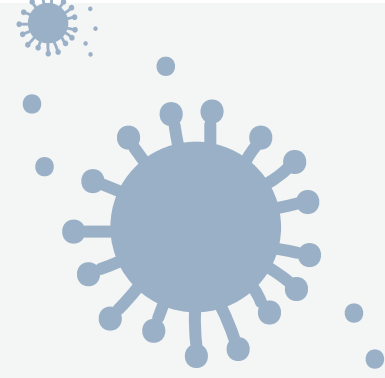


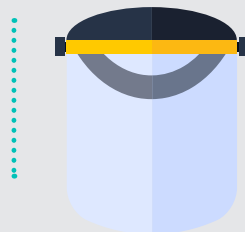
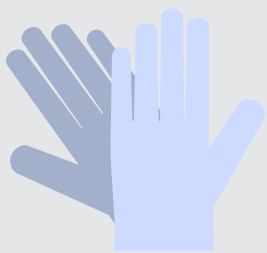
# CORONAVIRUS

Help prevent the spread of Covid-19



## GUIDELINES ON

# PERSONAL PROTECTIVE EQUIPMENT FOR GOVERNMENT EMPLOYEES & THE PUBLIC



📞 Call the COVID-19 Hotline: 0800 029 999 | Web: [www.sacoronavirus.co.za](http://www.sacoronavirus.co.za)

📱 Send 'hi' on Whatsapp to COVID-19 Connect: 060 012 3456



**GAUTENG**  
PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

**GGT2030**  
GROWING GAUTENG TOGETHER

# GUIDELINE ON PERSONAL PROTECTIVE EQUIPMENT FOR GOVERNMENT EMPLOYEES & THE PUBLIC

Issued on 06 April 2020

## ■ APPLICATION & PURPOSE

These guidelines provide recommendations on the proper use of Personal Protective Equipment (PPE) for government departments and the public for protection against exposure to the COVID-19.

## ■ BACKGROUND

Guidance is taken from the World Health Organisation (WHO) on the rational use of PPE in various situations including in the health care and community settings. According to WHO, PPE should be used based on the risk of exposure. The overuse or inappropriate use of PPE adds to supply shortages.

These guidelines therefore are an aid to government officials and the public on when PPE usage is most appropriate.

## ■ HOW THE COVID-19 SPREADS AMONGST PEOPLE

COVID-19 is spread by fluid droplets when coughing, sneezing or shouting.

COVID-19 can be spread by a person who has been infected before symptoms occur, if they have mild symptoms, if they have obvious symptoms, and for a short period of time after they feel better. During the 1-2 days before people feel ill there is a rapid build-up of the virus in the body, and many virus particles can be expelled through coughing or sneezing during this time. Researchers estimate that around 44% of infections are passed on by people who are not showing any symptoms.

Virus particles can survive in the air for a short period of time and can remain on hard surfaces such as plastic or steel for a few days, if not removed with regular cleaning.

COVID-19 is spread by contaminated hands touching the hands of others and touching things such as money, credit cards, door handles and counters. When you then touch your eyes, nose and mouth after you have touched other people's hands and things with COVID-19 on it, then you can get infected.

## ■ GENERAL MEASURES TO PROTECT AGAINST INFECTION

**These general measures to prevent infection MUST always be adhered to.**

### Always adhere to the Golden Rules:

1. Social distancing must be at least 1 metre away from any other person in any circumstance.
2. Wash hands with soap and water for 20 seconds, or use alcohol-based hand sanitiser after contact with any person or after contact with frequently touched surfaces i.e. phones, door handles etc.
3. Cough in the fold of the elbow or in a tissue which you discard and wash your hands.
4. Avoid touching your eyes, nose and mouth with unwashed hands.
5. Create a hygienic home, travel and work environment:
  - a. Surfaces that are frequently touched, e.g. toilet door handles, etc, should be cleaned with diluted bleach disinfectant (20 ml bleach per litre water) hourly, or or less frequently depending on the circumstance.
  - b. People who feel ill should stay at home.
  - c. Avoid places where crowding exists
  - d. Comply with the National Lockdown rules.

## ■ PPE CATEGORIES

PPE is classified into categories: **eye and face protection** (goggles, visor, plastic shields), **hand protection** (various types of gloves), **body protection** (apron, coats) and **respiratory protection** (depending on risk – various types of masks).

### Masks:

- Masks are in general recommended for health workers.
- Surgical masks do provide sufficient protection against the distribution of droplets that are created by coughing, sneezing, speaking loudly/shouting.
- The World Health Organisation (WHO) recommends that for public-level control of COVID-19 only symptomatic people or their carers wear a face mask. When masks are worn, they recommend that users follow correct safety procedures.
- If you are healthy and apply the Golden Rules and are not caring for someone with the COVID-19 infection, **you do not need a mask.**
- As COVID-19 prevalence may increase in communities, we recommend the consideration of alternatives to surgical masks with careful consideration for usage guideline.
- When travelling in a private vehicle or visiting a supermarket, NO PPE (mask or gloves) is required. Only apply the Golden Rules.
- Masks are only effective when used in combination with the other Golden Rules of prevention listed above.
- N-95 respirators are reserved for health care workers at the clinical interface.
- Cloth masks are not ideal, they do provide some protection, yet reduced protection compared to surgical masks. They may be considered when the stage of the epidemic requires extensive measures and surgical masks are in short supply. The handling of cloth masks needs to be done with care due to the risk of it becoming a source of infection. The material and inner lining needs to be different. Denim, calico or similar thick weave cotton should

be used and filled with soft cotton. However, to improve the filtration one can use a water-resistant membrane cloth inside to prevent transmission of droplets. Cloth masks to be washed with warm soapy water and dried in the sunlight.

- Technique related to the handling of masks: Before putting on a mask, clean hands and fit mask tightly on the face, covering the nose and mouth. Do not fiddle with the mask. Avoid letting the mask get wet. To remove the mask, remove it from behind (do not touch the front of the mask), and discard immediately in a closed bin and wash hands

### Gloves

- There is little evidence that gloves are useful as a method of protection for members of the public. It provides a false sense of security and does not prevent the transmission of the virus.

## ■ WHEN PPE SHOULD BE WORN

**The table below provides recommendations about which PPE is required in various situations**

- While this is a general guideline, a job specific Hazard Identification Risk Assessment (HIRA) trumps these guidelines if it determines a higher risk despite other control measures resulting in the need for PPE.
- PPE usage is based on the risk assessment of each situation and is **ONLY NEEDED** where staff are exposed to or the occupation that poses risk of exposure to COVID -19 infected individuals or individuals suspected of having COVID-19.
- Supervisors should monitor that staff are wearing the appropriate PPE for a particular situation, and the adequate safekeeping thereof.
- PPE is a limited resource and should be preserved by using it only when indicated.
- Correct use, necessary hygiene practices and proper disposal of PPE is important to avoid cross contamination from PPE to the users hands or clothes.

The table below captures the various policy directives applicable to various sector departments.

TYPE OF PPE TO BE WORN IN VARIOUS SITUATIONS AND ACTIVITIES	
SITUATION OR ACTIVITY	TYPE OF PPE REQUIRED
<b>Police/Military/Metro Police/Law enforcement</b>	
General duties involving public at police charge office	<ul style="list-style-type: none"> <li>• Golden Rules related to protection of self and public</li> <li>• Maintain a distance of at least 1 metre from members of the public</li> <li>• No additional PPE required, use other control measures.</li> </ul>
Routine police or military activity involving interaction with the public	<ul style="list-style-type: none"> <li>• Golden Rules related to protection of self and public</li> <li>• Maintain a distance of at least 1 metre from members of the public</li> <li>• No additional PPE required, use other control measures.</li> </ul>
Managing a non-compliant member of the public where physical contact is expected	<ul style="list-style-type: none"> <li>• Golden Rules related to protection of self and public</li> </ul> In addition: <ul style="list-style-type: none"> <li>• Surgical mask</li> <li>• Helmet with visor, or Goggles, or Visor ( Dispose appropriately)</li> <li>• Disposable gloves ( Dispose appropriately)</li> <li>• Apron</li> </ul>
<b>Border Point Staff</b>	
General duties involving public at border point	<ul style="list-style-type: none"> <li>• Golden Rules related to protection of self and public</li> <li>• Maintain a distance of at least 1 metre from members of the public</li> <li>• No PPE required, use other control measures.</li> </ul>
Managing a non-compliant member of the public where physical contact is expected	<ul style="list-style-type: none"> <li>• Golden Rules related to protection of self and public</li> </ul> In addition: <ul style="list-style-type: none"> <li>• Surgical mask</li> <li>• Helmet with visor, or Goggles, or Visor ( Dispose appropriately)</li> <li>• Disposable gloves ( Dispose appropriately)</li> <li>• Apron</li> </ul>
<b>Social workers</b>	
Consultation with the general clients who do not have COVID-19 and are not suspected of having COVID-19	<ul style="list-style-type: none"> <li>• Golden Rules related to protection of self and public</li> <li>• Maintain a distance of at least 1 metre (e.g. a table placed between the social worker and the client)</li> <li>• No PPE required, use other control measures</li> </ul>
Consultation with someone with suspected or confirmed COVID-19 / the homeless	<ul style="list-style-type: none"> <li>• Golden Rules related to protection of self and public</li> <li>• Surgical mask</li> <li>• Disposable gloves</li> <li>• Maintain a distance of at least 1 metre (e.g. a table placed between the social worker and the client)</li> </ul>
<b>Public servants working in government offices (e.g. home affairs)</b>	
Providing services to the general public	<ul style="list-style-type: none"> <li>• Golden Rules related to protection of self and public</li> <li>• Maintain a distance of at least 1 metre (e.g. a dividing counter)</li> <li>• No PPE required, use other control measures.</li> </ul>
<b>Post office workers</b>	
Providing services to the general public	<ul style="list-style-type: none"> <li>• Golden Rules related to protection of self and public</li> <li>• Maintain a distance of at least 1 metre (e.g. a dividing counter)</li> <li>• No PPE required, use other control measures.</li> </ul>
<b>SASSA staff at Paypoints</b>	
Providing services to grant holders	<ul style="list-style-type: none"> <li>• Golden Rules related to protection of self and public</li> <li>• Maintain a distance of at least 1 metre (e.g. a dividing counter)</li> <li>• No PPE required, use other control measures.</li> </ul>
<b>Security guards</b>	
General duties involving public access to facilities	<ul style="list-style-type: none"> <li>• Golden Rules related to protection of self and public</li> <li>• Maintain a distance of at least 1 metre from members of the public</li> <li>• No additional PPE required, use other control measures.</li> </ul>
Routine security activity involving interaction with the public	<ul style="list-style-type: none"> <li>• Golden Rules related to protection of self and public</li> <li>• Maintain a distance of at least 1 metre from members of the public</li> <li>• No additional PPE required, use other control measures.</li> </ul>

Managing a non-compliant member of the public where physical contact is expected	<ul style="list-style-type: none"> <li>• <b>Golden Rules</b> related to protection of self and public</li> </ul> In addition: <ul style="list-style-type: none"> <li>• Surgical mask</li> <li>• Helmet with visor, or Goggles, or Visor</li> <li>• Disposable gloves</li> <li>• Apron</li> </ul>
<b>Solid/Waste management staff</b>	
Handling of infectious medical waste	<ul style="list-style-type: none"> <li>• <b>Golden Rules</b> related to protection of self and public</li> </ul> In addition <ul style="list-style-type: none"> <li>• Surgical mask</li> <li>• Goggles, or Visor</li> <li>• Gloves: Disposable (surgical/nitrile/latex/rubber/foam dipped) OR elbow length non disposable gloves (cleaned between shifts)</li> <li>• Apron (or overalls (risk dependent))</li> <li>• Closed shoes or boots</li> </ul>
Collection and disposal of usual solid waste (domestic & industrial)	<ul style="list-style-type: none"> <li>• <b>Golden Rules</b> related to protection of self and public</li> </ul> In addition: <ul style="list-style-type: none"> <li>• Surgical mask</li> <li>• Goggles, or Visor</li> <li>• Gloves: Disposable (surgical/nitrile/latex/rubber/foam dipped) OR elbow length non disposable gloves (cleaned between shifts) (surgical/nitrile/latex/rubber/foam dipped)</li> <li>• Apron or overalls</li> <li>• Closed shoes or boots</li> </ul>
General duties not involving handling of waste	<ul style="list-style-type: none"> <li>• <b>Golden Rules</b> related to protection of self and public</li> <li>• Maintain a distance of at least 1 metre from members of the public</li> <li>• No additional PPE required, use other control measures</li> </ul>
<b>Sea Port Authority Staff</b>	
General duties involving regulating entry and offloading of goods	<ul style="list-style-type: none"> <li>• <b>Golden Rules</b> related to protection of self and public</li> <li>• Maintain a distance of at least 1 metre from members of the public</li> <li>• No PPE required, use other control measures.</li> </ul>
Consultation or direct contact with passengers with suspected or confirmed COVID-19	<ul style="list-style-type: none"> <li>• <b>Golden Rules</b> related to protection of self and public</li> <li>• Surgical mask</li> <li>• Disposable gloves</li> <li>• Maintain a distance of at least 1 metre (e.g. a table placed between staff and the client)</li> </ul>
<b>Airport Authority Staff</b>	
General duties involving regulating entry and offloading of goods	<ul style="list-style-type: none"> <li>• <b>Golden Rules</b> related to protection of self and public</li> <li>• Maintain a distance of at least 1 metre from members of the public</li> <li>• No PPE required, use other control measures</li> </ul>
Consultation or direct contact with passengers with suspected or confirmed COVID-19	<ul style="list-style-type: none"> <li>• <b>Golden Rules</b> related to protection of self and public</li> <li>• Surgical mask</li> <li>• Disposable gloves</li> <li>• Maintain a distance of at least 1 metre (e.g. a table placed between staff and the client)</li> </ul>
<b>Drivers and Marshalls of public transport (bus, mini bus taxi, taxi); passengers</b>	
<ul style="list-style-type: none"> <li>• Drivers of minibus taxis and taxis</li> <li>• Marshalls within the minibus taxis</li> <li>• Bus drivers without a contained closed cabin</li> <li>• Passengers in taxis/transport of the public, including agricultural workers</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Golden Rules</b> related to protection of self and public</li> <li>• Surgical Mask</li> <li>• Maintain a distance of at least 1 metre from the public.</li> <li>• Passengers apply golden rules related to protection</li> </ul>
Bus drivers enclosed within a contained cabin inside the bus	<ul style="list-style-type: none"> <li>• <b>Golden Rules</b> related to protection of self and public</li> <li>• No PPE indicated, use other control measures</li> </ul>
Marshalls and attendants providing assistance to passengers at taxi and bus ranks	<ul style="list-style-type: none"> <li>• <b>Golden Rules</b> related to protection of self and public</li> <li>• Maintain a distance of at least 1 metre from members of the public (i.e. no-one sitting in the passenger seat)</li> <li>• No PPE required, use other control measures.</li> </ul>

Retail stores and Banks staff	
Assisting a customer with a transaction	<ul style="list-style-type: none"> <li>• Golden Rules related to protection of self and public</li> <li>• Maintain a distance of at least 1 metre (e.g. a dividing counter)</li> <li>• No PPE required, use other control measures.</li> </ul>
Petrol stations staff	
Assisting a customer with a transaction	<ul style="list-style-type: none"> <li>• Golden Rules related to protection of self and public</li> <li>• Maintain a distance of at least 1 metre (e.g. customer stays in the vehicle)</li> <li>• No PPE required, use other control measures.</li> </ul>
Hotel industry staff	
Assisting a customer at the front desk with a transaction	<ul style="list-style-type: none"> <li>• Golden Rules related to protection of self and public</li> <li>• Maintain a distance of at least 1 metre (e.g. customer stays in the vehicle)</li> <li>• No PPE required, use other control measures.</li> </ul>
General assistance to guests	<ul style="list-style-type: none"> <li>• Golden Rules related to protection of self and public</li> <li>• Maintain a distance of at least 1 metre (e.g. customer stays in the vehicle)</li> <li>• No PPE required, use other control measures.</li> </ul>
Cleaning Services (depending on risk environment)	<ul style="list-style-type: none"> <li>• Golden Rules related to protection of self and public</li> <li>• Standard operational PPE required</li> </ul> <p>In addition:</p> <ul style="list-style-type: none"> <li>• Surgical mask</li> <li>• Goggles or Visor</li> <li>• Disposable gloves</li> <li>• Apron or overalls</li> <li>• Closed shoes or boots</li> </ul>
Facilities Management	
Maintenance Workers – cleaning of equipment, machinery in hospitals and clinics prior to fixing or servicing	<ul style="list-style-type: none"> <li>• Golden Rules related to protection of self and public</li> <li>• Standard operational PPE required</li> </ul> <p>In addition:</p> <ul style="list-style-type: none"> <li>• Surgical mask</li> <li>• Goggles or Visor</li> <li>• Disposable gloves</li> <li>• Apron or overalls</li> <li>• Closed shoes or boots</li> </ul>
Emergency construction sites	<ul style="list-style-type: none"> <li>• Golden Rules related to protection of self and public</li> <li>• Standard operational PPE required</li> <li>• Screen</li> <li>• Community quarantine for 14 days at a time</li> </ul>
Cleaning Services (depending on risk environment)	<ul style="list-style-type: none"> <li>• Golden Rules related to protection of self and public</li> <li>• Standard operational PPE required</li> </ul> <p>In addition:</p> <ul style="list-style-type: none"> <li>• Surgical mask</li> <li>• Goggles or Visor</li> <li>• Disposable gloves</li> <li>• Apron or overalls</li> <li>• Closed shoes or boots</li> </ul>
Fleet Management	
Drivers-Transporting of essential staff from home to work and back	<ul style="list-style-type: none"> <li>• Golden Rules related to protection of self and public</li> <li>• Surgical Mask</li> <li>• Maintain a distance of at least 1 metre from passengers (i.e. no-one sitting in the front passenger seat)</li> <li>• Reduce loading capacity to 50% to ensure spacing</li> </ul>
Wastewater or Sewerage Environment Cleaning or Treatment or Maintenance Staff	
Duties at risk of contact with waste water, raw sewerage or a sewerage work environment	<ul style="list-style-type: none"> <li>• Golden Rules related to protection of self and public</li> <li>• Standard operational PPE Procedures</li> </ul> <p>In addition:</p> <ul style="list-style-type: none"> <li>• Surgical mask</li> <li>• Goggles or Visor</li> <li>• Disposable gloves</li> <li>• Apron or overalls</li> <li>• Closed shoes or boots</li> </ul>

Traffic Services	
General duties involving public at traffic facilities/ offices/ DLTC	<ul style="list-style-type: none"> <li>• <b>Golden Rules</b> related to protection of self and public</li> <li>• Standard operational PPE</li> <li>• Maintain a distance of at least 1 metre from members of the public</li> <li>• No additional PPE required, use other control measures.</li> </ul>
Routine activity involving interaction with the public	<ul style="list-style-type: none"> <li>• <b>Golden Rules</b> related to protection of self and public</li> <li>• Standard operational PPE</li> <li>• Maintain a distance of at least 1 metre from members of the public</li> <li>• No additional PPE required, use other control measures</li> </ul>
Managing a non-compliant member of the public where physical contact is expected	<ul style="list-style-type: none"> <li>• <b>Golden Rules</b> related to protection of self and public</li> <li>• Standard operational PPE required</li> </ul> In addition: <ul style="list-style-type: none"> <li>• Surgical mask</li> <li>• Helmet with visor, or Goggles, or Visor</li> <li>• Disposable gloves</li> </ul>
Fire Services	
Fire-fighters	<ul style="list-style-type: none"> <li>• <b>Golden Rules</b> related to protection of self and public</li> <li>• Standard operational PPE</li> <li>• Any additional PPE will be risk assessment dependent</li> </ul>
Disaster Risk Management	
General duties involving public at office	<ul style="list-style-type: none"> <li>• <b>Golden Rules</b> related to protection of self and public</li> <li>• Standard operational PPE</li> <li>• Maintain a distance of at least 1 metre from members of the public</li> <li>• No additional PPE required, use other control measures.</li> </ul>
Routine activity involving interaction with the public	<ul style="list-style-type: none"> <li>• <b>Golden Rules</b> related to protection of self and public</li> <li>• Standard operational PPE</li> <li>• Maintain a distance of at least 1 metre from members of the public</li> <li>• No additional PPE required, use other control measures.</li> </ul>
Managing a non-compliant member of the public or where physical contact is expected	<ul style="list-style-type: none"> <li>• <b>Golden Rules</b> related to protection of self and public</li> <li>• Standard operational PPE</li> </ul> In addition: <ul style="list-style-type: none"> <li>• Surgical mask</li> <li>• Helmet with visor, or Goggles, or Visor</li> <li>• Disposable gloves</li> </ul>
Mortuary workers	
Preparing the body for burial	<ul style="list-style-type: none"> <li>• <b>Golden Rules</b> related to protection of self and public including hand hygiene before and after handling the body</li> <li>• Standard operational PPE</li> <li>• Use appropriate PPE according to the level of handling of the body, including a mask, disposable gown and gloves.</li> <li>• Respiratory protection (masks)</li> <li>• Eye protection</li> </ul>
Putting the body in the grave	<ul style="list-style-type: none"> <li>• Gloves</li> <li>• Wash hands with soap and water after removal of the</li> <li>• gloves once the burial is complete</li> </ul>

**Dispose of all PPE in an infectious waste container.**

WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITISER AFTER REMOVING GLOVES AND AFTER REMOVING ALL PPE



**GAUTENG**  
PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

Issued by Gauteng Department of Health  
on 6 April 2020