

## **Standard Operating Procedure (SOP) for Self-Isolation in Response to COVID-19**

### **Purpose**

In view of the ongoing spread of COVID-19 across South Sudan and the increasing risk that members of the NGO community will have to deal with these amongst their own staff, the South Sudan NGO Forum shares the following SOP outlines self-isolation, adapted from one of our members, also known as self-quarantine, measures to reduce the risk of transmission of potentially or confirmed infected individuals and people entering the country from abroad.

All individuals who have travelled from overseas in the last 14 days **OR** are experiencing symptoms fitting the case definition for COVID-19 **OR** have tested positive for COVID-19 should go under self-isolation for 14 days.

### **Who is required to self-isolate?**

Individuals should self-isolate if they:

- Were in contact with a person sick with COVID-19 infection
- Travelled overseas in the past 14 days
- Are experiencing symptoms and meet the case definition of COVID-19
- Are advised by their healthcare provider to self-isolate

### **Getting to the home or apartment**

- Individuals must always wear a mask while travelling to the guesthouse.
- Once at the guesthouse, individuals must restrict all activities outside of the house/apartment, except for seeking medical care.
- You may not go to the office, market, gym, social gatherings, or anywhere outside of the designated isolation area<sup>1</sup> unless going for medical treatment. You should not use any transportation unless going for medical treatment.
- If you need to seek medical care, call ahead and make sure you wear a mask when attending.
- International staff returning to South Sudan and with a duty station outside of Juba or scheduled field assignment, must self-isolate in Juba for 14 days, have no signs or symptoms, and receive medical clearance before they are permitted to travel to their field location.

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<sup>1</sup> Your room at a shared guesthouse or an apartment.

### **Taking precautions while in self-isolation**

- Remain separated from others.
- If you must receive essential visitors inside the isolation area, wear a surgical mask and maintain a distance of at least 2 meters.
- Avoid shared or communal areas and wear a surgical mask when moving through these areas.
- For those living in shared accommodation, ensure you identify and assign a dedicated bathroom (including notice on the outside).
- Do not have a cleaner work in the isolation area during your self-isolation. You are responsible for cleaning the isolation area. All laundry must be done by you and following strict protocols as set out below.
  - Before leaving for the laundry facility, provide advance notice so that no other person is using the facility.
  - Always wear a surgical mask and gloves.
  - If possible, do not shake dirty laundry. This will minimize the possibility of dispersing virus through the air.
  - Wash items in accordance with the manufacturer's instructions. If possible, wash items using the warmest appropriate water setting for the items and dry items completely.
  - Before leaving the laundry facility, use warm water and soap to clean all surfaces that you touched including the wash machine door, handle and setting and then apply a disinfectant solution.
  - Be sure to wash your hand before and after doing laundry.
- All tissues should be disposed of in the toilet and not in the trash.
- Food and water deliveries should be left outside your isolation area for collection by you when the person delivering has reached a distance of at least 2 meters.
- People who do not have an essential need to be in the isolation area should not visit while you are in isolation. Social visits are not permitted. If someone must visit the isolation area for medical care or security reasons, the individual in isolation must always wear a mask and remain 2 meters away as much as is feasible.
- Do not visit the gym.
- If you are not displaying symptoms and if there are no other people around, you may walk around outside the isolation area.
- You may sit outside the isolation area if other people are not around. If you are showing symptoms, be sure to clean any surfaces you touched (tables, chairs, door handles) before you depart.
- Keep the same distance from animals as you would a human.

### **Wash your hands**

You should wash your hands often and thoroughly with soap and water for 20 seconds, especially:

- Before entering an area used by other people.
- After using the bathroom.
- After coughing or sneezing.
- Before putting on and after removing face masks.
- Before preparing food and before eating.
- After handling cash.

### **Wear your mask properly**

Make sure it covers your nose and mouth and always avoid touching your mask unnecessarily. Follow CDC guidance [how to properly put on and take off a mask](#).

### **Monitoring your symptoms while in home isolation**

- Take your temperature with a thermometer two times a day and monitor for fever.
- Notify the Covid-19 focal person if you have a fever. A fever of 38C/100.4F fits the case definition of COVID-19 and is reason for concern.
- Notify the Covid-19 focal person if you develop a cough, trouble breathing, or shortness of breath.
- Notify the Covid-19 focal person if you experience other symptoms that fit within the evolving case-definition.

If you are experiencing symptoms, seek medical attention, but call 6666 first: seek medical care right away if your illness is worsening (for example, if you have difficulty breathing).

\*\*Call your doctor before going in: before going to the doctor's office or emergency room, call 6666 ahead and tell them your symptoms. They will tell you what to do.

- Wear a facemask: if possible, put on a facemask before you enter the vehicle transporting you to the health facility and while inside the health facility. If you cannot put on a facemask, try to keep a safe distance from other people (at least 2 meters). This will help protect the driver and people in the office or waiting room.
- Follow the instructions of your healthcare provider
- If you develop emergency warning signs for COVID-19 get medical attention immediately. Emergency warning signs include\*:
  - Difficulty breathing or shortness of breath.
  - Persistent pain or pressure in the chest.

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- New confusion or inability to arouse.
- Bluish lips or face.
- \*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

### **Maintaining your mental health while in isolation**

- Keep up a normal daily routine as much as possible.
- Make clear arrangements with your supervisor to work from home to establish a routine to your day.
- Keep in touch with family members and friends via telephone, email or social media.
- Exercise regularly within the isolation area.
- Limit the amount of time you spend reading or watching media reports on COVID-19 and use credible information sources.

### **When to discontinue home isolation**

People with COVID-19 or at risk of COVID-19 can stop home isolation under the following conditions:

- If you will not be tested to determine if you are still contagious, you have had no fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers)  
**AND**
- Other symptoms have improved (for example, when your cough or shortness of breath have improved)  
**AND**
- At least 7 days have passed since your symptoms first appeared

If you will be tested to determine if you are still contagious, you can leave home after these three things have happened:

- You no longer have a fever (without the use medicine that reduces fevers)  
**AND**
- Other symptoms have improved (for example, when your cough or shortness of breath have improved)  
**AND**
- You received two negative tests in a row, 24 hours apart.