



# KIS GUIDELINES ON COVID-19 SELF QUARANTINE

## **INTRODUCTION:**

Coronavirus disease 2019 (COVID-19) is defined as an illness caused by a novel coronavirus which was first identified in China in December 2019. It was initially reported to the World Health Organization (WHO) on December 31, 2019 and on March 11, 2020, the WHO declared COVID-19 a global pandemic.

You can get infected with Coronavirus if an infected person sneezes or coughs and their droplets come into contact with you and you can also get infected if you touch a surface that is contaminated with Coronavirus and then you touch your eyes, nose and/or mouth.

Coronavirus is dangerous, spreads quickly and can lead to death. Its signs and symptoms include Fever, Cough, Sore throat, difficulty in breathing and other flu-like symptoms such as running nose, sneezing and body weakness.

In light of the foregoing and bearing in mind the gravity of the situation, KIS constituted a crisis management team which came up with measures such regular hand washing, hand sanitizing, observing social distancing, using nose and mouth masks, temperature screening and immediately isolating any staff who is confirmed or suspected to have been in contact with a COVID-19 confirmed case to mitigate the impact of the pandemic on the company and the community.

Below are guidelines to KIS staff who may be required to undergo a 14 days mandatory isolation/quarantine to ensure safety of fellow staff at workplaces and/or the community.

## **What does self-quarantine mean?**

This is a transparent self-restriction of persons' activities when they are not ill with COVID-19 for the purpose of protecting unexposed members of the communities from contracting the disease should any at risk become sick.

This is particularly important for persons who may have been in contact with a person who has symptoms of COVID-19 or is suffering from the disease or has travelled from one of the areas with high transmission of COVID-19.

This means one will stay at his/her home, hotel room or any identified accommodation **without** mixing with family members, work mates or the general public for the period of 14 days. However, they will be required to interact with surveillance officers in appropriate Personal Protective Equipment (PPE) who may come to carry out a medical check-up on them.

Self-quarantine is intended to facilitate early detection of ill health due to COVID-19 and to prevent its spread in the communities, to loved ones and/or other countries or areas.

## **Who should be quarantined by KIS?**

*Kalangala Infrastructure Services (KIS) will meet quarantine expenses for its staff under the following circumstances.*

- Staff travelling on official duty from countries/territories/areas with active transmission of COVID-19 as analyzed and designated by the Ministry of Health (refer to the list of countries) shall be in self-quarantine for 14 days.
- Staff confirmed or suspected to have been in close contact with a person confirmed to be having coronavirus disease while on duty will be quarantined for a period not less than 14 days.

## **How will staff travel from where they are to the place of quarantine?**

- Ensure that an individual is picked by **ONLY** one person who should have a face mask.
- They **“SHOULD NOT”** sit on the co-driver’s seat (Maintain at least 1 meter between yourself and the driver).
- Ensure adequate ventilation throughout your trip
- Avoid contact with the driver.

## **How to identify staff that “MUST” be quarantined. (where to draw the line)**

- a) Staff that have previously returned from categorized countries.
- b) Staff that have been linked/ interacted with COVID-19 confirmed cases and their associates.
- c) Staff that have been linked/interacted with suspects/contacts (i.e. primary/direct, secondary, and tertiary contacts)
- d) Staff that are exposed through any other means apart from the above.

KIS may require any of the above categories of staff to self-quarantine/isolate for a period not less than 14 days.

## **Who benefits from company paid self-quarantine?**

Any of the above categories who have been potentially exposed during execution of their designated duties either at work or during work related travel.

Any staff who cannot effectively isolate at his/her place of abode

## **Who does not benefit from KIS paid quarantine?**

Any of the above categories of staff that has been potentially exposed while on personal business such as personal travel, visiting/interacting with friends, relatives, social events or travel outside working hours

Any staff member who can adequately and effectively isolate from his place of abode.

## **How to determine the convenience of place of abode**

Any place of abode that does not have adequate or a free room where a staff member can effectively isolate from his/her family regardless of the number of family members. Such staff will be eligible for isolation at KIS facility.

A place of abode that has adequate space, i.e. a free room where a staff member can effectively isolate from his /her family, such staff will be required to self-isolate at his/her home.

## **Change of status: from self-isolation at home to isolation at KIS facility.**

KIS will consider requests by staff who may want to change status of isolation. However, any staff who initially chooses to self-isolate/quarantine at his or her place of abode and thereafter wishes to change status will have to notify the KIS COVID-19 committee in writing and upon receipt of such a request, the committee shall carry out investigations about the matter before considering a particular Staff to change status from self to company paid isolation.

## **Decision making to self-isolate/quarantine staff**

### ***How to determine that a staff has been potentially exposed to COVID -19***

#### **a) During company duties**

Any staff that has been identified/traced/investigated by the KIS COVID-19 team ( refer to appendix) in liaison with the district COVID-19 task force and found to have been linked to **a case** or **direct contact/suspect** or is **a secondary or tertiary contact** during execution of company work will be required to undergo self-quarantine at company cost or can choose to isolate at home at his/her own cost.

#### **b) During execution of personal work/activities**

This exposure will be investigated/contact traced further by the KIS COVID-19 team in consultation with the district COVID-19 task force to determine the circumstances under which the affected staff was exposed and if found to have occurred outside company work, leave or working from home, the affected staff will be required to isolate at his/her cost at a place of their choice.

#### **c) Self-Declaration of exposure by staff**

Staff are required to declare any potential exposure during execution of company or private work/activities to undergo self-quarantine. Staff who declare will be further investigated by the KIS COVID-19 team in liaison district COVID -19 task force to ascertain their extent and mode of exposure and upon conclusion of such findings, a decision and eligibility for either self or company paid isolation will be determined accordingly.

## **How to be monitored during self-quarantine?**

For purposes of self-quarantine, one is required to provide His/her name, next of kin, physical address, and telephone contact. These details will guide KIS medical surveillance team in monitoring that individual while under self-quarantine for 14 days.

## **What should one do for effective self-quarantine?**

If you are under self-quarantine, you are advised to observe the following prevention and control measures:

- Stay in a well-ventilated room away from other people such as fellow staff members preferably with separate hygiene and toilet facilities. If you share the same hygiene and toilet facilities, ensure you disinfect it after use using regular household disinfectant or soap and water.
- Stay at the quarantine Centre for the entire duration of the quarantine (14 days).
- Ensure that you have adequate food, water, hygiene provisions and appropriate medical treatment for existing medical conditions while in quarantine.
- Ensure that you have the necessary communication facilities e.g. mobile telephone to communicate with family members and other people while in quarantine.
- Always wash your hands with soap and water regularly or use an alcohol-based hand rub
- Cover your nose and mouth with a handkerchief or tissue when coughing and sneezing. Throw away used tissue immediately into a dustbin or burn it and wash your hands immediately with soap and water or an alcohol-based hand rub. The handkerchief must be washed and ironed by you daily.
- Stay away from pets, as there is a chance that humans can pass the disease to them
- Avoid sharing toothbrushes, utensils, dishes, drinks, towels, clothes, or bed linen with anybody in your home.
- Clean and disinfect frequently touched surfaces such as doorknobs/handles, bedside tables, bedframes, and other bedroom furniture daily with regular household disinfectant or soap
- Clean and disinfect bathroom and toilet surfaces at least once a day with regular household disinfectant or soap.
- If you develop symptoms of acute respiratory infection, including fever, cough, sore throat and difficulty in breathing, please call for immediate help on the telephone numbers below.

## **What happens if one does not comply with self-quarantine orders?**

If a person is suspected to have breached the guidelines they had voluntarily agreed to follow, KIS team in liaison with the District task force will work closely with the person to ensure that they understand their obligations. They will also be helped to appreciate the importance and seriousness of self-quarantine under the current global COVID-19 threat. All those who will not comply with these guidelines will be dealt with as provided for in the laws of Uganda.

## **What should one do to keep their spirit up while in self-quarantine?**

Being under quarantine can be frightening. The following should be done to reduce anxiety:

- Talk to the other members of the family about the COVID-19. Understanding this disease will reduce anxiety.
- Reassure Staff using age-appropriate language.
- Think about how you have coped with difficult situations in the past and reassure yourself that you will cope with this situation too. Remember that quarantine will not last for long.

- Keep in touch with family members and friends via telephone, email or social media.
- Stock plenty of materials to read to keep your mind occupied.
- Exercise regularly from your quarantine area.
- Ensure that you drink at least 8 glasses of water every day to keep hydrated.
- Eat all your meals in a timely manner.

### **What happens when one completes the 14 days of self-quarantine?**

- If you complete the 14 days of self-quarantine without any symptoms, the District task force/health authorities will formally discharge you from follow up and you will be free to go about your usual activities.
- A medical certificate of completion of self-quarantine will be issued to you.

### **Engagement with third parties**

KIS COVID -19 Committee discourages staff from direct engagement/contact with third parties during this pandemic. Staff are encouraged use mobile communications, emails or other online forums. if extremely necessary, both the client/third party and staff must wear full PPE such as nose masks, gloves, sanitize and practice social distancing.

### **What happens if one develops symptoms during the 14 days of self-quarantine?**

If at any time during your 14 days of self-quarantine, you develop symptoms, you should seek medical attention immediately by calling the following officers:

**Mr. Atek Kagirita on 0782-909-153 or 0703-592-552, Bernard Lubwama on 0782-783-499, Dr. Allan Muruta on 0772-460-297 or call the Ministry of Health toll free lines on: 0800-100-066, 0800 203033.**

### **Appendix**

#### ***KIS COVID -19 TEAM***

##### ***A) KALANGALA***

- 1. Phillimon Atiye*
- 2. Bruno Mugabe*
- 3. Joseph Mulindwa*

##### ***B) KAMPALA***

*Daniel Namakola*  
*Ken Mwesigwa Rwomushana*  
*Phillimon Atiye*

**Signed:**



**JOHN OPONDO**  
***Managing Director***