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	Department/Section:	Human Resource Division
	Document Title:	<b>POLICY ON IDENTIFICATION, RECALL, AND REFERRAL FOR EMPLOYEES IN RELATION TO COVID-19</b>

#### PURPOSE:

To establish a protocol for Coronavirus Disease 2019 (COVID-19) applicable to all RMC employees with duties and responsibilities connected to the COVID-19 operations.

#### LEVEL:

Infection Prevention and Control Unit, Emergency Room Department, ER Triage Unit, Chief Nurse, Section/Department Head, HR Operations Manager, Compensation & Benefits Supervisor, Company Physician and all employees concerned.

#### DEFINITION OF TERMS:

For the case definition of Suspect, Probable, Positive, and Severe Acute Respiratory Infection (SARI), the company shall be guided by the Department of Health (DOH) Administrative Order No. 2020-0013: Revised Administrative Order No. 2020-0012 "Guidelines for the Inclusion of the Coronavirus Disease 2019 (COVID-19) in the List of Notifiable Diseases for Mandatory Reporting to the Department of Health."

**Suspect case.** A person who is presenting with any of the conditions below:

- a. All SARI cases where NO other etiology fully explains the clinical presentation.
- b. Influenza like illness (ILI) cases with any one of the following:
  - b.1 With no other etiology that fully explains the clinical presentation AND a history of travel to or residence in an area that reported local transmission of COVID-19 disease during the 14 days prior to symptom onset OR
  - b.2 With contact to a confirmed or probable case of COVID-19 in the two days prior to onset of illness of the probable/confirmed COVID-19 case until the time the probable/confirmed COVID-19 case became negative on repeat testing.



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**Severe Acute Respiratory Infection (SARI).** An acute respiratory illness with onset during the previous 7 days requiring overnight hospitalization. A SARI case should meet the ILI case definition AND any one of the following:


- i. Shortness of breath or difficulty of breathing
- ii. Severe pneumonia of unknown etiology, acute respiratory distress, or severe respiratory disease possibly due to novel respiratory pathogens (such as COVID-19).

**Confirmed Case.** Any individual, irrespective of presence or absence of clinical signs and symptoms, who was laboratory confirmed for COVID-19 in a test conducted at the national reference laboratory, a subnational reference laboratory, and/or DOH-certified laboratory testing facility.

- a. Suspect case whom testing for COVID-19 is inconclusive
- b. Suspect who tested positive from COVID-19 but whose test was not conducted in a national or sub-national reference laboratory or officially accredited laboratory for COVID-19 confirmatory testing

**Probable Case.** A suspect case who fulfills anyone of the following listed below.

- i. Aged 60 years old and above
  - ii. With a comorbidity
  - iii. Assessed as having a high-risk pregnancy
  - iv. Health worker
- c. Individuals with fever or cough or shortness of breath or other respiratory signs or symptoms fulfilling any one of the following conditions:

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1. This policy shall be applicable to all RMCI employees with duties and responsibilities connected to the COVID-19 operations, except for policy statements No. 4 to 7.
2. If the employee had a contact with a **probable or suspect COVID-19 patient/s** but failed to use the required PPE as a result of the employee's negligence, the home quarantine or hospital admission shall be credited under the Sick Leave as per advised by the Company Physician.
- 2.1 If Sick Leave credits are all used up, Vacation Leave credits shall be applied.
- 2.2 Once the Sick and Vacation Leave credits are already used up or for employees (Probationary and Fixed Term) without Leave credits, Leave of Absence shall be applied.
- 2.3 For the application of employee's Leave of Absence and Entitlements, the company is guided by the DOLE Labor Advisory No. 04, Series of 2020.
3. For employees who had a contact with a **probable or suspect COVID-19 patient/s** but is unaware of the patient's condition without proper PPE, absences due to

## POLICY:

**Personal Protective Equipment (PPE) for Medical.** This includes the wearing of recommended appropriate Personal Protective Equipment during COVID-19 outbreak, according to area of assignment per reference to the IPCU memorandum on *Recommended Personal Protective Equipment, during COVID-19 Outbreak, according to Area of Assignment* dated April 30, 2020.

**Company Special Leave.** Employees' absences due to the prescribed home quarantine or hospital admission; Employee has been in contact with a suspect/probable patient/s unaware of the suspect/probable patient's condition. In this case, absences are paid by the company under special approval/condition.

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9. Contact Tracing shall be executed by the City Health Office.
8. The Hospital shall be covering all hospitalization expenses of employees directly involved in COVID-19 operations in relation to COVID-19 exposures. The **EREID** TEAM members who will be tagged as probable/suspect may stay at private rooms at Station 8, free-of-charge. On the other hand, the **EREID** Team member who will be recommended for hospital admission tagged as probable/suspect will be accommodated at Station 10, free-of-charge.
7. Violation of COVID-19 protocols will be properly sanctioned.
6. The employee shall secure the Medical Certificate and Fit to Work Clearance from the Company Physician as per HR (CompBen)-QP-02 Sick Leave & Incentive Health Leave/Bonus Policy.
5. In relation to Policy No.7, the employee must see the Company Physician prior to reporting for duty. In case the Company Physician is not available, employee should proceed to the Triage area for proper disposition. This covers influenza-like symptoms or any other respiratory ailments *which may or may not result to filing for sick leave.*
4. All employees with duties and responsibilities connected to the COVID-19 operations **AND** those working/assigned in the administrative offices or support services who exhibits influenza-like symptoms (fever, colds, sore throat, cough, fatigue, vomiting, diarrhea, etc.) or any other respiratory ailments, **MUST** secure the Medical Certificate and Fit to Work Clearance from the Company Physician as per HR (CompBen)-QP-02 Sick Leave & Incentive Health Leave/Bonus Policy regardless if the recommended number of SICK LEAVE days issued by the Company Physician is below three (3) days.

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## TURNAROUND TIME MATRIX

### Identification

PERSON RESPONSIBLE	PROCESS	LENGTH OF TIME
1. EREID Designated Triage Tent Nurse	<ul style="list-style-type: none"> <li>➤ Informs the Company Physician, Immediate Head, and IPCU through text message (SMS) employee who seek consultation/ admission and has been tagged as Suspect/Probable.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Upon employees' consultation</li> </ul>
2. IPCU in-charge	<ul style="list-style-type: none"> <li>➤ Provides a hard copy of a validated list of employees who had been tagged as Suspect/Probable to the Company Physician and HRD-CompBen Supervisor who seek consultation/ admission at the triage tent.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Within 24 hours</li> </ul>
3. Section/Immediate Head	<ul style="list-style-type: none"> <li>➤ Confers employees who had been tagged as Suspect/Probable to be off the floor.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Immediately, once the employee has been tagged as Suspect/Probable.</li> </ul>
4. Section/Immediate Head	<ul style="list-style-type: none"> <li>➤ Secures Medical Certificate of the employees who had been tagged as Suspect/Probable.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Within 24 hours the employee has been tagged as Suspect/Probable.</li> </ul>

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5. Section/Immediate Head	➤ Files an online leave in behalf of the home quarantined or admitted employee.	➤ On or before the payroll cut-off period
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### Recall

PERSON RESPONSIBLE	PROCESS	LENGTH OF TIME
1. Employee tagged as Suspect/Probable	➤ For home quarantine	➤ 14 days or until the contacted Suspect/Probable patient's findings show negative results
2. IPCU in-charge	➤ Informs the Section/Department Head, Attending Physician, and the Company Physician through text message (SMS) if the employees who had been tagged as Suspect/Probable has negative swab test.	➤ Upon receiving the results.
3. IPCU in-charge	➤ IPCU in-charge shall provide the Company Physician a printed copy of the test results.	➤ Within 24 hours upon the receipt of test results
4. Employee tagged as Suspect/Probable	➤ Secures Medical Certificate and Fit to Work Clearance	➤ Before returning to work.
5. HRD Staff	➤ Issues a Clearance Slip to the employee.	➤ Upon receiving the Medical Certificate countersigned by the Company Physician.

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6. Employee tagged as Suspect/Probable	➤ Submits the Clearance Slip to the Section/Department Head	➤ Upon return to work.
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#### Referral

PERSON RESPONSIBLE	PROCESS	LENGTH OF TIME
1. Employee tagged as Suspect/Probable	➤ For admission	➤ From admission until recovery
2. Employee tagged as Suspect/Probable	➤ Secures Medical Certificate and Fit to Work Clearance	➤ Before returning to work.
3. HRD Staff	➤ Issues a Clearance Slip to the employee.	➤ Upon receiving the Medical Certificate countersigned by the Company Physician.
4. Employee tagged as Suspect/Probable	➤ Submits the Clearance Slip to the Section/Department Head	➤ Upon return to work.





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**APPROVAL:**

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	APRIL ROSE N. BERJIT, RN OIC Infection Control Supervisor		05-19-2020
	HANNAH KHAY S. TREYES, RN, MN OIC Chief Nurse		05-19-2020
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Recommending Approval:	ANDREA JOANNE A. TORRE, MD, FPSGS, FPCS Company Physician		5-19-2020
	NANCY B. HIZON, MS Psych, FPCHA Corporate Human Resource Officer		5/19/2020
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		5/19/20
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		5/23/2020

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## PROCEDURE:

### I. Identification

1. The EREID Designated Triage Tent Nurse shall inform the Company Physician, Immediate Head, and IPCU through text message (SMS) employee who seek consultation/admission and has been tagged as Suspect/Probable; The IPCU in-charge shall provide a hard copy of a validated list of employees who had been tagged as Suspect/Probable to the Company Physician and the HRD-CompBen Supervisor within 24 hours.
2. The employees who had been tagged as Suspect/Probable shall then be conferred by the Section/Department Head to be off the floor.
3. The Section/Department Head shall secure the Medical Certificate of the employees who had been tagged as Suspect/Probable, signed by the Company Physician for home quarantine or hospital admission; whichever is applicable as recommended by the Company Physician.
4. The Section/Department Head shall file an online leave in behalf of the home quarantined or admitted employee on or before the payroll cut-off period.



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## II. Recall

1. The employee shall be for home quarantine for 14 days; however the Section/Department Head can recall the employee once the contacted Suspect/Probable patient's findings show negative results.
2. The IPCU in-charge shall then inform the Section/Department Head, Attending Physician, and the Company Physician through text message (SMS) if the employees who had been tagged as Suspect/Probable has negative swab test. The IPCU in-charge shall provide the Company Physician a printed copy of the test results.
3. The employee shall secure his/her Swab result from the IPCU and bring it to the Company Physician. Then, the employee shall secure Medical Certificate and Fit to Work Clearance as per *HR (CompBen)-QP-02 Sick Leave & Incentive Health Leave/Bonus Policy*.
4. The HRD shall then issue a Clearance Slip to the employee.
5. The employee shall then submit the Clearance Slip to the Section/Department Head upon return to work.

## III. Referral (Confirmed Case)

1. For probable, suspected, and confirmed COVID-19 employee with duties and responsibilities connected to the COVID-19 operations and needs medical assistance and hospital admission, please refer to *DPOTMH-TQD-QA-SOP001 Guidelines on Transport of SARI Patients and COVID-19 Confirmed, Probable, and Suspect Patients on Designated Stations (Station 8,9,10 & 15), 5<sup>th</sup> Floor*.
2. The employee shall then avail the PhilHealth hospital benefits and entitled to sickness benefits under the Social Security System and employees' compensation benefits under PD 626 (EC Law). In the event that the worker is not qualified to avail of the benefits under SSS or PhilHealth due to the fault of




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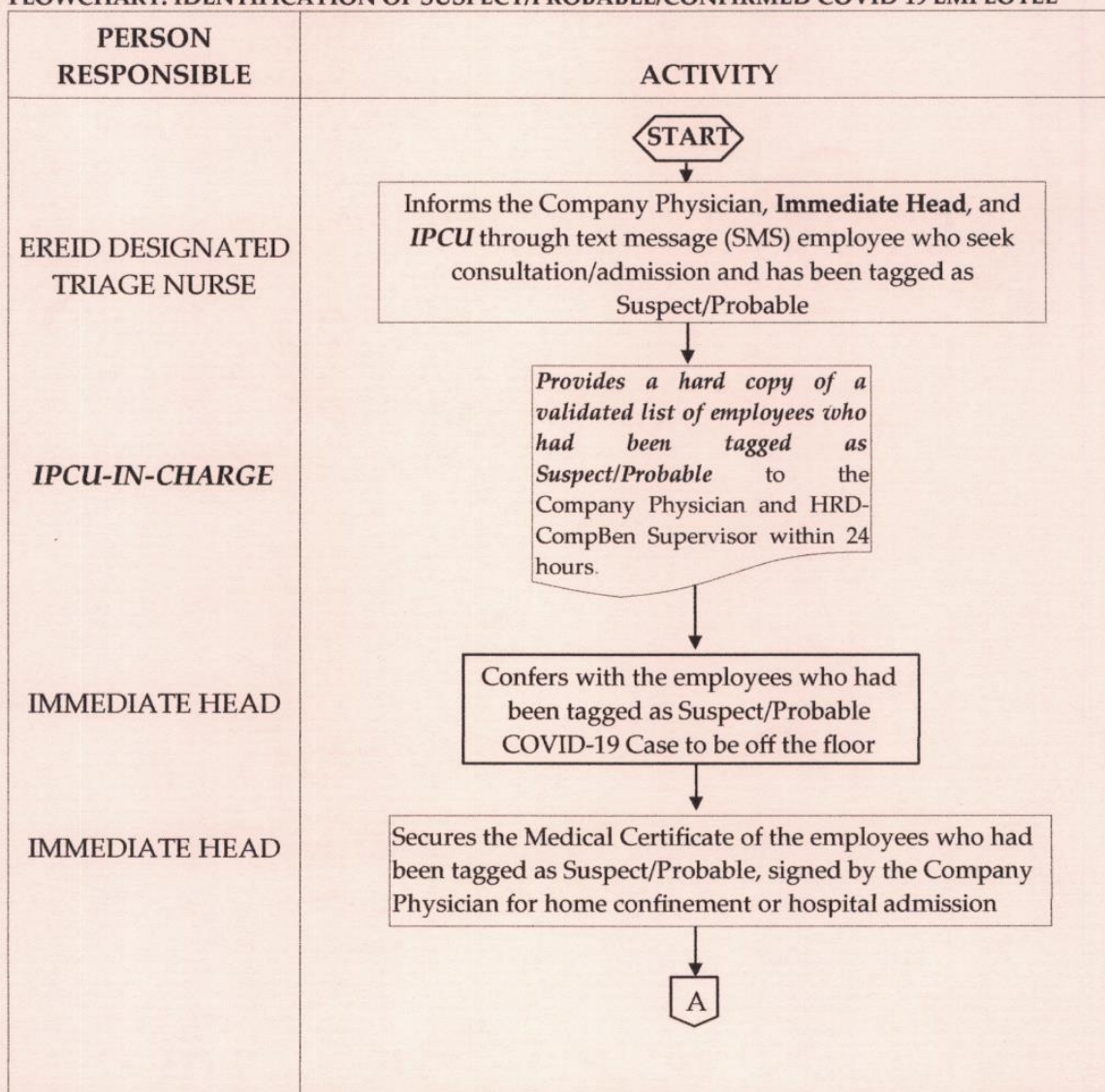
the employer, the employer shall shoulder all the medical expenses until full recovery (*Accdg. to Labor Advisory No. 04, under Leave of Absence/Entitlements*).

3. Once cleared, the employee shall secure the Medical Certificate and Fit to Work Clearance from the Company Physician as per *HR (CompBen)-QP-02 Sick Leave & Incentive Health Leave/Bonus Policy*.
4. The HRD shall then issue a Clearance Slip to the employee.
5. The employee shall then submit the Clearance Slip to the Immediate Head upon return to work.



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**FLOWCHART: IDENTIFICATION OF SUSPECT/PROBABLE/CONFIRMED COVID 19 EMPLOYEE**



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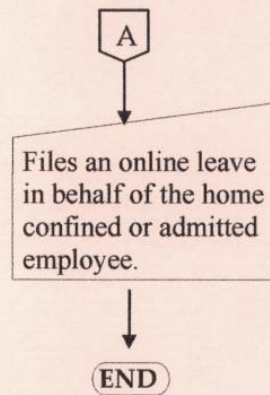


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IMMEDIATE HEAD





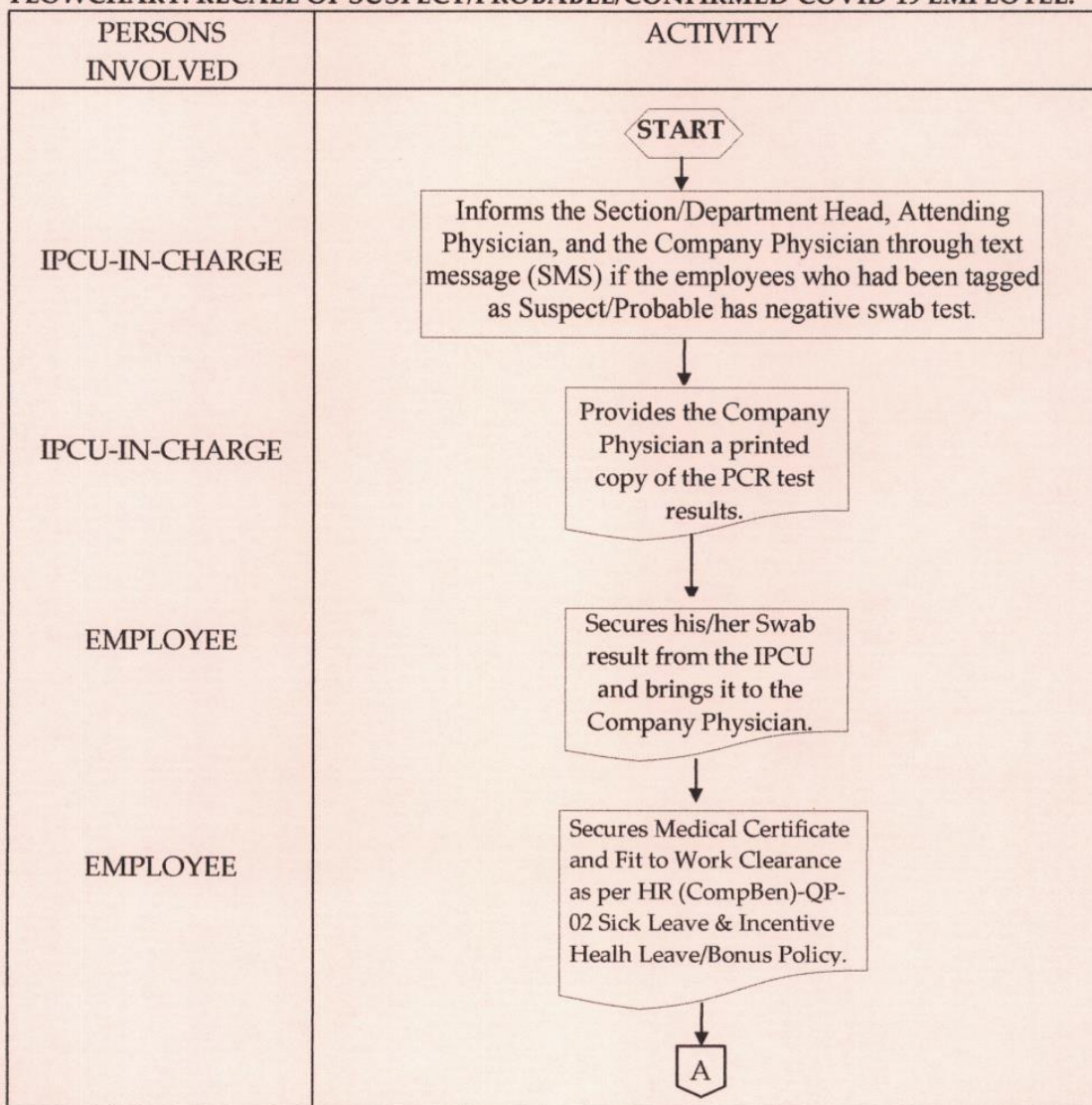


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**FLOWCHART: RECALL OF SUSPECT/PROBABLE/CONFIRMED COVID 19 EMPLOYEE.**







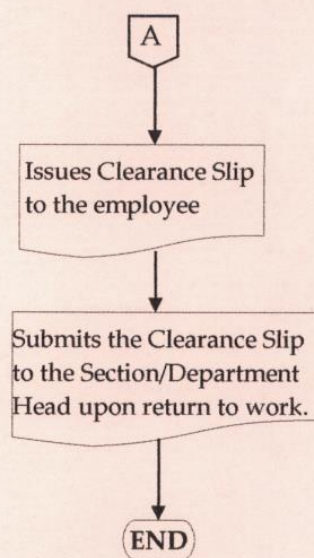
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HRD (CompBen)

EMPLOYEE



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### **WORK INSTRUCTION:**

#### **EREID Designated Triage Nurse**

1. Informs the Company Physician, Immediate Head, and IPCU through text message (SMS) employee who seek consultation/admission and has been tagged as Suspect/Probable.

#### **Company Physician**

1. Advises employees who had been tagged as Suspect/Probable for home quarantine.
2. Signs fit to work for recalled employees.
3. Advises Suspect/Probable and confirmed positive employees to seek medical assistance.


#### **Section/Department Head**

1. Secures the Medical Certificate of the employees who had been tagged as Suspect/Probable.
2. Confers employees who had been tagged as Suspect/Probable to be off the floor.
3. Files an online leave in behalf of the home quarantined or admitted employee on or before the payroll cut-off period.
4. Recalls employee once the contacted Suspect/Probable patient's findings show negative results.

#### **IPCU in-charge**

1. Provides a hard copy of a validated list of employees who had been tagged as Suspect/Probable to the Company Physician and HRD – CompBen Supervisor within 24 hours.
2. Informs the Section/Department Head, Attending Physician, and the Company Physician through text message (SMS) if the employees who had been tagged as Suspect/Probable has negative swab test
3. Provides the Company Physician a printed copy of the test results.



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#### Employee tagged as Suspect/Probable

1. Processes medical certificate and fit to work clearance.
2. Submits clearance slip issued by the HRD to their Immediate Head.
3. Submits the Clearance Slip to the Section/Department Head upon return to work.
4. Secures Swab result from the IPCU and submits result to the Company Physician.

#### **DOCUMENTATION:**

1. Sick Leave Form
2. Medical Certificate
3. Clearance Slip
4. List of Validated Suspect/Probable Employees
5. Swab Test Results

#### **DISSEMINATION:**

Communicator Bulletin Board

#### **REFERENCES:**

1. Administrative Order No. 2020-0013: Revised Administrative Order No. 2020-0012 "Guidelines for the Inclusion of the Coronavirus Disease 2019 (COVID-19) in the List of Notifiable Diseases for Mandatory Reporting to the Department of Health."
2. DOLE Labor Advisory No. 04
3. DPOTMH-TQD-QA-SOP001 Guidelines on Transport of SARI Patients and COVID-19 Confirmed, Probable, and Suspect Patients on Designated Stations (Station 8,9,10 & 15), 5<sup>th</sup> Floor.
4. EREID Flow Sheet
5. IPCU memorandum on *Recommended Personal Protective Equipment, during COVID-19 Outbreak, according to Area of Assignment* dated April 30, 2020.

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6. Memorandum of IPCU on Person Under Monitoring dated March 17, 2020
7. OTP-20-03-07 Hospital Contingency Plan and Employees' Assistance Program