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PURPOSE:


For 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 memorandum on *Recommended Personal Protective Equipment, during COVID-19 Outbreak, according to Area of Assignment dated April 30, 2020.*

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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:

- I. The following areas are required to practice the corresponding protections as enumerated below¹:

Level of PPE	Risk Level	Activity	Area/s	Protection Required
Level 1	Low Risk	Performing tasks that do not involve direct contact with Suspected / Probable / Confirmed COVID-19 patients.	Administrative Areas CSSD Admitting Billing Cashier PHIC - Front end Credit and Collection Pharmacy Dietary Engineering Facilities Linen General Accounting, Budget and Cost, Chief Risk Office, BDP, Financial Audit, IT, Payroll, Inventory Cost MMD & CSR TQD CCA, Medical Records, MSS, MDO Sales and Marketing and OTP HR Non-glass reception area of different departments Wellness Vehicle Transport to referral facility (with separate driver's compartment)	Surgical or Cloth Face Mask Maintain physical distance of at least 1 meter Observe proper Hand Hygiene at all times Ensure Compliance to the DPOTMH "Clean-up" drive




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Level 2	Moderate Risk	Performing procedures or direct care to patients not suspected for Covid-19	UK MRCCC Ancillary Areas: Laboratory DIS (all except Ultrasound) RTS Hemodialysis NICIS PMFC Admin areas where direct face-to-face interaction with client is required Regular Stations (Clean Areas – Station 1, 3, 4, 5, 6, 7A, 7B, 11, 12)	Gown Surgical Face Mask Face Shield/Goggles Gloves Observe proper Hand Hygiene at all times Ensure Compliance to the DPOTMH “Clean-up” drive
		Preliminary Screening NOT INVOLVING DIRECT CONTACT with Suspected Covid-19 patients	EREID Pre-Assessment Triage Areas (MAB, Pharmacy, Main Hospital)	Gown Surgical Face Mask Face shield/Goggles Gloves Observe proper Hand Hygiene at all times Ensure Compliance to the DPOTMH “Clean-up” drive
Level 3	High Risk	Providing DIRECT CARE to Respiratory patients, in the <u>absence</u> of aerosol-generating procedures	Station 8, 9, 10 (Fifth Floor) DIS (Ultrasound area)	Gown Surgical Face Mask

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				<p>***Plastic apron (on top of gown) as indicated</p> <p>Face Shield/Goggles</p> <p>Gloves</p> <p>Observe proper Hand Hygiene at all times</p> <p>Ensure Compliance to the DPOTMH "Clean-up" drive</p>
		Providing DIRECT CARE to Respiratory patients	<p>ER Respiratory OPD (Old PS Bank)</p> <p>EREID Pre-Admission Tent</p>	<p>Gown</p> <p>N95 Face mask</p> <p>Face Shield/Goggles</p> <p>Surgical Cap</p> <p>Gloves (Double Gloves)</p> <p>Observe proper Hand Hygiene at all times</p> <p>Ensure Compliance to the DPOTMH "Clean-up" drive</p>
Level 4	Highest Risk	<p>Providing direct care to Probable / Confirmed COVID-19 cases and with possible aerosol generating procedures</p> <p>* intubation</p> <p>* open-system suctioning</p> <p>* nebulization</p>	<p>ER Respiratory Wing</p> <p>Station 14 (Isolation Room)</p> <p>Sterile Areas (DR, NICU)</p> <p>OR*** (see Annex 1)</p> <p>ICU</p>	<p>Closed footwear</p> <p>Coverall (during aerosol-generating procedures)/ Reusable/Disposable gown</p> <p>Face Shield/Goggles</p>



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		* BIPAP or CPAP	All areas where <u>intubation</u> will be performed	Surgical Cap
			Patient Transporter to and from High Risk Areas	N95 Face mask
				Gloves (Double Gloves)
				Sterile areas may wear preferred PPE prior to surgical gowning
				Observe proper Hand Hygiene at all times
				Ensure Compliance to the DPOTMH "Clean-up" drive

For cleaners in ALL AREAS:


* Heavy duty gloves and closed footwear should be used on top of the prescribed PPE per area.

Annex 1




RMCI Operating Room PPEs (Institutionalized PPE Level)

Base OR PPE	Level 1	Level 2	Level 3
OR Clerk, Personnel inside the OR - RN, Head Nurse, OR Nurse (two should perform clean)	EGD - Endoscopist Runner Staff not inside the OR theater / suite but is in the restricted area	ALL staff inside the OR theater / Suite during the operations or with direct patient care / Recovery Room	Surgeon, Assistant Surgeon / Resident, OR Tech / Scrub, Doffing Observer
• Face mask • Face Shield • Surgical Cap • Scrub suit	• Face Mask • Face Shield • KN95 / Face mask • Surgical Cap • Scrub Suit • Reusable Patient Gown • clean Gloves / Sterile Gloves (single / double) • single booties	• Face Mask • Face Shield • KN95 • Surgical Cap • Scrub Suit • Reusable Gown • Reusable Coverall • Sterile Gloves (double) • Double booties	• Face Mask • Face Shield • KN95 • Goggles • Surgical Cap • Scrub Suit • Reusable Gown • Reusable Coverall • Disposable Impermeable gown • Sterile Gloves (Triple) • Double booties

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- II. 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.
- III. 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.
- IV. 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.
- V. 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.
- VI. Face-to-face meetings or conferences shall be discouraged but, instead, replaced with remote systems using applications like "Zoom" or "Skype".
- VII. 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.


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- VIII. 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.
- IX. All employees are strictly monitored by the immediate head and required to fill out the Daily Symptoms Monitoring Form prior to the start of duty as mandated per *DTI and DOLE Interim Guidelines on Workplace Prevention and Control of COVID-19*; Areas should have an assigned personnel to keep and maintain the records secured per area (*Please see the attached Daily Symptoms Monitoring Form*).
- X. 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	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.

- XI. 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

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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.

- XII. All employees shall avoid going to other areas in the hospital unless otherwise required by the nature of their work.
- XIII. 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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	ROBERT LEE B. CASTOR Security Specialist		08-03-2020
	RONEL JAY Y. FERRER Acting ER/LR Supervisor		7-30-20
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Recommending Approval:	NANCY B. HIZON, MS Psych, FPCHA Corporate Human Resource Officer		8-4-2020
	MA. ANTONIA S. GENSOLI, MD, FPPS Medical Director		8-5-2020
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer		08-06-2020
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		08-10-2020

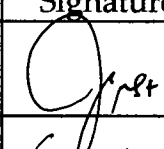
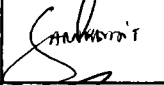

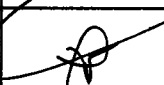



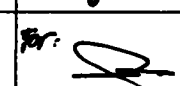
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PROCEDURE:

I. Process for Non-compliance and Negligence:

1. All employees are required to attend the Infection Prevention and Control (IPC) training/ policy dissemination session on the protocols of safety practices.
2. Non-compliance to the abovementioned 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.

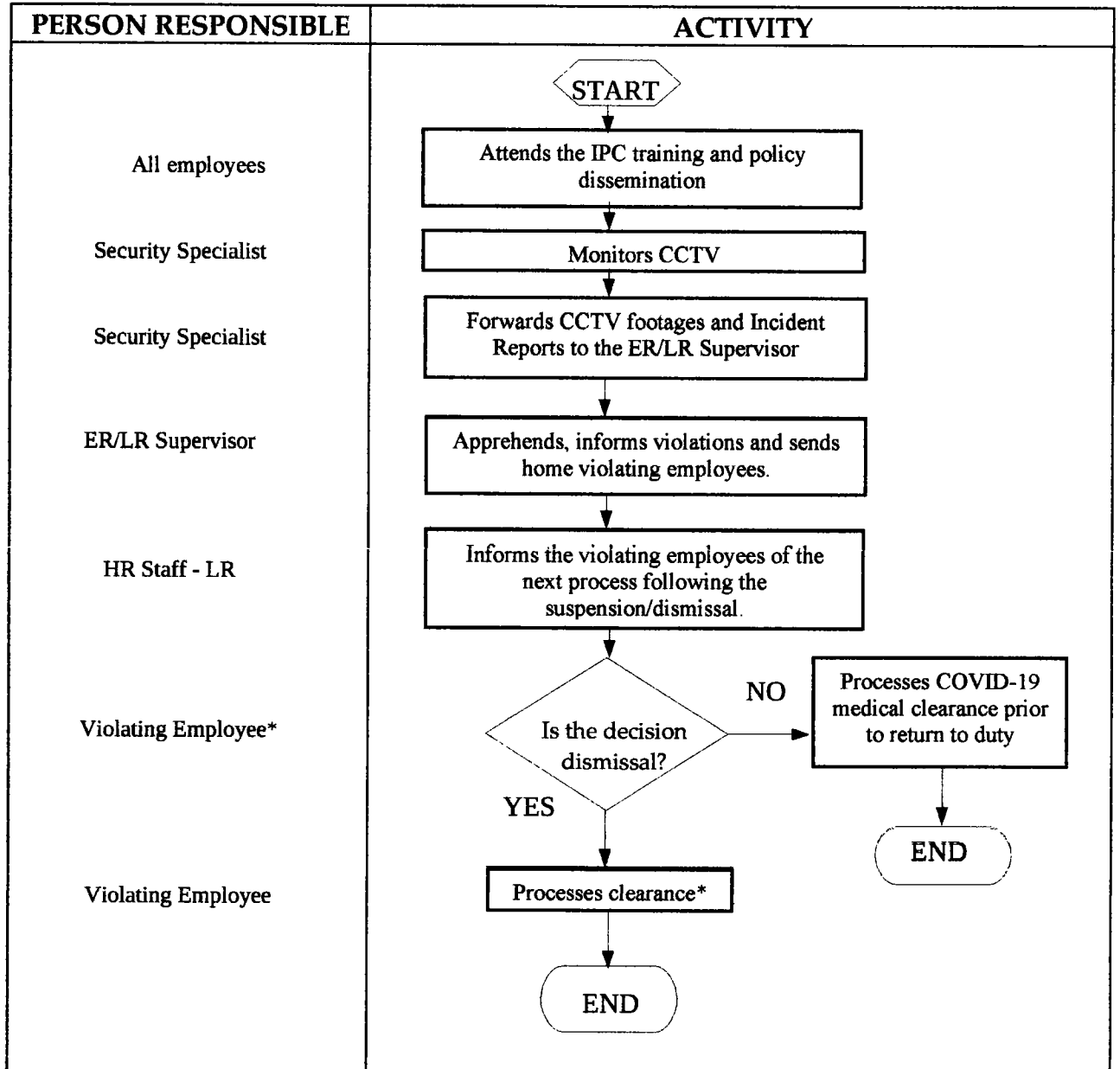



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FLOWCHART



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WORK INSTRUCTIONS:

All Employees:

1. Attends the IPC training and policy dissemination
2. Follow the safety protocol.
3. Accomplish the Daily Symptoms Monitoring Form.

Security Specialist:

1. Monitors the CCTV for any violation.
2. Submits CCTV footages and Incident Reports for violating employees.

ER/LR Supervisor:

1. Apprehends, informs specific violations and sends home for suspension the violating employees.

HR Staff – LR:


1. Informs the violating employee as for the following process relative to the incident.

Violating Employee:

1. Processes COVID-19 medical clearance prior to return to duty
2. Processes clearance if dismissed from the company.

Personnel Health Risk Assessment Officer:

1. Assesses suspended employees for issuance of Medical Clearance.

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Training & Development Section:

1. Handles training/policy dissemination session on the protocols of safety practices in coordination with the Quality Assurance and Infection & Prevention Control Units.

DOCUMENTATIONS:

1. Incident Reports
2. Daily Symptoms Monitoring Form
3. Medical Clearance
4. Clearances

DISSEMINATION:

Communicator Bulletin Board and provision of copy per area.

REFERENCES:

1. IPCU memorandum on Recommended Personal Protective Equipment, during COVID- 19 Outbreak, according to Area of Assignment dated April 30, 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