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	Document Title:	POLICY ON SAFETY AND DISCIPLINE OF MRCCC EMPLOYEES AGAINST COVID-19

PURPOSE:

For the implementation of safety and discipline protocols as a reference of all MRCC employees in relation to COVID-19.

LEVEL:

All employees

DEFINITION OF TERMS:

Personnel Protective Equipment (PPE). 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.*

Eligibility for COVID-19 Vaccination based on DC 2021-099, with updates from DC 2021-0157 and 2021-175 (<https://doh.gov.ph/Vaccines/Am-I-eligible-to-get-the-COVID-19-vaccine>)


The following employees are eligible for vaccination but:

1. With Special Precautions:

- 1.1. With history of bleeding disorders or currently taking blood thinners
- 1.2. With allergy to food, egg, or medicine
- 1.3. With history of asthma

a) For Rescheduling:

- Currently diagnosed with COVID-19 or with symptoms of: fever / chills, fatigue, cough, colds, headache, sore throat, myalgia, loss of

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taste or smell, diarrhea, shortness of breath / difficulty breathing, and rashes


- Has history of exposure to confirmed or suspected COVID-19 case in the past 14 days
- Has received convalescent plasma or monoclonal antibodies for COVID-19 in the past 90 days
- Women in the first 3 months of pregnancy
- Has received any other vaccine in the past 14 days
- Has had attacks, been admitted or changed medications for their co-morbidities in the past 3 months
- Hypertensive emergency or blood pressure > 180/120 with symptoms of possible organ damage

b) Needs Clearance from Attending Physician/Primary Care Provider:

- With autoimmune disease
- With Human Immunodeficiency Virus (HIV)
- Cancer patients currently undergoing chemo/ radio/ immunotherapy
- Underwent transplant
- Currently taking steroid medications
- Bedridden, in a vegetative state, or poor prognosis with life expectancy less than 6 months


The following employees are not eligible for vaccination:

- With allergy to any vaccine components (e.g. polysorbate, PEG)
- Severe allergic reaction (e.g. anaphylaxis) to first dose of the vaccine

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POLICY:


1. The MRCCC is re-emphasizing the stricter implementation of its safety protocols; hence, all employees are required to practice the corresponding protections as part of their every day work. (see Annex A for the approved level of PPEs to be worn on every area)¹
2. As a Healthcare facility, workers shall strictly follow the procedures for the wearing (donning) and the safe removal (doffing) of PPE in correct sequence. Active assistance during donning and doffing is a valid option for minimizing the risk of accidental contamination. Hand hygiene should be performed immediately after removing PPE².
3. Observance of social distancing (3 feet) including all related policies, circulars and memoranda issued by the management relative to the adherence of the health protocols for the prevention and transmission of the COVID-19.
4. The facility shall provide signs at all entrances that lists the symptoms compatible with COVID-19 (fever, cough, shortness of breath), informing visitors with any of these symptoms not to enter the hospital premises.
5. Cases of employees that resulted to illness with Covid due to negligence and acquired not during their line of duty, shall not receive any financial or medical assistance from the company but regular hospitalization benefits shall apply.
- ? 6. Face-to-face meetings or conferences shall be discouraged but, instead, replaced with virtual remote systems using applications like "Zoom" or "Skype". *Ms Teams*
7. Immediate Heads shall ensure that the pantry tables in their areas shall be permanently arranged to a fixed position, which will account for the required social distancing protocols. Each table shall be assigned to no more than one (1) person (or follow social distancing requirement if the table is big) Scheduling of

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break times shall take into account the number of tables in the pantry (e.g. 11AM – 1PM for lunch break) Specific employees must have specific time schedule of break time. Since eating or drinking will require employees to remove their face masks, employees are restricted from talking to each other or answering any phone calls without face mask.


8. All employees are required to attend the Infection Prevention and Control (IPC) training/ policy dissemination session on the protocols of safety practices to be handled by the HR – Training & Development Section in coordination with the Quality Assurance and Infection & Prevention Control Units.
9. All employees are strictly monitored by the immediate head and required to fill out the RMC Cancer Health Checklist through the RMC Cancer Health Check Application prior to the start of duty as mandated per *DTI and DOLE Interim Guidelines on Workplace Prevention and Control of COVID-19*.
10. Any violations of the aforementioned policy / guidelines shall be penalized accordingly:

PROHIBITED ACTS		PENALTIES	
		1 st OFFENSE	2 nd OFFENSE
1	Not wearing proper PPE as required ¹	15 days Suspension with warning of dismissal	Dismissal
2	Not following social distancing measures		
3	Non-observation of proper hand hygiene		
4	Non-compliance to DPOTMH “Clean-up” Drive ⁴		
5	Insubordination to the required protocol to daily filling out of RMC Cancer Health Checklist ⁵		
6	Other analogous acts which are non-compliant to the Management’s implemented safety protocols		

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Note: Suspended employees shall not be allowed to report back to work without a COVID-19 medical clearance secured from the Personnel Health Risk Assessment Officer.


11. The security shall monitor the CCTV for any violations on the COVID 19 safety protocols. Anyone caught violating the COVID 19 safety protocol shall immediately be called upon/ notified, informed of his/her specific violation and shall be reported to his immediate head/supervisor. The incident shall be reported immediately to Human Resources Division. The violator shall be placed under preventive suspension depending on the severity of the violation or if his presence in the workplace poses a threat to the safety of others. The security shall submit to HR an incident report so HR can verify or double check. The employee-respondent will be informed by HR via mobile phone as to the next step to follow relative to the incident, such as the administrative hearing that will be conducted if deemed necessary. In which case, a Notice to Explain (NTE) shall be sent to the employee.
12. All employees shall avoid going to other areas in the hospital unless otherwise required by the nature of their work.
13. All eligible employees who are tasked to do on-site work are required to be vaccinated against COVID-19. Eligible employees who remain to be unvaccinated may not be terminated solely by reason thereof. However, they shall be required to have a negative RT-PCR tests results every two weeks at their own expense; Salary deduction shall not be allowed but standard cost shall apply (with employee's discount) for RT-PCR tests.⁶
14. All MRCCC employees medical consultants, visiting oncologists, medical physicists and radiologists shall comply with this policy and shall ensure that the basic health protocols are properly and correctly observed at all times.

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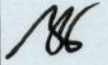
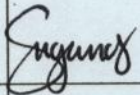

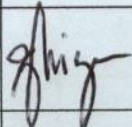
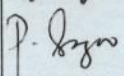
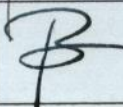
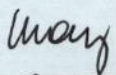

15. Other applicable and related basic health protocols and advisories not mentioned herein as a result of research undertakings and other evidence-based studies from a reputable and credible scientific body like World Health Organization (WHO), and Centers for Disease Control and Prevention shall also be followed.


REFERENCES:

1. Rational Use of PPE – Updated as of September 2020
2. IPCU's Guidelines on Proper Donning and Doffing
3. DTI and DOLE Interim Guidelines on Workplace Prevention and Control of COVID-19
4. Memorandum from the Official COVID-19 Team on the Implementation of Daily Clean-up Time
5. Use of RMCI Healthcheck Application
6. IATF Resolution No. 148-B Series of 2021, dated November 11, 2021


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ANNEX A:

1	Low Risk		<ul style="list-style-type: none"> • MSS and MDO • Sales and Marketing and OTP • Human Resource • Non-glass reception area of different departments • Common Corridors • Common Elevators (not used to transport Covid patients) , Stairs, Fire Exits 	Surgical Face Mask / KN95 Face Shield
2	Moderate Risk	Performing procedures or direct care to patients NOT SUSPECTED for Covid-19	<ul style="list-style-type: none"> • MRCCC • Una Konsulta • Ancillary Areas: • Lab Extraction Area • DIS (except ultrasound) • NICIS • PMFC • Wellness (APE) <p>All other Nursing Stations with Clean or Non-Covid related cases</p>	Surgical Face Mask / KN95 Face Shield Gown Gloves (as needed) 


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3	High Risk	<p>Performing initial assessment or interview to SUSPECTED Covid-19 patients.</p> <p>Performing assessment, procedures or direct care to RESPIRATORY PATIENTS but with the absence of aerosol-generating procedures.</p>	<ul style="list-style-type: none"> • EREID Pre-Assessment Triage (MAB, Pharmacy, Main Hospital entrance) • EREID Pre-Admission Tent • OPD Extension Unit • DIS (Ultrasound area) • Lab Microbiology Area • RTS – PFT Room • Hemodialysis • Station 8 • Station 9 	<p>N95 Respirators / Half or Full Facepiece Respirators (with medical grade filters) / Powered Air Purifying Respirators or any of their equivalents</p> <p>Face Shield</p> <p>Gown</p> <p>Plastic Apron (as needed on top of Gown)</p> <p>Gloves (as needed)</p>
4	Highest Risk	<p>Performing procedures or direct care to suspect/ probable cases with possible aerosol generating procedures.</p> <p>Performing procedures or direct care to CONFIRMED Covid-19 cases, with or without aerosol generating procedures:</p>	<ul style="list-style-type: none"> • Covid-19 Isolation Stations • Station 10 • Station 14 • Elevators accessed to transport patients to and from isolation areas (limited only during time of 	<p>N95 Respirators / Half or Full Facepiece Respirators (with medical grade filters) / Powered Air Purifying Respirators or any of their equivalents</p> <p>Face Shield</p> <p>Surgical Cap</p> <p>Coverall</p>

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	* intubation * open-system suctioning * nebulization * BIPAP/CPAP	transport) • Molecular Laborator Sterile Areas ***	Isolation Gown Gloves (Double) (see PPE preference guide of OR and DR)
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*** For cleaners in ALL AREAS, heavy duty gloves and closed footwear should be used on top of the prescribed PPE per area.

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PURPOSE:

To discuss the process for disciplining employees in cases of non-compliance and negligence.

SCOPE:


Applies to all Metro Riverside Cancer Care Center (MRCCC) employees

PERSON RESPONSIBLE:

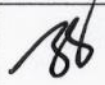
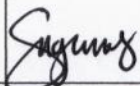

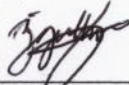
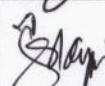

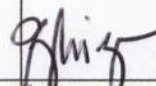
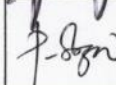
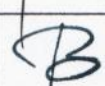
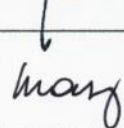

HR Staff- LR, Security Specialists, Infection Prevention and Control Unit, all employees of MRCCC.

PROCEDURE:

1. All employees are required to attend the Infection Prevention and Control Unit (IPCU) training/ policy dissemination session on the protocols of safety practices.
2. Non-compliance to the above mentioned policy statements shall be monitored by the Security Specialist through the CCTV.
3. CCTV footages of employees caught for any violations shall be forwarded to the ER/LR Supervisor with the incident reports duly noted by their respective Immediate Heads to be apprehended, informed of his/her specific violation and sent home for suspension.
4. The HR Staff – LR shall inform the violating employee as to the following process relative to the incident.
5. Suspended employees shall process a COVID-19 Medical Clearance prior to returning to duty.

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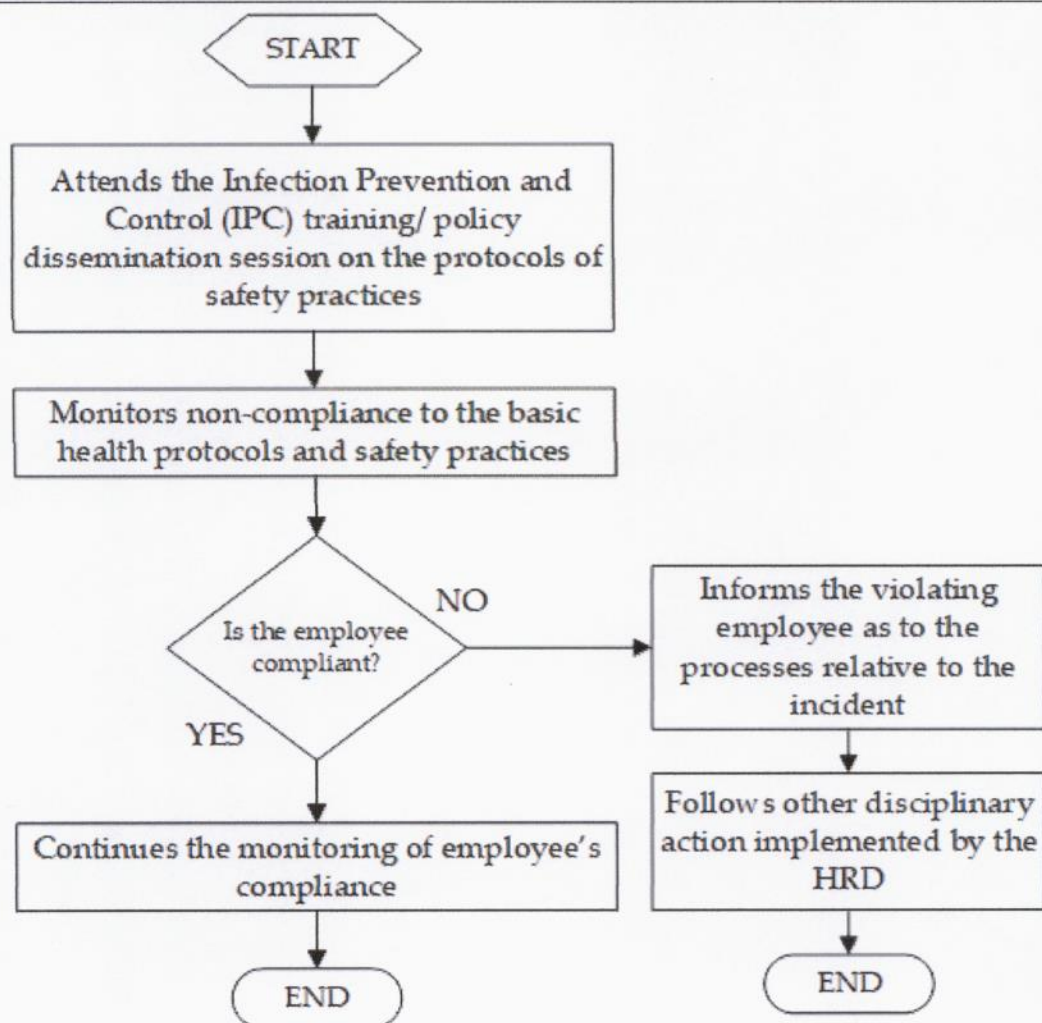
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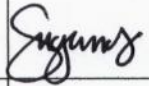

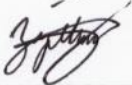


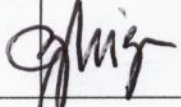
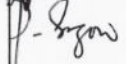

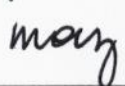
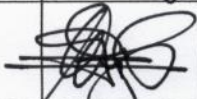
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FLOWCHART




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APPROVAL:


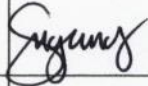

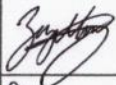
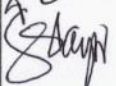

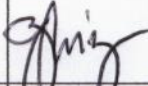
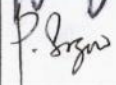

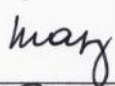

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KEY TASKS	PERSON RESPONSIBLE
1. Conducts training/ policy dissemination session on the protocols of safety practices	IPCU
2. Attends the Infection Prevention and Control (IPC) training/ policy dissemination session on the protocols of safety practices	All employees
3. Monitors non-compliance to the basic health protocols and safety practices	Security Specialist
4. Forwards CCTV footages of employees caught for any violations to the ER/LR Supervisor	Security Specialist
5. Informs the violating employee as to the processes relative to the incident	HR Staff – LR
6. Follows the disciplinary action implemented by the HRD	Violating employee
7. Processes a COVID-19 Medical Clearance prior to returning to duty	Suspended employee

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	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President- Chief Medical Officer		7.27.22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		9/10/22