1. **Purpose**

   The purpose of this Standard Operating Procedure (SOP) is to assist Robben-Island Museum (RIM) to manage the medical waste that is generated during to coronavirus pandemic. Disposable PPE that is worn during the COVID 19 pandemic shall be treated as medical waste. To manage medical waste effectively and efficiently through the process of handling, storage, transport, treatment and safe disposal.

2. **Allocation of Medical Waste Bins**

   2.1 The Occupational Health and Safety (OHS) Unit shall be responsible for the allocation of the medical waste bins. The OHS Unit shall allocate 50-litre medical waste bins at:

   - a) Two at Nelson Mandela Gateway
   - b) One at Jetty One
   - c) One at Quay 501
   - d) One at the Clock Tower
   - e) Medical waste bags on the busses
   - f) Medical waste bags on the ferry
   - g) Robben Island

3. **Disposal of Infectious Waste**

   3.1 The OHS Unit shall not reuse any medical containers and medical bins

   3.2 Medical waste generated from the island and the mainland shall be treated as isolation waste

   3.3 Medical waste shall be placed in a cart board box fitted with 2 red liners (double bagged)

   3.4 The inner bag must be sealed with a cable tie when ¾ full

   3.5 The 2nd liner must then also be cable tied and the box to be closed and sealed with tape. Duct tape preferable as it is very durable than other adhesives

   3.6 The box shall be marked" COVID-19" before transport by a designated service provider
3.7 Make sure that cart board boxes, bins do not leak any fluids, and must be wiped with 0.05% chlorine solution before being stored or removed.

4. Disposal of Sharps
4.1 All sharp waste such as lancets, blades, needles, syringes etc. shall be discarded in 5-litre sharps container is that is used by the RIM Clinic
4.2 The sharp container must be sealed once ¾ full

5.1 The OHS Unit shall use a 20-litre pharmaceutical waste container 9 (green colour) for the disposal of Pharmaceutical waste
5.2 All used stock must be discarded and NOT to return to any pharmacy/ service provider
5.3 Empty clinic stock container/s must be discarded into this container
5.4 The pharmaceutical waste container/s must be sealed when ¾ full.
5.5 The container must be marked “COVID-19”.
5.6 A designated waste management service provider will collect the waste at a central collection point at NMG and it will be transported to their facility for incineration
5.7 The designated service that collects the medical waste must be labelled with a relevant bio-hazard symbol or signs and marked “CORONA VIRUS or COVID-19 and should be stored from other wastes that were already generated.
5.8 Waste management companies must ensure that disposable waste to be managed at a licenced waste disposable site

6. COLLECTION, TREATMENT AND TRANSPORTATION OF COVID-19 ISOLATION WASTE
6.1 The Clinic staff will communicate with SHEQ Officer via email prior to the waste collection, this information shall include:
   a) Number of COVID-19 sharps and other COVID-19 containers to be collected.
   b) Number of COVID-19 waste bins to be collected
   c) Any replacement required
6.2 Always put “COVID-19 WASTE COLLECTION” as a heading in your email
6.3 On collection a separate waste manifest document shall be made available to the Health Care facility (RIM Clinic) indicating the volume of COVID-19 waste removed.

6.4 The Nurse shall record the medical waste on the waste management register.

6.5 The Nurse shall register the medical waste on the Integrated Pollutant Waste Management Information System each month irrespective whether any was collected or generated.

6.6 The Health Care Waste officer (Nurse/SHEQ Officer) or designated representatives at the facility shall witness the collection at times of the waste collection.

6.7 All collection frequencies will be arranged internally between the OHS Unit and the designated Medical Waste Management Service.

6.8 It is therefore crucial that COVID-19 isolation waste is routinely monitored during storage.

7. **TRAINING**

7.1 Training of staff on this SOP is important.

7.2 This SOP will also form part of the training program.

7.3 Training in this regard will ensure the correct management of medical waste during the COVID 19 pandemic.