



BRAHMA KUMARIS

OPERATION'S GUIDE FOR BRAHMA KUMARIS CENTERS DURING COVID-19

Our objective is to provide guidelines for Brahma Kumaris centers so they can safely reactivate face-to-face activities during the current emergency, as long as local government authorities allow it.

The center's activities will be mostly offered online. The return to face-to-face activities must guarantee the health of students, teachers and general population.

The following provisions must be complemented to the guidelines given in each country.

General guidelines:

- ❖ All sanitary measures will be followed in order to protect the health of all people, maintaining a welcoming environment with warmth and respect, avoiding any action of discrimination or rejection.
- ❖ If a person does not comply with the measures stated here, they must leave the facilities, because they put themselves and the people with whom they interact, at risk.
- ❖ Access will not be granted to a person with symptoms or signs of cold or flu, or fever.
- ❖ No face-to-face activities will be carried out in case of lack of potable water service in the facilities.
- ❖ The hand washing instructions, the correct way to cough or sneeze, will be kept available and visible; the correct way to use and remove the mask (chinstrap) in the visible places of the facilities
- ❖ The center will keep available and visible the hand-washing instructions, the correct way to cough or sneeze; the correct way to use and remove the mask (chinstrap) and will place them in visible places of the facilities.

- ❖ Utensils for eating food will not be shared, without prior disinfection.
- ❖ The use of spaces that are suitable for gathering people to talk, such as benches, cement chairs and green areas, will be eliminated in order to maintain the appropriate distance suggested by the WHO authorities.
- ❖ There will be no activities such as celebrations, meetings and other crowds that do not allow strict compliance with social distance measures of 1.8m between one person and another.
- ❖ The use of home deliveries will be encouraged.

Use of space protocol:

- ❖ Chairs must be accommodated in order to maintain the 1.8 meter distance between each person in the classrooms. If this is not possible, all people who attend must wear a mask or other types of face covers.
- ❖ The spaces in the center (office, kitchen, dining room, etc.) can only be occupied at 50% capacity.
- ❖ Green areas such as gardens, patios, etc. can be used maintaining social distancing of 1.8 meters between each person.
- ❖ If people have to line up to enter the site, to receive food, or for the use of restrooms, the floor must be marked to indicate appropriate distancing.
- ❖ They should not be used for activities with several people, places that do not have ventilation mechanisms. Natural ventilation should be preferred without generating sharp currents. In case of not having this, it will be essential to maintain the air conditioning with replacement of filters according to the specifications of each system.
- ❖ Areas with no ventilation mechanisms should not be used for activities with a group of people. Natural ventilation should be preferred without sudden wind currents. If not available, it will be essential that the air conditioning be maintained following the specifications of filter replacement according to the manufacturer's specifications.
- ❖ Every place to which outsiders have had accesses should be disinfected every time the session or class has ended. This includes microphones, furniture surfaces, the floor, and door handles.

Entrance to the facilities protocol:

- ❖ Temperature will be taken to all students who attend face-to-face activities at the center.
- ❖ Shoes should be removed and placed in an appropriate location. It is suggested to have a shoe disinfection kit (This system to clean sole shoes is used at the entrance door of buildings, etc.)
- ❖ Hands should be washed and/or put a hand sanitizer (alcohol gel) as soon as they enter the facilities.
- ❖ Sitting must keep the distance of 1.8 meters (6 feet) between each person.

Protocol to follow while on the premises:

- ❖ When sneezing or coughing people should cover their mouth with their forearm.
- ❖ People should maintain a low tone of voice, being that when they raise their voice, droplets of saliva (droplets) spread more strongly.
- ❖ If transactions are made with cash, both people involved should wash their hands with soap and water immediately after completing the transaction, before carrying out any another activity (scheduled or unscheduled).
- ❖ Crowds are not allowed within the facilities; therefore, each person should try to keep the distance of 1.8 meters even when talking or in a meeting with other people. If this is not possible, all people should wear a mask or a type of face cover.
- ❖ Each person who attends classes must have a personal pencil that can be disinfected for their individual use.
- ❖ Each volunteer is responsible for disinfecting their workplace, tablets, computers, especially the most frequently used surfaces and abiding by distance in service spaces.

Protocol to leave the premises:

- ❖ People should make sure to take all their personal items with them when leaving the facilities.
- ❖ People should put back on their shoes only when they are near the center exit.
- ❖ People must put in the trash can the disposable masks, gloves, etc.

Cleaning and disinfecting protocol:

- ❖ Every place to which visitors have had accesses should be disinfected every time the session or class has ended. This includes microphones, furniture surfaces, the floor, and door handles.
- ❖ Regularly wash and disinfect floors, walls, doors and windows, and increase these activities on the surfaces of closets, cabinets, railings, handrails, door handles, light switches, doors, drawers, door stops, furniture, bicycles, cars and all those elements with which people have constant and direct contact.
- ❖ Cleaning and disinfection must be carried out trying to follow these steps: dust removal, washing with soap and water, rinsing with clean water and disinfection with household products.
- ❖ As for food and products purchased in the supermarket, they must be placed in the fridge or pantry after being washed or disinfected.
- ❖ Take into account the five WHO rules for safer food: cleaning of areas and elements used for preparation; separate raw foods from cooked; cook thoroughly; keep food at safe temperatures, and use water and raw materials suitable for consumption.
- ❖ **Waste management:** Handkerchiefs, personal protection elements, masks and any other disposable items that people use to comply with the “respiratory etiquette”, will be deposited in separate containers, protected with a lid, labeled and if possible, operated by pedal. The waste will be collected daily.

Protocol with positive and suspicious cases:

- ❖ If a resident of the center or a visitor appears with a positive result for COVID-19, it will be reported to the respective health agency and an epidemiological fence will be carried out identifying those who had close contact in the last fourteen days so that they can also be tested.
- ❖ Each person, whether they have COVID-19 or are suspected of having it, will remain in confinement for fourteen days as long as they do not have a medical certificate that guarantees their return prior to that period.

Resources needed:

- ❖ There must be a hand sanitizer (alcohol gel) dispenser at the entrance of the center.
- ❖ A device to take the temperature (infrared or laser thermometer).
- ❖ A piece of furniture or an appropriate place to leave shoes near the entrance to the center.
- ❖ Restrooms must be equipped with toilet paper, antibacterial soap, alcohol or a gel solution with a composition of at least 70% alcohol.
- ❖ Paper towels for hand drying or electric hand dryer in good condition, as well as drinking water.
- ❖ Supply of masks to provide those who do not have one.
- ❖ Locate hydration points with the use of personal or disposable cups to encourage continuous hydration.
- ❖ Trash can with lid to dispose of gloves, masks and any other disposable materials used for compliance with the “respiratory etiquette”.

Infographics to print and place in visible places:

<https://www.paho.org/es/documentos/infografia-limpia-tus-manos>

<https://www.paho.org/es/documentos/infografia-limpia-tus-manos-con-agua-jabon>

<https://www.paho.org/es/documentos/infografia-sobre-uso-mascarilla>

<https://www.paho.org/sites/default/files/2020-04/covid-19-epp-es-360px-1-2.png>

How to take off the mask

<https://www.paho.org/es/documentos/infografia-como-ponerse-equipo-proteccion-personal>

<https://www.paho.org/es/documentos/infografia-limpia-tus-manos-cuando>

<https://www.paho.org/es/documentos/infografia-que-epp-usar-que-situacion>

<https://bvsalud.org/es/> Virtual Library by country.

<https://www.observatoriorh.org/> Online courses and information on COVID 19