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	Department/Section:	Compensation and Benefits Section
	Document Title:	GUIDELINES ON THE AVAILMENT OF RMCI ISOLATION AND MONITORING FACILITY

PURPOSE:

To establish the guidelines on the availment of the RMCI Isolation and Monitoring Facility (RIMF) for RMCI, UK, MRCCC employees, and resident doctors.

LEVEL:

All RMCI, UK, MRCCC employees, and resident doctors diagnosed with asymptomatic to mild COVID-19.


DEFINITION OF TERMS:

RMCI Isolation and Monitoring Facility (RIMF) – a facility for RMCI, UK, MRCCC employees, and the resident doctors diagnosed with asymptomatic to mild COVID-19 and acquired due to the nature of the employee's duty and responsibilities

POLICY:

1. The company shall cover the actual expenses* incurred during the employees' quarantine period at the RIMF including the following:
 - Electricity
 - Housekeeping
 - Personal Protective Equipment (PPE) for the hospital rounds
 - Three (3) Meals per day
 - Thermometer
 - Pillow(pillowcase, blanket, and bed sheets are not provided)
 - Yellow bag (4pcs)


**all other that are not mentioned shall be under the employees' personal account*

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2. Availment of the RIMF shall be according to the implemented prioritization matrix below with P1 as the highest priority:

<i>Table 1: Prioritization Matrix</i>	
Code	Classification
P1	Direct patient care assigned at EREID Team, MOLAB, and COVID Floors
P2	Healthcare Workers undergone Surveillance Swabbing
P3	All other direct patient care
P4	Administrative and Support Services
P5	Community-acquired cases

3. Heavy laundries are not allowed inside the RIMF. If the employee would opt for an external laundry, soiled clothes shall be placed inside the yellow bag at the doffing area of Station 12. Expenses shall be under the personal account.
4. Wearing of face mask is a must for employees with a need to go outside the room, along the station's corridor.
5. Alcoholic beverages and smoking are **strictly not allowed** at the RIMF.
6. The following items are not allowed inside the RIMF:
 - a. Items with an offensive odor, or items which emit a high pitched sound;
 - b. Flammable or combustible items;
 - c. Guns, knives or stimulant drugs, etc., of which possession is prohibited by law.
7. Prioritization of the RIMF accommodation will be based on the Table 1 and shall be subject to a first-come, first served basis.

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8. For work-related transmission (P1 – P4) in **excess of the maximum number of cases that the RIMF and Home Care Program can accommodate, based on the approved slots per month**, the affected employee may opt for the following options:

<i>Table 2. Isolation Options</i>		
Option 1	LGU Isolation Facility	Free
Option 2	RIMF (subject to Isolation beds' availability)	On Personal Account at Actual Cost*^
Option 3	Home Care (Subject to ocular inspection if the room will qualify for the program and existing Home Care guidelines shall be followed)	On Personal Account^
Option 4	LGU-Accredited Quarantine Facilities (Hotels)	

**Wi-Fi connection shall be charged on personal account*

^Salary deduction for 9 months

9. In cases wherein all bed allocations at the RIMF are occupied, the employee or resident doctor may opt for option 1 or option 3 based on Table 2.
10. All community-acquired cases shall be initially referred to the LGU Isolation Facilities. Should they decide not to go with the LGU Isolation Facilities, the employees and resident doctors have the option to avail other options such as (see next page):


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Table 3		
Option 1	RIMF (subject to Isolation beds' availability)	On Personal Account at Actual Cost* [^]
Option 2	Home Care (Subject to ocular inspection if the room will qualify for the program and existing Home Care guidelines shall be followed)	On Personal Account [^]
Option 3	LGU-Accredited Quarantine Facility (Hotels)	On Personal Account

Note: Maximum allocation for community-acquired cases is at 2 beds and on a "first-come, first-served" basis.


**Wi-Fi connection shall be charged on personal account*

[^]Salary deduction for 9 months

- The unused budgeted slots for the month shall be utilized the following month. Please see sample case below given that there are a maximum of 16 budgeted slots per month:


Consumed slots	Available slots	Month
13	3	June
10	9	July
-	28	August

- The assessment of the COVID-19 transmission as determined by the Personnel Health Risk Assessment Officer (PHRAO) shall be final and executory.
- Upon the onset of moderate symptoms, the employee and/or resident doctor shall be referred to the PHRAO for recommendations if he/she continues his/her isolation or transfer him/her for admission. For the expenses of

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admission, the *Policy on Identification, Recall, and Referral for Employees in relation to COVID-19* and *Safety and Discipline Protocols for RMCI Employees in Relation to COVID-19* shall be applied.

14. In cases of emergencies, the employee and/or resident doctor in RIMF shall contact the Nurse Supervisor on-duty.
15. Violating employees during their stay at the RIMF shall be sanctioned according to the company's Code of Discipline without prejudice to the transfer of the isolation charges to personal account.
16. The Human Resource Division shall report the monthly utilization of the RIMF in coordination with the Nursing Service Division.
17. For employees/resident doctors who opted to avail the Home Care, refer to the *Hospital Supervised COVID-19 Isolation Program for RMCI Employees and Dependents Guidelines*.

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DOCUMENTATION:

New Policy


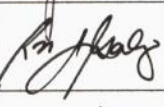


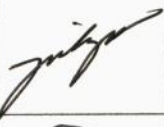


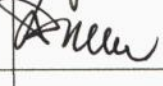
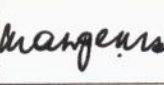
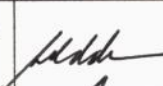

DISSEMINATION:


Hospital Communicator

Manual of Policies and Procedure

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	RIO MARIE S. GOLVIO Compensation and Benefits Supervisor		1/10/22
Verified:	RIA NICOLE A. GALVEZ, RN, APCHA Infection Prevention and Control Unit Supervisor		2/16/22
	PETER L. MINGUILLO OIC – Organizational Development Head		2/7/22
	HANNAH KHAY S. TREYES, RN, MN Chief Nurse		02/21/22
	JOSE PEPITO B. MALAPITAN, MD, FPCP Personnel Health Risk Assessment Officer/ Assistant Medical Director		02-22-2022
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		02-22-2022
Recommending Approval:	NANCY B. HIZON, MS Psych, FPCHA Human Resource Division Officer		2/24/22
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		3/4/2022
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President – Chief Medical Officer		3.23.22
	SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA Vice President – Chief Operating Officer		03/25/2022
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		4/7/22

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	Document Title:	GUIDELINES ON THE AVAILMENT OF RMCI ISOLATION AND MONITORING FACILITY

PURPOSE:

To establish the guidelines on the availment of the RMCI Isolation and Monitoring Facility (RIMF) for RMCI, UK, MRCCC employees, and resident doctors.

SCOPE:


All RMCI, UK, MRCCC employees, and resident doctors

PERSON RESPONSIBLE:


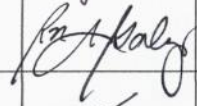
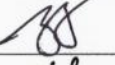

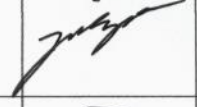

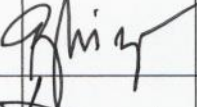
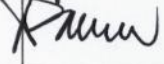



Organizational Development Department Head, Compensation and Benefits Supervisor, Personnel Health Risk Assessment Officer (PHRAO), Personnel Health Risk Assessment Nurse (PHRAN), Chief Nurse, EREID Coordinators, Chairman of the Committee on Medical Education & Training, Immediate Heads


GENERAL GUIDELINES:

1. The following arrangement shall be applied for the transfer of the employees:
 - a. 1st Option: LGU DRRMO
 - b. 2nd Option: Company Vehicle
 - c. 3rd Option: RMCI Ambulance
2. The use of company vehicle and ambulance for transfer shall be within a radius of twenty (20) kilometers after city limits.
3. Schedule for transfer utilizing the company vehicle shall be within 2:30 PM and 4:30 PM, Mondays to Fridays except weekends and holidays.

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	RIO MARIE S. GOLVIO Compensation and Benefits Supervisor		1/10/22
Verified:	RIA NICOLE A. GALVEZ, RN, APCHA Infection Prevention and Control Unit Supervisor		2/16/22
	PETER L. MINGUILLO OIC – Organizational Development Head		2/7/22
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Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		4/7/22

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	Effective Date:	12-30-2021
	Document Type:	Standard Operating Procedure
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	Department/Section:	Compensation and Benefits Section
	Document Title:	LEAVE OF ABSENCE (LOA) WITHOUT PAY

PURPOSE:

To establish a standard policy in the availment of Leave of Absence (LOA) without pay.

SCOPE:

Applies to all employees of Dr. Pablo O. Torre Memorial Hospital.

PERSON RESPONSIBLE:

Employee, Section/Department/Division Heads, HR Staff

GENERAL GUIDELINES:

1 Per reference to the Work Standards of the Employees' Manual, Item B entitled Timekeeping, **page 15** (in paraphrase) states that:

1.1 Leave of Absence (LOA) - **"In compelling circumstances, a 15-day personal leave without pay (LOA) within a calendar year may be granted. The employee shall file LOA through Leaves Online Application in the Communicator System. The employee must apply online prior to his/her leave, unless the situation is emergency in nature. If he/she is not able to file an LOA in advance, he/she is required to file the same on his/her first day of resumption to work. Failure to file online will result in an unauthorized leave"**.

1.2 Furthermore, per reference to Employees' Welfare embodied in the Employees' Manual, under Item 6 entitled (as paraphrased) Personal Leave, **page 32**, it states:

Personal Leave - **"Emergencies cannot be avoided. So, for serious and compelling reasons, the employee can take a fifteen-day leave without pay annually. The employee must, however; secure first the approval of his/her immediate superior and that of his/her Division Officer"**.