 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental. 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	DCN:	COMPBEN- QP-25
	REVISION NO:	00
	EFFECTIVE DATE:	01-20-2020
	REVIEW DATE:	12-01-2023
	PAGE NO:	1 OF 9
	SECTION:	HUMAN RESOURCE DIVISION
TITLE/DESCRIPTION:		POLICY ON IDENTIFICATION, RECALL AND REFERRAL FOR EMPLOYEES IN RELATION TO 2019- nCoV

PURPOSE:

To establish a protocol for 2019 Novel Coronavirus (nCoV) applicable to all RMCI employees with duties and responsibilities connected to the 2019-nCoV operations.

LEVEL:

Infection Prevention and Control Unit, Emergency Room Department, ER Triage Unit, Chief Nurse, Immediate Head, HR Operations Manager, Compensation & Benefits Supervisor, Company Physician and all employees concerned.

DEFINITION OF TERMS:

Person Under Investigation (PUI). Refers to persons with three or more of the following detected symptoms: 38° fever, coughs, colds and has recently travelled to the areas affected with 2019- nCoV.

Person Under Monitoring (PUM). Employees subject to active monitoring as they have been determined to have been in contact with the PUI Patients without wearing the prescribed PPE.

Personal Protective Equipment (PPE) for Medical. This includes wearing of gloves, mask and gown during contact with the Persons Under Investigation on the Isolation Tent and Ward; Face mask with a face shield for employees in the ER Triage Unit and mask for Auxiliaries.

Company Special Leave. Employees' absences due to the prescribed home confinement; Employee has been in contact with a PUI without the proper PPE, unaware of the PUI's condition. In this case, absences are paid by the company under special approval/condition.




DR. PABLO O. TORRE
MEMORIAL HOSPITAL

B.S Aquino Drive,
Bacolod City,
Negros Occidental.
6100

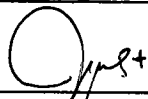
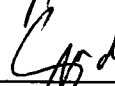


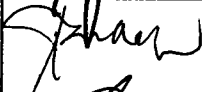

DCN:	COMPBEN- QP-25
REVISION NO:	00
EFFECTIVE DATE:	01-20-2020
REVIEW DATE:	12-01-2023
PAGE NO:	2 OF 9
SECTION:	HUMAN RESOURCE DIVISION
TITLE/DESCRIPTION:	POLICY ON IDENTIFICATION, RECALL AND REFERRAL FOR EMPLOYEES IN RELATION TO 2019- nCoV


POLICY:

1. This policy shall be applicable to all RMCI employees with duties and responsibilities connected to the 2019- nCoV operations.
2. If the employee had a contact with a PUI but failed to use the required PPE as a result of the employee's negligence, the home confinement shall be credited under the Sick Leave as per advised by the Company Physician.
3. If Sick Leave credits are all used up, Vacation Leave credits shall be applied.
4. Once the Sick and Vacation Leave credits are already used up or for employees (Probationary and Fixed Term) without Leave credits, Leave of Absence shall be applied.
5. For the application of employee's Leave of Absence and Entitlements, the company is guided by the DOLE Labor Advisory No. 04, Series of 2020.
6. For employees who had a contact with a PUI but is unaware of the PUI's condition without proper PPE, absences due to home confinement shall not be deducted to his/her leave credits but will be considered as Company's Special Leave.

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	DCN:	COMPBEN- QP-25
	REVISION NO:	00
	EFFECTIVE DATE:	01-20-2020
	REVIEW DATE:	12-01-2023
	PAGE NO:	3 OF 9
	SECTION:	HUMAN RESOURCE DIVISION
TITLE/DESCRIPTION:		POLICY ON IDENTIFICATION, RECALL AND REFERRAL FOR EMPLOYEES IN RELATION TO 2019- nCoV

APPROVAL:

	Name/Title	Signature	Date
Prepared by:	KARLOTA L. SUMUGAT Acting OD Specialist		2/19/20
	SHEILA MARIE D. DE LA PAZ HR Operations Manager		2/19/20
Reviewed:	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor		02/20/2020
Recommending Approval:	NANCY B. HIZON Corporate Human Resource Officer		2/21/2020
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer		2/21/2020
Final approval:	GENESIS GOLDI D. GOLINGAN President and CEO		20 FEB 2020

 <p>B S Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	DCN:	COMPBEN- QP-25
	REVISION NO:	00
	EFFECTIVE DATE:	01-20-2020
	REVIEW DATE:	12-01-2023
	PAGE NO:	4 OF 9
	SECTION:	HUMAN RESOURCE DIVISION
	TITLE/DESCRIPTION:	POLICY ON IDENTIFICATION, RECALL AND REFERRAL FOR EMPLOYEES IN RELATION TO 2019- nCoV

PROCEDURE:

I. Identification

1. The EREID Designated Triage Nurse shall inform the Company Physician and Immediate Head once the employee (PUM) has been determined to have been in contact with a PUI without wearing PPE.
2. The Immediate Head/Chief Nurse shall provide a validated list of employees who had a direct contact with the PUI to the Next Level Superior and to the Corporate Human Resource Officer.
3. The PUM shall then be conferred by the Immediate Head to be off the floor.
4. The Immediate Head shall secure the Medical Certificate of the PUM, signed by the Company Physician for home confinement.
5. The Immediate Head shall file an online leave in behalf of the home confined employee.

II. Recall (PUI – Negative)

1. The employee shall be for home confinement for 14 days; however the Immediate Head can recall the employee once the contacted PUI's findings show negative results.
2. The Attending Physician shall inform the IPCU Unit of the PUI's negative result.
3. The IPCU Nurse shall then inform the Immediate Head and the Company Physician of the PUI's negative result for the PUM's recall.
4. The employee shall secure the Medical Certificate and Fit to Work Clearance from the Company Physician as per *HR (CompBen)-QP-02 Sick Leave & Incentive Health Leave/Bonus Policy*.
5. The HRD shall then issue a Clearance Slip to the employee.
6. The employee shall then submit the Clearance Slip to the Immediate Head upon return to work.



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

B.S. Aquino Drive,
Bacolod City,
Negros Occidental.
6100

DCN:	COMPBEN- QP-25
REVISION NO:	00
EFFECTIVE DATE:	01-20-2020
REVIEW DATE:	12-01-2023
PAGE NO:	5 OF 9
SECTION:	HUMAN RESOURCE DIVISION
TITLE/DESCRIPTION:	POLICY ON IDENTIFICATION, RECALL AND REFERRAL FOR EMPLOYEES IN RELATION TO 2019- nCoV

III. Referral (PUI – Positive)

1. For the PUI with positive result, the PUM that they have been in contact to is asked to seek medical assistance and admission (*Please refer to IPCU Policy on 2019-nCoV Admission*).
2. The employee shall then avail the PhilHealth hospital benefits and entitled to sickness benefits under the Social Security System and employees' compensation benefits under PD 626 (EC Law). In the event that the worker is not qualified to avail of the benefits under SSS or PhilHealth due to the fault of the employer, the employer shall shoulder all the medical expenses until full recovery (*Accdg. to Labor Advisory No. 04, under Leave of Absence/Entitlements*).
3. Once cleared, the employee shall secure the Medical Certificate and Fit to Work Clearance from the Company Physician as per HR (CompBen)-QP-02 Sick Leave & Incentive Health Leave/Bonus Policy.
4. The HRD shall then issue a Clearance Slip to the employee.
5. The employee shall then submit the Clearance Slip to the Immediate Head upon return to work.

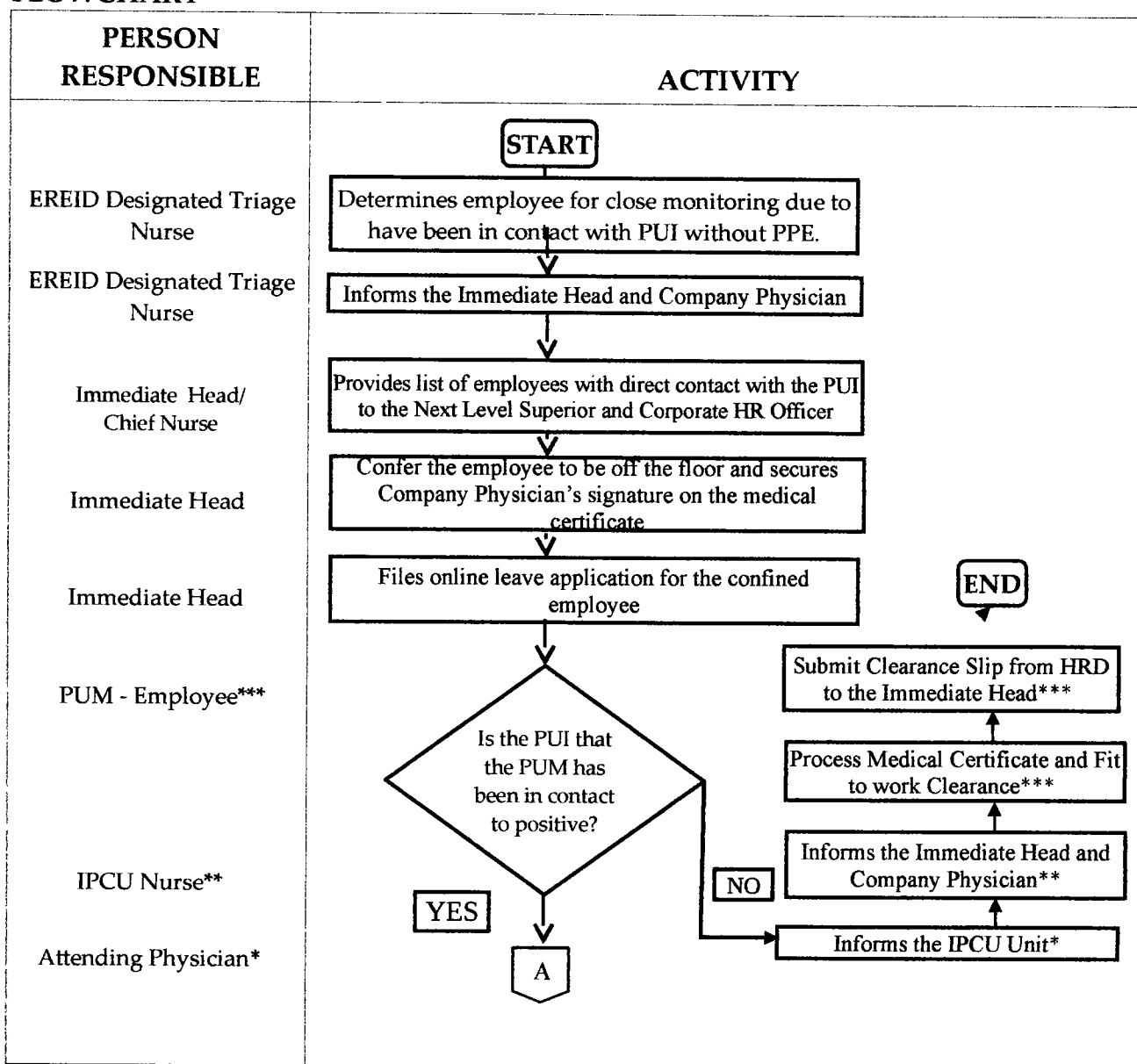


DR. PABLO O. TORRE
MEMORIAL HOSPITAL

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

DCN:	COMPBEN- QP-25
REVISION NO:	00
EFFECTIVE DATE:	01-20-2020
REVIEW DATE:	12-01-2023
PAGE NO:	6 OF 9
SECTION:	HUMAN RESOURCE DIVISION
TITLE/DESCRIPTION:	POLICY ON IDENTIFICATION, RECALL AND REFERRAL FOR EMPLOYEES IN RELATION TO 2019- nCoV

FLOWCHART

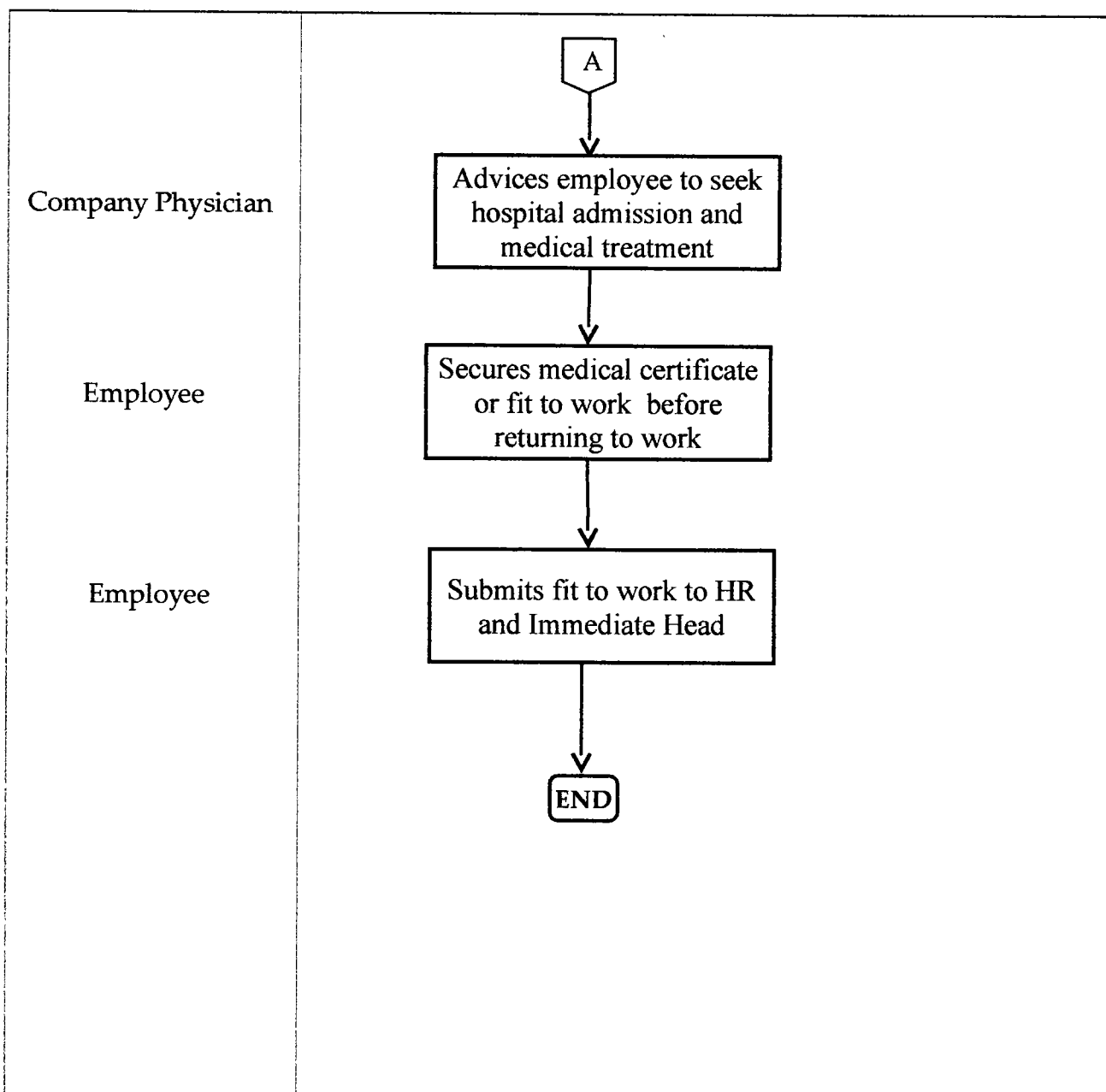





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

DCN:	COMPBEN- QP-25
REVISION NO:	00
EFFECTIVE DATE:	01-20-2020
REVIEW DATE:	12-01-2023
PAGE NO:	7 OF 9
SECTION:	HUMAN RESOURCE DIVISION
TITLE/DESCRIPTION:	POLICY ON IDENTIFICATION, RECALL AND REFERRAL FOR EMPLOYEES IN RELATION TO 2019- nCoV



 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental. 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	DCN:	COMPBEN- QP-25
	REVISION NO:	00
	EFFECTIVE DATE:	01-20-2020
	REVIEW DATE:	12-01-2023
	PAGE NO:	8 OF 9
	SECTION:	HUMAN RESOURCE DIVISION
	TITLE/DESCRIPTION:	POLICY ON IDENTIFICATION, RECALL AND REFERRAL FOR EMPLOYEES IN RELATION TO 2019- nCoV

WORK INSTRUCTION:

EREID Designated Triage Nurse

1. Determines PUM
2. Informs the Company Physician and Immediate Head.

Company Physician

1. Advises PUM for home confinement.
2. Signs fit to work for recalled employees.
3. Advices PUI and confirmed positive employees to seek medical assistance.

Immediate Head

1. Provides a list of employees with direct contact with the PUI without PPE; this includes non-medical.
2. Confers employee to be off the floor.
3. Secures the Medical Certificate for home confined employees.
4. Files online leave application for home confined employees.
5. Recalls for work cleared employees.

Attending Physician

1. Informs the IPCU Unit of the PUI's result.

IPCU Nurse

1. Informs the Company Physician and Immediate Head of the PUI's negative result.

PUM - Employee/

1. Processes medical certificate and fit to work clearance.
2. Submits clearance slip issued by the HRD to their Immediate Head.



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

B.S. Aquino Drive,
Bacolod City,
Negros Occidental.
6100

DCN:	COMPBEN- QP-25
REVISION NO:	00
EFFECTIVE DATE:	01-20-2020
REVIEW DATE:	12-01-2023
PAGE NO:	9 OF 9
SECTION:	HUMAN RESOURCE DIVISION
TITLE/DESCRIPTION:	POLICY ON IDENTIFICATION, RECALL AND REFERRAL FOR EMPLOYEES IN RELATION TO 2019- nCoV

DOCUMENTATION:

1. Sick Leave Form
2. Medical Certificate
3. Clearance Slip
4. List of Validated Employees who had a Direct Contact with the PUI

DISSEMINATION:

Communicator Bulletin Board

REFERENCE:

DOLE Labor Advisory No. 04 & EREID Flow Sheet