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	Effective Date:	12-31-2021
	Document Type:	Standard Operating Procedure
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	Department/Section:	Human Resources Division
	Document Title:	HEALTHCARE EMPLOYEES' ASSIGNMENT IN DIRECT COVID-19 PATIENT CARE AREAS

PURPOSE:


To establish a guideline on the assignment, including the redeployment of healthcare employees to direct COVID-19 patient care areas.

SCOPE:

Applies to all employees assigned in direct COVID-19 patient care areas of Dr. Pablo O. Torre Memorial Hospital

PERSON RESPONSIBLE:

Chief Nurse, Nurse Supervisor, Head Nurses, Section/Department Heads and HRD – Recruitment & Manpower Planning Section

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PROCEDURE:

1. Closed medical stations/ areas shall re-assign healthcare employees to direct COVID-19 areas with manpower vacancies that need to be filled-in to resume its operations.
2. The immediate heads shall inform the HRD- Recruitment & Manpower Planning Supervisor of the re-assignment for the processing of Notice of Personnel Action (NPA) and updating in the healthcare employee's 201 records.
3. Assigned healthcare employees, declining re-assignments should have valid proof to exempt them in the re-assignments. This shall include one or more of the following as valid reasons:
 - 3.1. Healthcare employees 58 years old and above (Retirement age is 60 years old)
 - 3.2. Healthcare employees with immunodeficiency, comorbidities or other health risks upon assessment of the company physician
 - 3.3. Pregnant healthcare employees
4. Healthcare employees as mentioned in procedure number two (2) must present documentary proof (certification from the family member concerned, medical certificate, proof of residence, senior citizen ID, etc.).
5. For healthcare employees refusing to be re-assigned without documentary proof of valid reasons for exemptions shall follow the "no work, no pay" arrangement. Exempted employees shall be re-assign to other medical areas/stations with manpower vacancies needed to be filled-in to sustain its operations; Otherwise, the "no work, no pay" arrangement shall apply.
6. Redeployment to direct COVID-19 areas shall take place upon notification from the area of the needed manpower.




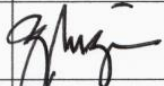
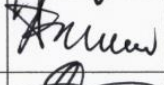
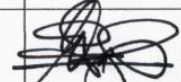



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APPROVAL:

	Name/Title	Signature	Date
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Verified:	HANNAH KHAY S. TREYES. RN, MN Chief Nurse		1/17/2022
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		1/17/2022
Recommending Approval:	NANCY B. HIZON, MS Psych, FPCHA Human Resources Division Officer		1/29/2022
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		2/2/2022
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		3/8/22

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KEY TASKS	PERSON RESPONSIBLE
1. Re-assigns healthcare employees from closed medical stations/ areas to direct Covid-19 areas with manpower vacancies	Chief Nurse/ Nurse Supervisor
2. Informs the HRD- Recruitment & Manpower Planning Supervisor of the re-assignment for the processing of Notice of Personnel Action (NPA) and updating in the healthcare employee's 201 records	Immediate Head
3. Presents valid proof for exemption in the re-assignment (should they decline the re-assignment)	Assigned healthcare employee
4. Reports to the assigned Covid-19 area	Assigned healthcare employee

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	CHRISTINE L. ALEJANDRO Recruitment & Manpower Planning Supervisor		6/17/2022
Verified:	HANNAH KHAY S. TREYES. RN, MN Chief Nurse		6/23/2022
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		6/28/2022
Recommending Approval:	NANCY B. HIZON, MS Psych, FPCHA Human Resources Division Officer		6/28/2022
	FREDERIC IVAN L. TING, MD OIC- Total Quality Division		6/28/22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		7/1/22

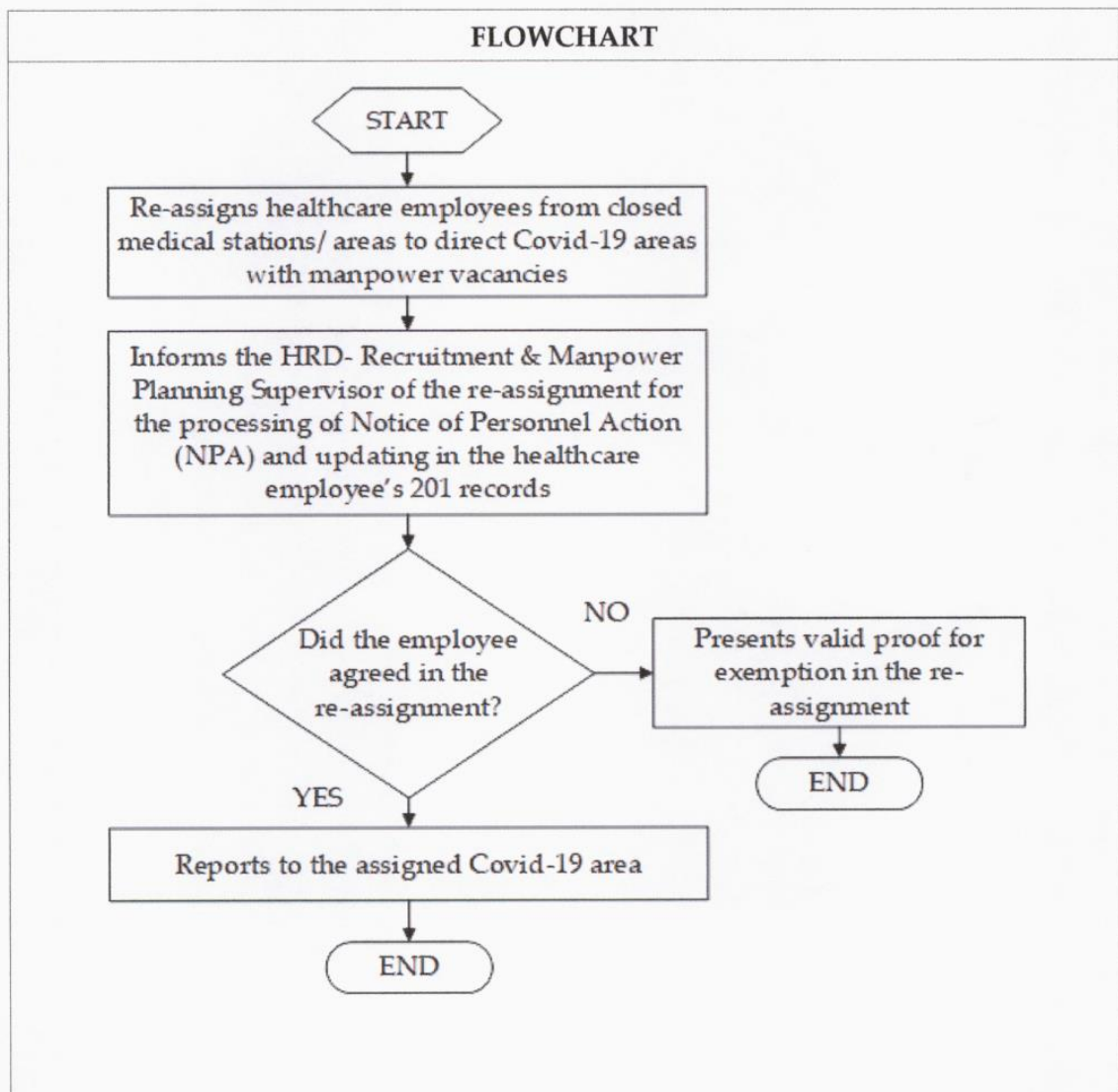



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FLOWCHART



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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	CHRISTINE L. ALEJANDRO Recruitment & Manpower Planning Supervisor		6/17/2022
Verified:	HANNAH KHAY S. TREYES. RN, MN Chief Nurse		6/23/2022
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