# Small Doable Actions for Improving Household Water, Sanitation, and Hygiene Practices

Job Aids for Village Health Teams, Peer Educators, and their Supervisors









#### ACKNOWLEDGEMENTS

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The job aids were adapted from similar cards previously developed for Ethiopia, Kenya, and Uganda by other team members of the USAID/Hygiene Improvement Project, including Renuka Bery, Julia Rosenbaum, Eleonore Seumo, and Elizabeth Younger. Juliet Nandawula and Julia Rosenbaum revised the counselling cards based on pretesting with selected district health officers/inspectors, village health teams, and peer educators through the MOH and USAID implementing partners Community Connector, STAR-SW, SPRING, and others. Paul Kasobya served as the graphic designer and Justin Igala as the illustrator.

#### **INTRODUCTION**

This set of job aids is designed to help a range of community- and clinic-based workers communicate effectively on water, sanitation, and hygiene (WASH) practices with priority groups, including mothers and caregivers of young children, vulnerable families, and people affected by HIV.

A vicious cycle exists between diarrhoea and good growth. Improving WASH practices—safe faeces disposal; hand washing with soap; and safe transport, handling, and storage of household water helps to prevent diarrhoeal diseases, and reduces morbidity and mortality in people living with HIV and in children under 5. Improving WASH practices, including menstrual hygiene management and the other WASH behaviours outlined above helps improve the whole family's health and quality of life, leaving more time for school, income generation, and quality of life.

WASHplus, a five-year (2010–2015) cooperative agreement (AID-OAA-A-10-00040) implemented by FHI 360 with CARE and Winrock International as core partners, is funded through USAID's Bureau for Global Health. WASHplus creates supportive environments for healthy households and communities by delivering interventions that lead to improvements in access, practices, and health outcomes related to WASH, and household air pollution. WASHplus uses at-scale as well as integrated programming approaches globally to reduce diarrhoeal diseases and acute respiratory infections, the two top killers of children under 5 years of age. For information, visit www.washplus.org or email: contact@washplus.org.

#### **CONTACT INFORMATION**

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### **USING THIS GUIDE**

As a village health team, peer educator, or clinic-based health worker, you have two tasks in using this guide:

- 1. Use improved WASH practices in your health centre, community, and home visits.
- 2. Support households to improve their WASH practices at all times. Instead of 'teaching' or 'promoting' improved WASH practices, think about helping to counsel and problem solve so the interaction ends with a commitment to adopt the new behaviour and that all households have the needed skills, confidence, and information to do so.

These cards are designed to help you do your job and remind you of key information about a range of WASH issues. All the cards are focused on improving WASH behaviours or practices, and the cards focus on doable action steps that move toward ideal WASH practice. These are your tools, specially designed by you and for you! They help remind you and help you change WASH practices for the better.

When counselling in the clinic or reaching out to households and communities, you can use the following steps:

- a. Explore current WASH practices and identify a few priority practices for improvement.
- b. Explain the behaviour you will focus on, and use the job aid card to illustrate the steps to follow.
- c. Demonstrate, if possible, or explain in an active way, how the task is performed.
- d. Encourage the caregiver or household head to try the task.
- e. Give feedback. Help solve problems or address doubts.
- f. Recognize the caregiver or household head for trying, and emphasize at least one thing they've done well. Highlight particular actions that need to be improved and show how to improve them.
- g. Get a commitment from clients that they will try the new behaviour.
- h. Follow up at the next visit.

More suggestions on being a good communicator follow below.

To identify which WASH practice to focus on, use the assessment card to determine how well the household is practicing each WASH area. Congratulate the client about existing good WASH practices, decide with the client/household which WASH practice(s) is/are feasible to improve. For most WASH behaviours, we've identified a 'menu' of small doable actions (SDA) to select from, and then negotiate.

Below is a description of the steps required to do these tasks. The individual cards that follow demonstrate how to improve specific WASH practices.

Remember, people find it hard to jump from their current practice to the ideal. It's easier to take steps towards the ideal behavior, but those steps need to seem possible to the client, and have an impact if practiced. We call these steps towards the ideal small doable actions.

#### **NEGOTIATING IMPROVED WASH PRACTICES**

Helping the client and household succeed in improving their WASH practices requires good preparation, an effective WASH negotiation session, and regular follow-up visits from outreach workers.

#### Step 1: Prepare for a negotiation session

- Review the content of the cards and bring them to the households you visit, or have them present at the clinical session.
- For each WASH behaviour, familiarize yourself with the small doable actions to assess and negotiate.

#### Step 2: Conduct an effective negotiation session

- ► Make a good contact with the client and any household members in attendance
- Greet the client and household members
- Introduce yourself and explain objectives of your visit
- Ask to talk about WASH practices with household head

#### ► Assess the household's current WASH practices

- Guided by the assessment card, ask questions and observe current WASH practices
- In the clinical session the practices may 'come up' in conversation or intake

#### ► Identify the WASH practices already implemented and congratulate the client and household members

- Compare the household's current WASH practices with the SDA on the assessment card and identify what the client and household members are already implementing
- Congratulate the client and household member for implementing the SDA
- Encourage the client and household members to continue to implement these SDA

#### ► Decide the WASH practice to be improved

If the household or client has multiple WASH behaviours that need improvement, select one behaviour to start. Make the selection based on the following criteria:

- Materials/commodities/products available to the household
- Whether it is easy to implement
- Importance/impact of practicing or not practicing the WASH behaviour
- Approval of the client

### **Steps for Effective Negotiation**

- Make good contact with household members
- Assess current WASH practices
- Identify WASH practices already implemented and congratulate household members
- Select WASH practice to be improved
- Negotiate and help problem solve the small doable action to be implemented
- Schedule and carry out follow-up visit

### Always start with what is most easy and feasible for the client and the household!

- ► Negotiate the SDAs to be implemented
- The job aid helps the clinic and outreach workers remember the SDAs—the options to select from.
- Show the counselling card you would like the client and household to try and choose an SDA based on his/her current practice and the 'biggest leap toward the ideal' that the householder feels he/she can make.
- Assess with the client what is needed to do the behaviour, and try to identify what might stand in the way of him/her practicing that behaviour. If the SDA is a skill to acquire such as treating water, drawing drinking water, etc., demonstrate and ask the client to try and give feedback.
- Ask:
  - o What might make it hard to try .... ?? [a particular WASH practice, e.g., wash your hands with running water before cooking or feeding food ...]
  - o What might make it easier to .... ?? [WASH practice]
  - o Does anyone/do you anticipate anyone will disapprove of you spending time doing [WASH practice] instead of what you currently do?
- Encourage the client and household members to try and continue to practice.
- Get a commitment to try a specific SDA before closing the session or moving on.
- Schedule a follow-up visit.

#### Step 3: Conduct a follow-up visit with the client and household members, or focus on the behaviour at the next visit

- Make a good contact with the client and household members
- Always check if it is a good time for the client and household to talk/discuss
- Ask the client to recall the SDA he/she and the household agreed to implement, and to demonstrate the behaviour if possible
- Ask if the client was successful in implementing the SDA, and revisit the questions 'What made it hard? What would make it easier?' if the client was not 100% successful
- Ascertain if the client is practicing the behaviour both consistently (every time) and correctly
- Help the client problem solve the constraints identified
- Encourage the client to continue to implement the SDA

#### Step 4: If the household/client has multiple WASH needs

• Follow up until the client successfully and consistently implements and adopts the improved WASH practice. Congratulate the client and ask him/her to continue to implement the behaviour consistently.

Negotiate a second WASH practice to be improved using the appropriate counselling cards

- Check the SDA to be negotiated for the second WASH practice and ensure the first behaviour is maintained.
- Negotiate improving the second WASH behaviour and follow up on how the household implements the improved practice.
- Continue to follow up on consistent implementation of the first improved WASH practice.

### Small Doable Actions for Safe Disposal of Faeces: How to Build a Traditional Latrine on Stable Soils

### 1. Dig pit





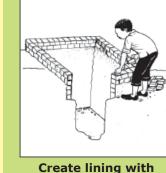
**Clear site** 



Measure site



**Dig pit** 0.6m wide, 0.9m long and 5m deep.



2. Masonry work



Put logs

Put wood or logs on top of the pit and make sure that the wood or logs extend 50 cm beyond the edge of the pit.

- The pit should be dug:
- At least 10 metres away from kitchen or homestead
- 30 metres from water sources
- In the back of the dwelling house for privacy purposes
- 3. Make a pit cover, a squatting hole and superstructure



Put mud on the pit Cover the logs or wood with mud leaving squat hole of about 12.5 cm wide and 25 cm long.



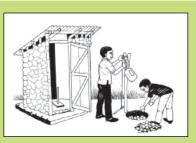
If possible, install a SanPlat to make the latrine easy to clean and look modern.



Superstructure Then construct a superstructure and a roof with locally made materials and plaster the wall with mud or cow dung.



Make latrine cover Cut a piece of timber of 17 cm wide and 30 cm long and in its centre, fix a stick of about 50 cm long with a nail to make a squat hole cover.



Make a tippy tap Hang the tippy tap on the wall or poles or tree outside.







50 cm beyond

stone or bricks

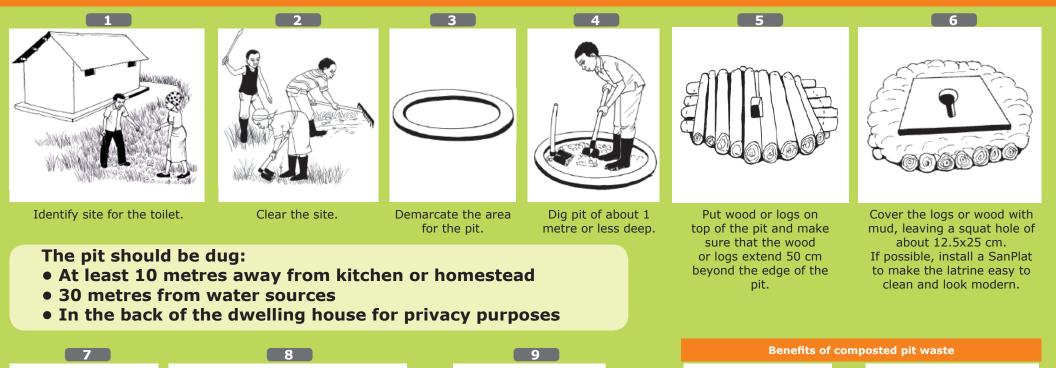
Build 10 to 20 cm

mud masonry work

above the ground.

4. Prepare a latrine cover and hand washing station

### Small Doable Actions for Safe Disposal of Faeces: How to Build a Shallow and Hygienic Latrine in Rocky and Sandy Soils





Construct temporary superstructure using bamboo.



Fix a hand washing facility with soap or ash. Pour ash in latrine weekly to reduce bad smell.

When the latrine is full, dig another pit nearby and transfer the superstructure and slab to the new pit. Cover the old pit with soil and plant a fruit tree into the full pit.





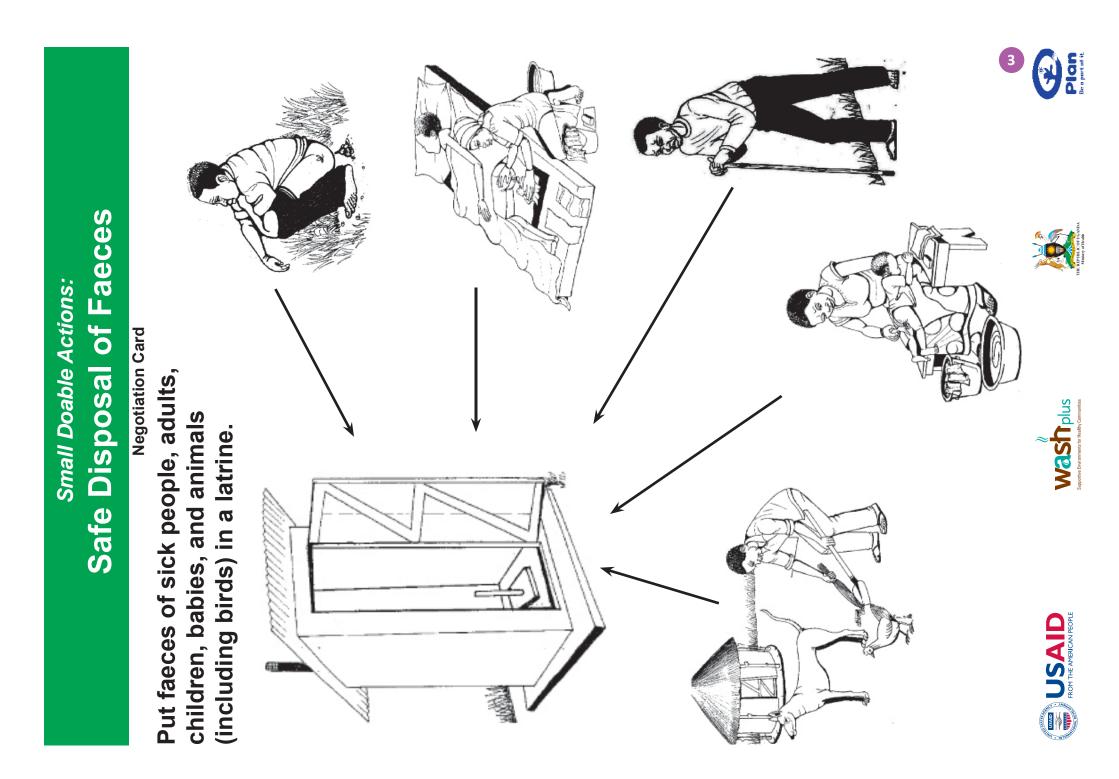
After one year (no less) the contents may be removed and the composted manure applied to a garden.

Handling fresh pit waste is a health hazard. Do not remove the contents of a pit before one year.









### Small Doable Actions for Safe Disposal of Faeces: Faeces Management

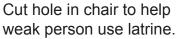
**Negotiation Card** 

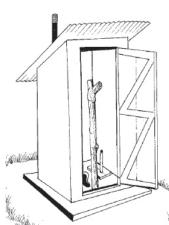
### WEAK BUT MOBILE PERSON



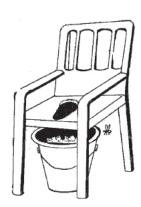
Use walking stick.

### **BEDRIDDEN PATIENT**





Add pole (or handles on wall) to latrine to help weak person squat or stand up.



Put bucket under chair with hole in seat for indoor use.



Put hand washing supplies near where sick person defecates.



Put plastic sheet (mackintosh) with a cloth on top under sick person's hips. Change cloth when soiled.



Use potty (bedpan).



Put water, soap (or ash), and clean rags next to sick person's bed. Put a little ash in bottom of potty to make emptying and cleaning easier.





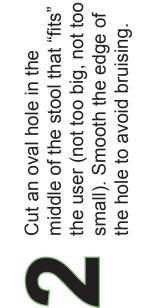




Small Doable Actions for Safe Disposal of Faeces: Making a Commode (Potty Chair)

**Negotiation Card** 





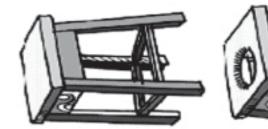


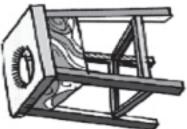
To use commode (potty chair):

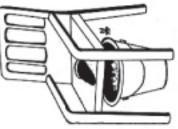


## OR

 put the stool/chair over the hole in the latrine.









Instructions adapted from "Making Adaptations Commode/Potty Chair," Hospice Africa (Uganda).

















**Negotiation Card** 



Wet your hands and lather them with soap (or ash).



Rub your hands together and clean under your nails.





Rinse your hands with a stream of water.





Shake excess water off your hands and air dry them.



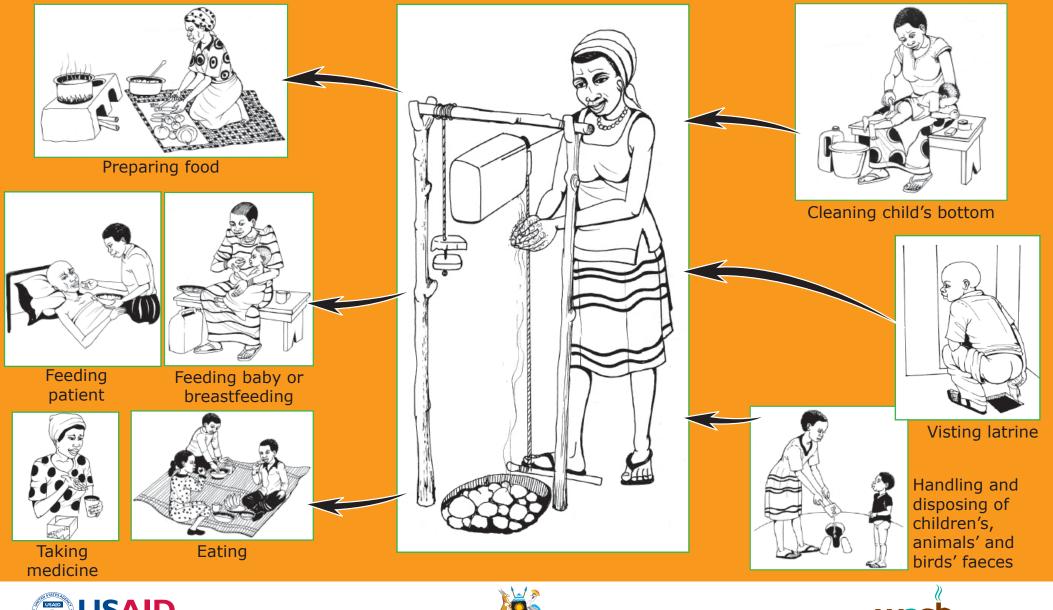




# **Critical Times for Hand Washing**

### BEFORE

### AFTER







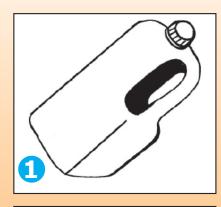


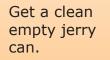
### Small Doable Actions for Hand Washing: How to Make a Tippy Tap

## Tilting Jerry Can

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Materials needed: A small jerry can with a lid (3-5 litres). 2 pieces of heavy string (60 cm) for hanging jerry can and (100 cm) for the pedestal. A thin string (60 cm) for hanging soap. Three poles, 1 suspension pole (80 cm), two standing poles preferably "Y" (150 cm). A mineral water bottle for soap protection.



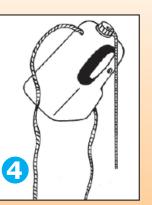




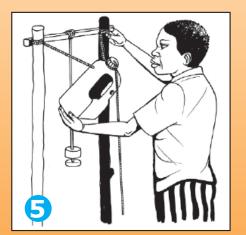
Using a nail, punch a hole on the lid for the pedestal string and at the jerry can handle for the dripping water.



Punch a hole for hanging string through the other side of the jerry can.



Place the hanging string through the nail holes and another string around the lid to attach to the pedestal.



Hang the jerry can on two fixed poles. Make hole in soap and cut the bottom off a mineral water bottle to use as a soap protector. Fix a string through them and hang on pole.



Tie solid stick to string attached to lid, long enough to reach about 10-13 cm from the ground. Step on the pedestal to tip water.

Put in place a soak pit by digging a shallow hole (60 cm wide and 30 cm deep).







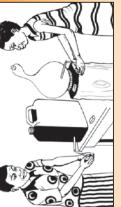


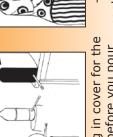




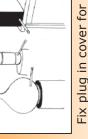
Ensure that a soak pit is put in place for the different hand washing facilities. The tippy tap can hang from or be tied to a tree, pole or shelf. Note:

To start water flow, remove container lid or plug. To stop water flow, put tight the container lid.





Fix plug in cover for the tube before you pour water in the container.

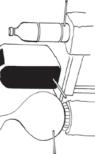




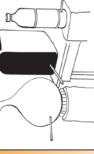
Insert hollow tube (pen, straw, casing, pawpaw step) in the hole. a rubber band can be used as a gasket between straw and receptacle.



container.







Make a hole toward the bottom of the





or mineral water bottle

Wash hands with flowing water from the tin. An

flow and tighten lid to stop

water flow.

Loosen lid to allow water

Hang bottle and washing

Fix string for hanging at the neck of the

Make a hole at bottom of

water bottle.

the mineral

bottle.

Tin can or leaky tin

m

soap on the fixed poles. Pour water in the bottle.

Use your elbow to tip the bottle facing down to allow water to flow.

Hang bottle and washing soap on the fixed poles. Pour water in the bottle.

Fix poles.

0

Punch a few holes on the mineral water bottle lid and one

on the bottle to allow in air.

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Mineral water bottle

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Taps

Tippy

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Types

Other

Make

How to

I.

Mineral water bottle

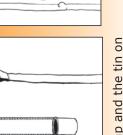
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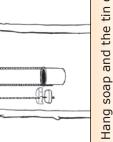
Small Doable Actions for Hand Washing:

a cup of water in the tin. An,

Pour







Hang soap and the tin on the wooden poles.

Take an empty tin, turn it over and make around 10

holes.

gourd or jerry can

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Hollow tube:

4

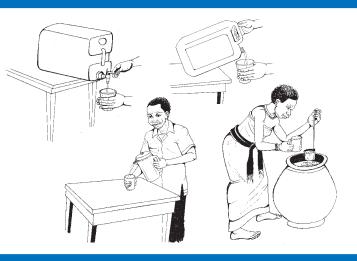
### Small Doable Actions: Taking Care of Drinking and Cooking Water

### **1** Transport

Carry your water home in a container with a lid



Serve the water without letting anything that may be dirty touch it (such as your hands or a cup)

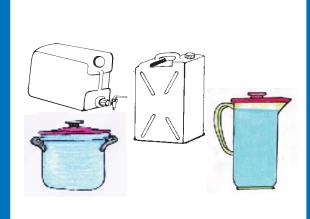


#### **Small Doable Actions:**

- Buy or make a ladle for serving and hang ladle on a wall
- Have separate cups for serving and drinking



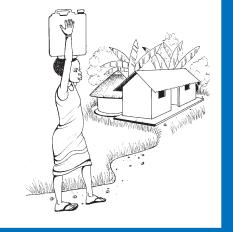
Store water in a container with a tight-fitting lid



### **Small Doable Actions:**

- Store container off the floor, ideally waist height for easy serving, to prevent contact with children and animals
- Select a container with a small neck or find a makeshift cover





### Small Doable Actions:

- Wash hands at source to avoid polluting new water
- Tie jerry can lid to container to avoid losing it
- Create a makeshift top with a clean potato washed each time at the source







### Small Doable Actions to Make Water Safer to Drink: Cleaning Drinking Water Storage Containers

Wash the containers using water, soap or ash.

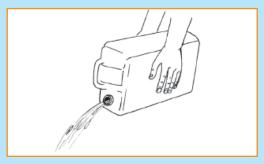
Small stones, sand or steel wire must not be used because they scratch the container leaving breeding places for germs. Rugs, grass or any other materials should not be used to clean drinking water containers, they can add germs that lead to contamination.

#### Washing water containers:





1. Put small amount of soapy water or ash in the container, shake the container and pour out the water. Small stones, sand or steel wire must not be used because they scratch the container leaving breeding places for germs. NEVER use a rag inside and NEVER insert your hand to clean.



2. Rinse the containers with water until there is no dirt, soapy water or ash.



3. Use a rag to scrub the outside of the containers with soap and water. Thereafter rinse them again with clean water.



4. Finally hang the containers, preferably on a rack, to allow them to dry.



5. Cover the containers tightly and keep them away from dirt.

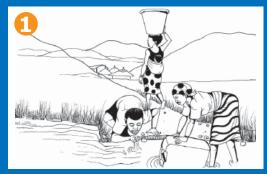
There are 5 safe methods to make water better and safer for drinking: WaterGuard | Aquatabs | Approved water filters | Boiling | Solar disinfection







### Small Doable Actions to Make Water Safer to Drink: Boiling



• Collect water from water source.



• Pour water into boiling container.



• Cover the water boiling container.



• Boil the water until large bubbles appear.





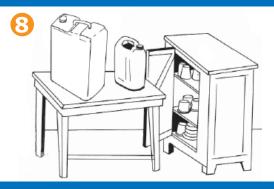
• Remove from fire and allow to cool. Do not remove lid to avoid contamination.



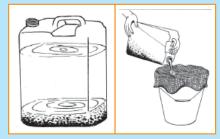
• Store boiled drinking water in containers with tight covers.



 Do not use the serving cup for drinking.



• Store drinking water in tightly covered containers, in a clean environment on a stool or table and away from children and animals.



#### Filtering and boiling

- If the water is dirty, leave it for some time so that the dirt settles below the container. Clean this water by filtering. To achieve good results do the following:
- Get a clean cloth and clean container such as a bucket and place the cloth on top of the container.
- Carefully pour the settled water through the cloth into the clean container. Make sure the settled residue or dirt does not pour out.
- After filtering ensure that you boil your water to kill germs.



#### **Treat drinking water**

 Drinking water can also be made safe by adding purifying tablets such as Aquasafe or WaterGuard.
 Follow instructions on the label of the water purifier.







### Small Doable Actions for Making Water Safe: How to Mix WaterGuard

Does your water look clear?





Filter the water through a clean cotton cloth.

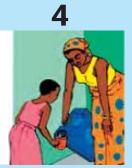
2

**Counselling Card** 

Add 1 tablet to 20 litres of filtered water.



Wait 30 minutes.



Water is now ready to drink.





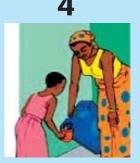


Filter the water through a clean cotton cloth.



Add 2 tablets to 20 litres of filtered water.

Wait 30 minutes.



Water is now ready to drink.

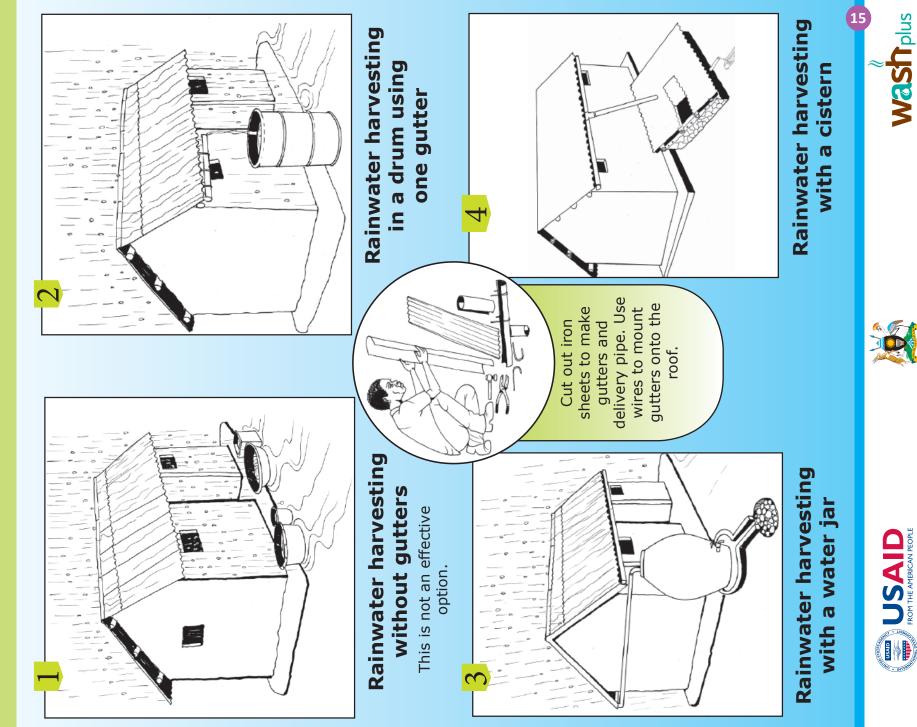
Remember: Do not swallow tablets and store them away from children and sunlight. Water treated with WaterGuard that is stored in a narrow neck container with a tight fitting lid can be drunk for up to seven days. Treated water in a wide mouth container or without a tight fitting lid can be drunk for only 24 hours.

Adapted from WaterGuard Tab and Aquatabs instructions originally compiled with thanks to PSI (Population Services International), CDC (Centers fo Disease Control and Prevention), and Medentech Ltd., Co. Wexford, Ireland.



Small Doable Actions for Accessing More Water: **Rainwater Harvesting Options** 

It is low cost and relatively easy to build, and provides an easy, free source of **RAINWATER HARVESTING IS A SUPPLEMENTARY WATER SOURCE.** water. No walking for water!



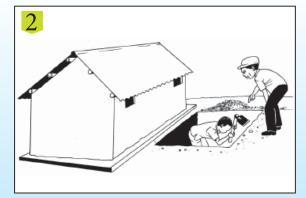
Washplus

### Small Doable Actions for Accessing More Water: How to Make a Rainwater Catchment Cistern on Your Own

**REQUIRED MATERIALS:** Corrugated sheeting | Tarpaulin | Gutter | Stones | 5 litre jerry can | Strong stick about 2 metres | Lock or safe closure to protect children | Tools for digging, hammering



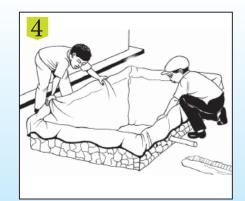
Plan everything before you start. Measure once, then measure again.



Dig a large hole, at least 2 m long, 2 m wide and 1 m deep. The size depends upon your land available and the size of your tarpaulin.



Build a wall around the perimeter, from stones and mud.



Line pit with a tarpaulin. Note how to finish/fix the tarpaulin.



Make a cover for the pit by using iron sheets.



Cut out iron sheets to make gutters and delivery pipe. Use wires to mount gutters onto the roof.



Finally fix the delivery pipe from the gutter to the cistern to have a complete rainwater harvesting cistern.



Make a DIPPER from a used 5 litre jerry can, a stick and strong nylon twine or nails.



Always use clean containers to draw water from your cistern.

Make certain that children cannot get access to play in the water, to dirty it OR TO FALL IN!! Make certain chickens or other animals' faeces cannot contaminate the tank!







### Small Doable Actions For Keeping Food Safe: Food Handling and Preparation

It is especially important to wash hands and food containers with soap and flowing water before handling food to minimise the risk of germs. Adhere to all personal hygiene practices like keeping fingernails short while handling food.



- Construct a tippy tap close to the kitchen to ensure hand washing with soap.
- Wash hands with soap before preparing food.
- Keep fingernails short and clean.
- Prepare raw meat or fish away from other raw foods.
  Don't allow juices to touch other foods.
- Wash area where food is prepared at least daily, with water and Jik, if available, otherwise soap.

- Wash raw vegetables and fruits under running water to remove germs, insects, and chemicals.
- Keep animals (such as chickens) away from food preparation area.
- Wash all the knives, cutting boards, and plates used after cutting fresh meat with soap and water.
- For utensils used to handle cooked and ready-to-eat food, wash with soap and water and store on shelf or wall.







### Small Doable Actions for Keeping Food Safe: Serving and Food Storage

It is especially important to wash hands and food containers with soap and flowing water before handling food to minimise the risk of germs. Adhere to all personal hygiene practices like keeping fingernails short while handling food.





#### SERVING

- Wash hands with soap before serving food.
- Heat leftovers thoroughly until you see steam or bubbles. Stir to ensure they are heated evenly.
- Reheat leftovers only once then dispose.
- Cook all meat and eggs until boiled or well cooked throughout.

- Cover food with net, tray, or cloth to protect food from germs and flies.
- Store food on a high rack or shelf inside the kitchen area or inside a cupboard
- Construct a dish rack near dish washing area to dry and store dishes.
- Dedicate two or three rags or nets for covering food. Store with clean dishes and utensils.
- Cover hot milk with a net or cloth.

- Change covering cloth 2-3 times per week. Wash used cloths with soap and water.
- Store fresh and cooked food separately to avoid cross contamination.
- Store raw meat, poultry, fish separately from other foods in a bowl, plastic sack, or container.
- Wash raw fruits and vegetables with soap or Jik and water before storing them.

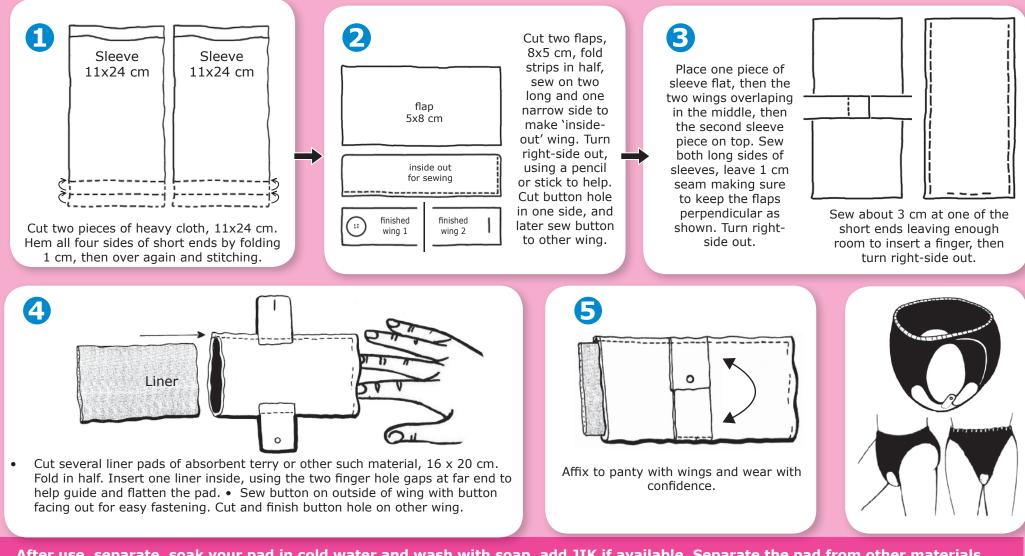






### Small Doable Actions: Making Reusable Menstrual Pads

You'll need a sleeve of a heavy cotton fabric, and then several removable liners. Liners should be made of towel cloth o something absorbent. You can have liners of different thickness for different days.



After use, separate, soak your pad in cold water and wash with soap, add JIK if available. Separate the pad from other materials. Hang it under the sun but dont hang under the bed, because it will get mouldy, which will cause itching.







#### Small Doable Actions: Disposal or Cleaning of Menstrual Blood Soaked Material 20

**Negotiation Card** 

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Put in latrine (rural areas only)

ana minini



Soiled cloth that will not be used again and sanitary pads and banana fibres should be disposed of by:



Burning (preferred method for urban and rural areas)

possible. Do NOT store for more than a few hours, do not



Double bagged and put in trash (least preferred method for urban and rural areas)

REUSABLE

Soiled cloth that **will be reused**. Wash as soon as hide under bed, mattress or other place.



If possible, soak soiled cloth for at least 20 minutes in a mixture of nine parts water to one part Jik (if available)





Wash with soap and water





NOTE:

Always wear gloves or plastic materaial when handling blood and wash hands afterward.







