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| | Document Code: | DPOTMH-C-24-P05-S03 |
| | Effective Date: | 08-01-2022 |
| B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100 | Document Type: | Standard Operating Procedure |
| | Page Number: | 1 of 5 |
| | Department/Section: | Infection Prevention and Control Unit |
| DR. PABLO O. TORRE MEMORIAL HOSPITAL | Document Title: | **EXIT ROUTE FOR DISCHARGED EMERGING AND RE-EMERGING INFECTIOUS DISEASES AND COVID – 19 PATIENTS** |

## PURPOSE:

To provide specific routes during transport for discharge of patients who are either Suspect, Probable or Confirmed Covid-19 Cases or another emerging and re-emerging infectious diseases (EREID).

## SCOPE:

Applies to all Infection Prevention and Control Unit staff of Dr. Pablo O. Torre Memorial Hospital

## PERSON RESPONSIBLE:

Staff-in-charge in designated Nursing Units, Auxiliary, CRO, Security, Elevator Operator, Housekeeping, Nursing Supervisor

## GENERAL GUIDELINES:

1. **For Improved or Recovered EREID and Suspect, Probable or Confirmed Covid-19 patients:**

    1.1. All improved or recovered Suspect, Probable or Confirmed Covid-19 cases to be discharged must exit through the main lobby entrance.

    1.2. It shall be ensured that patients being discharged must wear face mask while in the hospital vicinity.

    1.3. Intubated Suspect, Probable or Confirmed Covid-19 patients to be transferred to a different hospital, shall exit through the main lobby entrance.

    1.4. Patient transporters for Suspected, Probable or Covid-19 positive cases must abide with the use of the recommended personal protective equipment while transporting patient to the ISOLATION FACILITY.

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a) Patient transporters for Suspected, Probable or Covid-19 positive cases must doff in the designated doffing area prior to going back to their designated station/unit.

b) Patient transporters assisting Covid-19 Recovered patients for discharged shall wear taffeta/ disposable gown and an N95 mask.

1.5.   All patient transporters must doff/remove the PPE and discard properly to the dedicated disposal bins after the patient transport completion before entering the hospital vicinity.

**2. For Expired Patients:**

2.1.   Expired patients shall be placed in a double bag and labeled with "Covid-19 Related Case-Handle with Care" prior to transport.

2.2.   All expired, Suspect, Probable and Confirmed Covid-19 patients or other merging and re-emerging infectious disease shall exit through the chapel.

2.3.   Housekeeping personnel shall consistently do appropriate disinfection.

2.4.   The elevator used to transport the cadaver and other articles shall be disinfected afterwards with the appropriate hospital grade disinfectant.

2.5.   Coordination between departments must be done in order to have a smooth flow in the exit of the cadaver.

## PROCEDURE:

**1. For Improved or Recovered Suspect, Probable or Confirmed Covid-19 Cases:**

1.1   Staff Nurse-in-Charge ensures that patient to be discharged wears a face mask.

1.2   Staff Nurse-in-Charge informs the information desk officer of the discharge prior to wheeling the patient down to the main lobby.

1.3   Auxiliary personnel wears appropriate PPE prior to transporting the patient to be discharged.

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1.4 Auxiliary personnel wheels down patient via wheelchair or stretcher to the main lobby and assists patient in boarding the transport vehicle.

1.5 Auxiliary personnel removes and properly discards used PPE in dedicated disposal bins.

2. **For Expired Patients:**

2.1 Staff nurse-in-charge places the remains of the expired Suspect, Probable or Confirmed Covid-19 patient in a double bag and labels it with "Covid-19 Related Case-Handle with Care". Using Heavy duty tape and smear-proof marking pen.

2.2 The nursing supervisor on duty coordinates with the auxiliary, security and housekeeping department to facilitate transport once the funeral service has arrived in the hospital vicinity.

2.3 The auxiliary staff will don full PPE and pick up the cadaver from the room.

2.4 Using a stretcher with cadaver transport cover, the auxiliary personnel transports the cadaver from the isolation facility towards the annex elevator.

2.5 CRO/ Security Guard ensures that foot traffic at the ground floor areas must be cleared of people prior to the passage of the cadaver.

2.6 Upon exiting the annex elevator the cadaver will be wheeled through the back passageway of the Department of Imaging Sciences (DIS) towards the Outpatient Department and through the East Entrance.

2.7 The funeral service on standby will have to receive the cadaver and load straight into their vehicle to the receiving and immediately transport it to receiving funeral parlor.

2.8 After endorsing the cadaver, auxiliary personnel will properly doff their PPEs at the point of exit and do proper hand hygiene.

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| DR. PABLO O. TORRE MEMORIAL HOSPITAL | | Document Title: | **EXIT ROUTE FOR DISCHARGED EMERGING AND RE-EMERGING INFECTIOUS DISEASES AND COVID – 19 PATIENTS** |
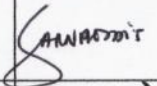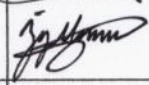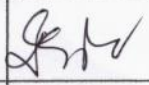
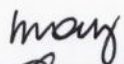2.9 The housekeeping personnel disinfects the elevator using the approved hospital grade disinfectant.

2.10 The housekeeping personnel disinfects the stretcher and all other articles used during the transport of the cadaver prior to returning it to the unit.

2.11 The elevator and the chapel remains inaccessible until disinfection has been done.


**REFERENCE:**

Department of Health. (2020, April 9). Revised Administrative OrderNo. 2020-0012 "Guidelines for the Inclusion of the Coronavirus Disease 2019 (COVID-19) in the List of Notifiable Diseases for Mandatory Reporting tothe Department of Health" dated March17, 2020. Retrieved from
https://www.doh.gov.ph/sites/default/files/health-update/ao2020-0013.pdf

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## APPROVAL:

| | Name/Title | Signature | Date |
|---|---|---|---|
| Prepared by: | **APRIL ROSE N. BERJIT, RN, MN**<br>Infection Prevention and Control Unit Nurse | *[signature]* | 7/20/2022 |
| Verified: | **ARVI JOHN A. VILLANUEVA, RN**<br>OIC- Infection Prevention and Control Unit Supervisor | *[signature]* | 7/20/2022 |
| | **DOLORES ROMMELA T. RUIZ, MD, FPSMID**<br>Infection Prevention and Control Unit Interim Chair | *[signature]* | 7/21/2022 |
| Reviewed: | **DENNIS C. ESCALONA, MN, FPCHA, FPSQua**<br>Quality Assurance Supervisor | *[signature]* | 07/25/2022 |
| Recommending Approval: | **FREDERIC IVAN L. TING, MD**<br>OIC- Total Quality Division | *[signature]* | 7/25/22 |
| | **MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA**<br>Vice President- Chief Medical Officer | *[signature]* | 1-1-22 |
| Approved: | **GENESIS GOLDI D. GOLINGAN**<br>President and CEO | *[signature]* | 8/31/22 |

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| | Effective Date: | 08-01-2022 |
| B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100 | Document Type: | Work Instruction |
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| | Department/Section: | Infection Prevention and Control Unit |
| DR. PABLO O. TORRE MEMORIAL HOSPITAL | Document Title: | **EXIT ROUTE FOR DISCHARGED EMERGING AND RE-EMERGING INFECTIOUS DISEASES AND COVID – 19 PATIENTS** |

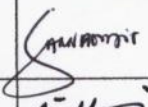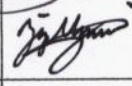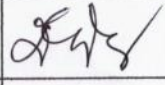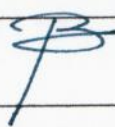| KEY TASKS | PERSON RESPONSIBLE |
|---|---|
| **For Improved or Recovered Suspect, Probable or Confirmed Covid-19 Cases** | |
| 1. Ensures that patient to be discharged wears a face mask. | Staff Nurse |
| 2. Informs the Information Staff on duty of the discharge prior to wheeling the patient down to the main lobby. | |
| 3. Wears appropriate PPE prior to transporting the patient to be discharged. | Auxiliary personnel |
| 4. Wheels down patient via wheelchair or stretcher to the main lobby and assists patient in boarding the transport vehicle. | |
| 5. Removes and properly discards used PPE in dedicated disposal bins. | |
| **For Expired Patients** | |
| 1. Places the remains of the expired Suspect, Probable or Confirmed Covid-19 patient in a double bag and labels it with "Covid-19 Related Case – Handle with Care" using Heavy duty tape and smear-proof marking pen. | Staff Nurse |
| 2. Coordinates with the auxiliary, security and housekeeping department to facilitate transport once the funeral service has arrived in the hospital vicinity. | Nurse Supervisor |
| 3. Dons full PPE and pick up the cadaver from the | Auxiliary |

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| | |
|---|---|
| room. | |
| 4. Transports the cadaver from the isolation facility towards the annex elevator. | |
| 5. Ensures that foot traffic at the ground floor areas must be cleared of people prior to the passage of the cadaver. | CRO/ Security Guard |
| 6. Properly doffs PPEs at the point of exit and does proper hand hygiene after endorsing the cadaver. | Auxiliary personnel |
| 7. Disinfects the elevator and chapel, stretcher and all other articles used during the transport of the cadaver prior to returning it to the unit | Housekeeping personnel |

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## APPROVAL:

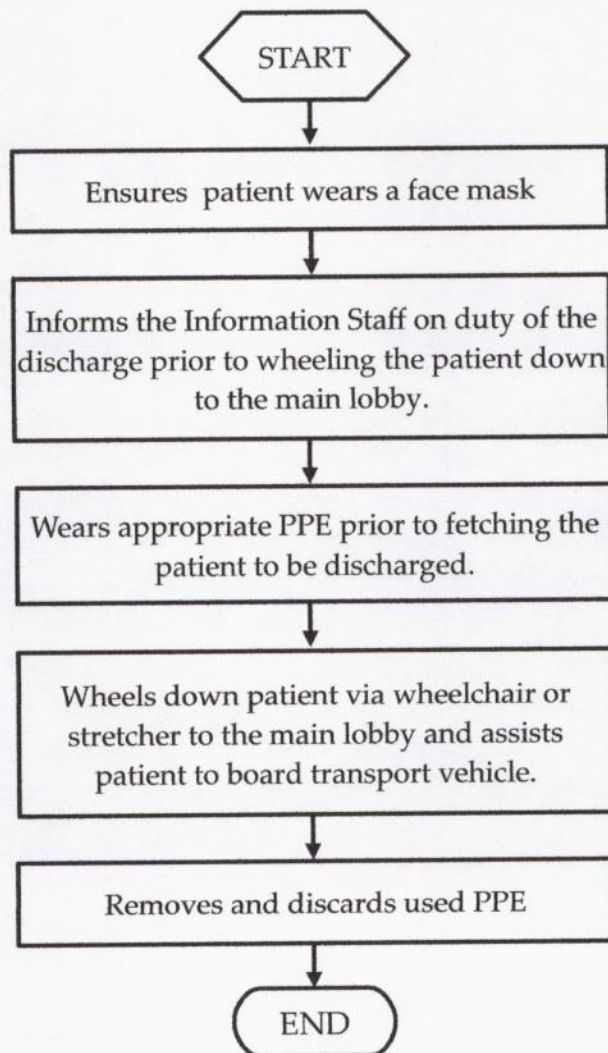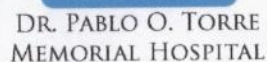| | Name/Title | Signature | Date |
|---|---|---|---|
| Prepared by: | **APRIL ROSE N. BERJIT, RN, MN** <br> Infection Prevention and Control Unit Nurse | | 7/20/2022 |
| Verified: | **ARVI JOHN A. VILLANUEVA, RN** <br> OIC- Infection Prevention and Control Unit Supervisor | | 7/20/2022 |
| | **DOLORES ROMMELA T. RUIZ, MD, FPSMID** <br> Infection Prevention and Control Unit Interim Chair | | 7/21/2022 |
| Reviewed: | **DENNIS C. ESCALONA, MN, FPCHA, FPSQua** <br> Quality Assurance Supervisor | | 07/25/2022 |
| Recommending Approval: | **FREDERIC IVAN L. TING, MD** <br> OIC- Total Quality Division | | 7/25/22 |
| | **MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA** <br> Vice President- Chief Medical Officer | | 8-1-22 |
| Approved: | **GENESIS GOLDI D. GOLINGAN** <br> President and CEO | | 8/31/22 |

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## FLOWCHART: For Recovered Suspect, Probable or Confirmed Covid-19 Cases

START

↓

Ensures patient wears a face mask

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Informs the Information Staff on duty of the discharge prior to wheeling the patient down to the main lobby.

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Wears appropriate PPE prior to fetching the patient to be discharged.

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Wheels down patient via wheelchair or stretcher to the main lobby and assists patient to board transport vehicle.

↓

Removes and discards used PPE

↓

END

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6100

DR. PABLO O. TORRE
MEMORIAL HOSPITAL

## FLOWCHART: For Expired Patients
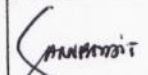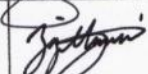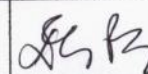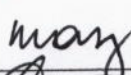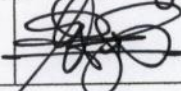
```
              START

Places the remains of the expired Suspect,
Probable or Confirmed Covid-19 patient in a
                double bag

Labels cadaver bag with "Covid-19 Related
         Case – Handle with Care"

Coordinates with the auxiliary, security and
          housekeeping department

Facilitates transport once the funeral service has
       arrived in the hospital vicinity.

Transports the cadaver from the isolation facility
           towards the annex elevator

Clears ground floor area where cadaver will
                pass by

                  A

                  A
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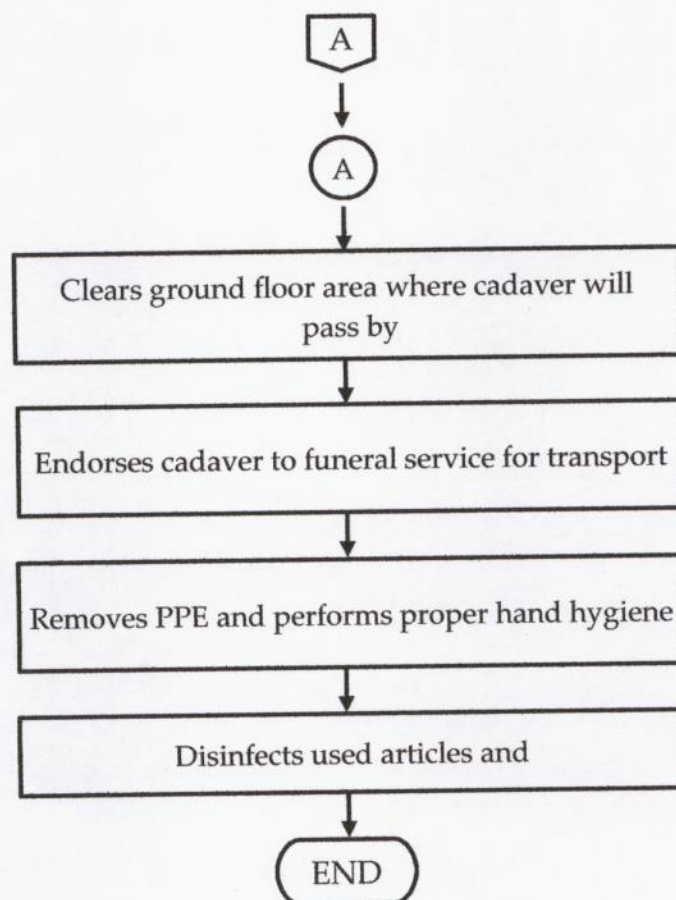| | | |
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        ┌───┐
        │ A │
        └─┬─┘
          ↓
         ( A )
          ↓
┌───────────────────────────────┐
│ Clears ground floor area where │
│      cadaver will pass by      │
└───────────────┬───────────────┘
                ↓
┌───────────────────────────────┐
│ Endorses cadaver to funeral    │
│     service for transport      │
└───────────────┬───────────────┘
                ↓
┌───────────────────────────────┐
│ Removes PPE and performs       │
│      proper hand hygiene       │
└───────────────┬───────────────┘
                ↓
┌───────────────────────────────┐
│   Disinfects used articles and │
└───────────────┬───────────────┘
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           ( END )
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## APPROVAL:

| | Name/Title | Signature | Date |
|---|---|---|---|
| Prepared by: | **APRIL ROSE N. BERJIT, RN, MN** <br> Infection Prevention and Control Unit Nurse | *[signature]* | 7/20/2022 |
| Verified: | **ARVI JOHN A. VILLANUEVA, RN** <br> OIC- Infection Prevention and Control Unit Supervisor | *[signature]* | 7/20/2022 |
| | **DOLORES ROMMELA T. RUIZ, MD, FPSMID** <br> Infection Prevention and Control Unit Interim Chair | *[signature]* | 7/21/2022 |
| Reviewed: | **DENNIS C. ESCALONA, MN, FPCHA, FPSQua** <br> Quality Assurance Supervisor | *[signature]* | 07/25/2022 |
| Recommending Approval: | **FREDERIC IVAN L. TING, MD** <br> OIC- Total Quality Division | *[signature]* | 7/25/22 |
| | **MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA** <br> Vice President- Chief Medical Officer | *[signature]* | 8-1-22 |
| Approved: | **GENESIS GOLDI D. GOLINGAN** <br> President and CEO | *[signature]* | 8/3/22 |