

## SAMPLE Standard Operating Procedures for Community Agents during Ebola Outbreak



**“Keep Safe - Keep Serving”**

**Liberia: Updated Sept 25 2014**

**This document is intended to provide advice on infection prevention and control practices in the community. As the Ebola outbreak evolves, the document will need to be adapted accordingly.**

### 1. Primary role for community agents:

- All community agents will serve as liaisons between households, community leaders, and the health care system in limiting transmission of Ebola disease.
- Conduct dialogue to groups and individuals on prevention of transmission and protecting self while caring for others.
- All community agents should work in pairs to ensure adherence to recommended protocols. A pair of agents will cover 20 households.
- Visit all households in catchment once per week to conduct surveillance respond to community quarries.
- Initiate a clear Ebola response plan for suspected cases as defined by your community and health centers.

### 2. Supplies:

- Each community agent should designate a separate place in their home for storage and disinfection of equipment, preferably behind a closed door. Nobody else in the household should touch this equipment.
- All community agents should be provided with the following supplies:
  - 3 buckets: 1 for disinfection; 1 for personal hygiene; 1 for hand hygiene
  - Chlorine granules or liquid bleach
  - Spray bottle
  - Soap
  - Scrubs if possible, or dedicated clothes for the job
  - Reusable face shield
  - Rain boots
  - Alcohol based hand sanitizer (1 bottle per day)
  - Emergency kit: waste bags, gloves
  - 1 pair of reusable rubber gloves or “Mind your business” plastic bag and rubber bands to keep the plastic bags in place

- Matches

3. Patient visits, Agent should:

- Not enter household
- Keep distance during interview
- If the community agent must provide something (such as medications or supplies) to the family, put the object down and let the family member collect it.
- Not ever touch the patient or family member and keep a distance of 1-2 meters (3-6 feet) at all times.
- Always wash hands with soap and water, 0.05% chlorine or bleach water, or use alcohol based hand sanitizer before and after every visit with a patient or caregiver.
- Removing PPE at the end of the shift, always work in pairs using the following steps:
  - Wash hands with soap and water, or 0.05% chlorine or bleach water or alcohol based hand sanitizer.
  - Spray boots, including bottom, with 0.05% chlorine or bleach solution (see annex for preparation of 0.05% chlorine)
  - Remove boots, without using your hands.
  - Sanitize hands with alcohol-based hand sanitizer.
  - Remove the face shield by grabbing the side of the head band and moving the shield downwards and away from the face. Drop the face shield in the 0.05% chlorine or bleach water.
  - Sanitize hands with alcohol-based hand sanitizer.
  - Remove scrubs.
  - Immediately shower.
  - Allow items to sit in 0.05% chlorine or bleach solution for at least 30 minutes. Use rubber gloves to pull items out of bucket. Wash with water and allow to dry.
- In the event of emergency, if patient contact happens unexpectedly or accidentally:
  - Perform hand hygiene immediately.
  - Pull out your emergency kit.
  - Put on gloves.
  - Remove contaminated items.
  - Remove PPE in the following sequence:
    - Sanitize gloved hands with alcohol-based hand sanitizer
    - Remove gloves
    - Sanitize hands with alcohol-based hand sanitizer
    - Remove the face shield by grabbing the side of the head band and moving the shield downwards and away from the face. Place face shield in waste bag
    - Go home immediately

- Spray boots, including bottom, with 0.05% chlorine or bleach (see annex for preparation of 0.05% chlorine or bleach)
- Empty contents of waste bag into 0.05% chlorine or bleach bucket
- Remove boots, without using your hands
- Sanitize hands with alcohol-based hand rub
- Take off remaining clothing and place in 0.05% chlorine or bleach
- Shower immediately
- Allow items to sit in bleach for at least 30 minutes. Use rubber gloves to pull items out of bucket. Wash with water and allow to dry in the sun.

## Chlorine or bleach solution

Chlorine solution	How to Make	Uses
0.5%	70% HTH Chlorine Powder : 10 spoons of chlorine powder in 20 Liters of water (approximately 5 gallons) of water	Disinfection of: - Body fluids, excreta, vomit, etc. - Corpses - Toilets and bathrooms - Gloved hands - Floors
	3.5% Liquid Bleach: 2 spoons in 20 Liters of water	
0.05%	70% HTH Chlorine Powder: 1 spoon of chlorine powder in 20 Liters (approximately 5 gallons) of water	Disinfection of: - Bare hands, skin and shoes. - Thermometers. - Laundry. - Plates, cups and eating utensils.
	3.5% Liquid Bleach: 1 liter of 0.5% solution in 10 Liters water	