How is COVID-19 spread?

The virus can spread from person to person through:

- close contact with a person who is infectious (including in the 48 hours before they developed any symptoms)
- contact with the droplets from the infected person’s cough or sneeze (if they did not cover their mouth)
- touching objects or surfaces (like doorknobs, lift buttons or tables) that have droplets from an infected person, and then touching your mouth or face.

COVID-19 is a new infectious disease, so we do not have any immunity. This means that COVID-19 is spread widely and quickly.

Most people with COVID-19 get it from people who have symptoms. Either when they have symptoms or in the two days prior to symptoms developing.

What are the symptoms of COVID-19?

Symptoms of COVID-19 include:

- fever (37.5 °C or higher)
- cough
- sore throat
- shortness of breath (difficulty breathing)
- loss of taste
- loss of smell.

Other reported symptoms of COVID-19 include fatigue, headache, runny or blocked nose, muscle pain, joint pain, diarrhoea, nausea/vomiting and loss of appetite.

The time between when a person is exposed to the virus and when symptoms first appear is usually 5 to 6 days, although this may range from 1 to 14 days. For this reason, people who may have been in contact with a person with COVID-19 are asked to self-isolate for 14 days. Even if you have a negative test during these 14 days, you must remain in self isolation.

On arrival to the Hotel, what should I do?

- Perform hand hygiene with alcohol hand rub and put on a surgical mask at the entry door to the quarantine hotel
- Participate in screening: temperature check and screening questions at the front entry
- Report to your Supervisor or team leader and inform them if you have not worked in this quarantine hotel previously
- Undergo orientation for infection prevention and control: how to protect yourself from COVID-19
Information for Security Staff – Quarantine Hotels

Your health is our priority

- Collect radio, check frequency and volume
- Collect personal protective equipment (PPE) kit – zip lock bag containing 3 sets of gloves, 3 face masks and PPE education sheet
- Participate in the mandatory COVID-19 surveillance saliva swabbing

When can you remove your mask?
- There are allocated areas where you do not wear PPE while eating and drinking
- Perform hand hygiene, remove your mask, and immediately discard it. Perform hand hygiene again before you eat and drink
- A new mask is put on immediately when you have finished and eating and drinking.
- You will also need to perform hand hygiene and remove your mask for the COVID-19 surveillance saliva swabbing. A new mask is put on immediately when you have finished.

What hygiene rules do I need to follow when I go to the floor I am allocated?
- Perform hand hygiene prior to getting into the lift
- Be aware of how many people are allowed on the lift at one time
- Check if hotel guests are being processed and will also be using the same lift
- Maintain physical distancing from all people

What PPE do I need to use while I am providing Security on the floor I am allocated?
- You are always required to wear a mask when providing security on every floor and other assigned locations, including when sitting or walking around the floor
- Maintain physical distancing from all people, including the other security, hotel, police and health staff
- Perform hand hygiene before leaving the floor and getting into the lift

What to do if a guest comes out of their room
- Maintain physical distancing from the guest
- Report guests who continue to open the door, come out of their room or take photos of security staff to the duty police officer at the Hotel

What do I do prior to breaks?
- Clean the chair you are sitting on
- Perform hand hygiene
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What to do at the end of the shift

• Check that there is an adequate supply of PPE and alcohol hand rub – report to Supervisor/team leader if you require any additional supplies of alcohol hand rub or masks
• Perform hand hygiene
• Clean security equipment – start cleaning the earpieces. Work your way down to clean all parts of the equipment. The equipment should be left to dry.
• Perform hand hygiene
• Only remove your mask when leaving the hotel (hotel entry)

Sharing break out/meal rooms with other staff

• Avoid crowding, attempt to schedule breaks in advance with your supervisor
• If the room capacity is limited, consider choosing an alternative space or if time permits wait for others to leave the area
• Where possible, the security supervisor should perform random checks of activity in these areas when security staff are in shared spaces to make sure the number of people in the room is limited
• Ensure availability of detergent/disinfectant wipes for cleaning of surfaces such as high touch points and equipment such as taps, kettles, fridge handles and microwaves etc.
• Ensure shared spaces are kept clean and tidy after use
• Remove items that cannot be cleaned or wiped down (including magazines and clutter) from these shared spaces
• Perform hand hygiene before exiting the area and put on a mask

When you are wearing a mask

Do not:
• Touch your mask or face as you may contaminate yourself
• Pull your mask below your nose or chin
• Leave it hanging around your neck or on top of your head
• Put the same mask on after you have removed it

Do:
• Change your mask if it becomes moist
• Change your mask if it is sprayed or splashed on
• Immediately perform hand hygiene if you accidentally touch the mask
• Put it immediately in the rubbish bin when it is removed and perform hand hygiene