 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-D-P02
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	Document Title:	SAFETY AND DISCIPLINE PROTOCOLS FOR RMCI EMPLOYEES IN RELATION TO COVID-19

PURPOSE:

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

LEVEL:

Middle Managers, ER/LR Section, Security Specialist, Infection & Prevention Control Unit, Training & Development Section, and all employees concerned.

DEFINITION OF TERMS:


Personnel Protective Equipment. This includes the wearing of recommended appropriate Personal Protective Equipment during COVID-19 outbreak, according to area of assignment per reference to the *IPCU Policy on the Recommended Use of PPE*.

Eligibility for COVID-19 Vaccination based on DC 2021-099, with updates from DC 2021-0157 and 2021-175¹

The following employees are eligible for vaccination but:

- a) With Special Precautions:
 - With history of bleeding disorders or currently taking blood thinners
 - With allergy to food, egg, or medicine
 - With history of asthma


- b) For Rescheduling:
 - Currently diagnosed with COVID-19 or with symptoms of: fever / chills, fatigue, cough, colds, headache, sore throat, myalgia, loss of taste or smell, diarrhea, shortness of breath / difficulty breathing, and rashes

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- 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
 - Hypertensive emergency or blood pressure > 180/120 with symptoms of possible organ damage
- c) Needs Clearance from Attending Physician/Primary Care Provider:
- With autoimmune disease
 - With Human Immunodeficiency Virus (HIV)
 - Cancer patients currently undergoing chemo/radio/immunotherapy
 - Underwent organ 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:


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

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POLICY:


Given the recent developments on COVID-19 transmissions, the hospital is re-emphasizing the stricter implementation of its safety protocols; hence, the following:

1. All employees shall be required to practice the corresponding protections which includes the wearing of recommended appropriate Personal Protective Equipment according to area of assignment per reference to the *IPCU Policy on the Recommended Use of PPE*.
2. As a Healthcare facility, all 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 hospital 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 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 remote systems using applications like "Zoom" or "Skype".

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7. Immediate Heads shall ensure that the pantry tables in their area shall be 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 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 RMCI Health Checklist through the RMCI 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		

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5	Insubordination to the required protocol to daily filling out of RMCI Health Checklist ⁵		
6	Other analogous acts which are non-compliant to the Management's implemented safety protocols		

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 hospital 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 apprehended, informed of his/her specific violation and automatically placed on preventive suspension for a period of fifteen (15) days and be sent home immediately due to possible exposure to the virus. His/her continued presence in the workplace poses a risk of infecting his/her co-workers, doctors, patients and 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 non-patient care areas shall observe "One at a Time" protocol: only one visitor or employee shall be allowed per transaction, per area (e.g. one client in per transaction in Budget & Cost, one client per loan inquiry/application on Benefits, etc.) Others shall wait outside the office until each transaction is finished.

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14. 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




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DOCUMENTATION:

New Policy

DISSEMINATION:

Communicator Bulletin Board and provision of copy per area.

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.
7. Department of Health. (2021, April 14). *Am I eligible to get the COVID-19 vaccine?* DOH. Retrieved December 20, 2021, from <https://doh.gov.ph/Vaccines/Am-I-eligible-to-get-the-COVID-19-vaccine>