms checklist for the first 14 days post-return indicating they travelled in the last 14 days.
 - They will stop indicating return from travel on the daily symptom checklist from the 15th day after returning.
 - They should also inform the hall representative who will also exclude them from those to be followed up.



Facemask

- The use of facemasks is **COMPULSORY** within the premises of the hall of residence **AT ALL TIMES** except within the confines of your room
- **“No facemask, no entry”** policy shall be enforced within the hall of residence premises
- Facemasks **MUST** be appropriately worn (**covering the mouth and the nose**)
- The use of all types of facemasks is allowed in the hall of residence
- **DO NOT SHARE** facemasks with others
- Use alcohol-based hand rub or wash your hand with soap under running water any time you accidentally touch the outer layer of your facemask.
- All facemasks are to be removed by gently pulling the ear loops and are to be appropriately discarded, preferably into a covered waste bin.



- If you are using a medical facemask
 - We recommend single use only
 - Ensure the metal/plastic strip is on top of your nose and pinch it so it can mould to the shape and size of your nose
 - The inner part of your mask is usually the white side
- If you are using a reusable/fabric mask,
 - Ensure the use of appropriate size facemasks to reduce the risk of touching the facemask while adjusting it
 - We recommend the use of one mask for a maximum period of 24 hours.
 - Make sure masks are kept dry and stored away in a clean plastic resealable bag pending next use.
 - Wash your masks at least once a day
 - Wash your masks in soap and preferably hot water (WHO recommends at least 60°C)
 - Gently scrub your masks for at least 20 seconds with your hands before rinsing
 - Air dry masks under direct sunlight
 - Keep washed facemasks that you are not ready to use in a clean plastic resealable bag to avoid contamination
 - Ensure your hands are clean and disinfected before removing a clean mask from the bag and make sure you hold it by the straps
- **REMEMBER**, when facemasks are wet, they become less effective in protecting from or minimizing the spread of coronavirus as the water restricts the airflow and thereby affects the ability of the mask to filter viral particles
- Remember to clean your hands (using soap and water OR alcohol-based hand rub) after removing and keeping your facemask

If any student has COVID-19 symptoms, please do the following:

- Contact the COVID-19 Block and Hall Representatives (CBR/CHR)
- COVID-19 Hall Representative (CHR) should move the student to the isolation floor **Block A (Ground Floor)**
- CHR should then inform the Hall Wardens



- *The use of facemasks or respirators with exhalation valves is discouraged*
- *Valves open on exhalation and make the work of breathing easier but also allow the passage of viruses through the opening of valves. This therefore makes the mask ineffective at preventing the spread of COVID-19 or any other respiratory virus*

FOR ANY FURTHER CLARIFICATION



Please contact:

- Contact the COVID-19 Block and Hall Representatives (CBR/CHR)
 - **OR**
- The College of Medicine University of Ibadan (COMUI) COVID-19 Response Team
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Courtesy
College of Medicine, University of Ibadan (CoMUI),
COVID19 Committee

For further information, kindly contact:

The Chairman, CoMUI COVID-19 Committee – 07030420776
OR
The Secretary, CoMUI COVID19 Committee - 08066717229