
	Document Type	Document Code: GL-ICP-007
	GUIDELINES	Effective Date: April 2020
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I. STATEMENT OF THE POLICY

This policy shall serve as a guide in establishing a flexible and safe work schedules and rest periods among healthcare workers in Covid-19 areas.

II. POLICY GUIDELINES

1. The standard tour of duty for Covid-19 areas shall be the following:
 - 1.1 For fellows/doctors: 5 days duty and 7 days off
 - 1.2 For nurses: 5 days duty and 5 days off
2. The tour of duty cycle shall be continuous and non-segmented.
3. The immediate supervisor shall create various teams depending on the area's need to ensure safe staff rotation.
4. The staff on tour of duty shall stay in the provided accommodations after their shift. They shall practice strict social distancing at all times.
5. The staff may spend their off days in their own home. They shall be responsible enough to do the necessary precautions in minimizing the risk of exposure in their respective homes. *(See Annex A: Covid-19: What to do during home quarantine).*
6. The immediate supervisor shall monitor their own staff. Staff who developed signs and symptoms like fever, cough, colds, sore throat, flu-like symptoms and diarrhea shall proceed to Covid Emergency Room. The staff shall notify his/her immediate supervisor and the Emergency Room prior to consult.
7. Prior to return to duty, all staff shall obtain clearance from the Infirmary on their 5th off day.
8. This procedure shall be in effect for the entire duration of the "Covid Crisis" unless revoked or modified thru another memo.
9. Any other concerns not covered in this memo shall be elevated to the Incident Command Post.

 <p>PHILIPPINE HEART CENTER INCIDENT COMMAND POST</p>	Document Type	Document Code: GL-ICP-007
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Annex A: COVID-19: What to do during home quarantine

COVID-19: WHAT TO DO DURING HOME QUARANTINE

*PUM/ PUI with MILD SYMPTOMS: 14 days from last exposure
For HCW's coming from duty in COVID areas: 7 days off*

STAY HOME

- Avoid going out.
- Stay in one room and use separate bathroom, if possible.
- If with no separate room, make sure to maintain a distance of 1 meter (3 feet) among household members.

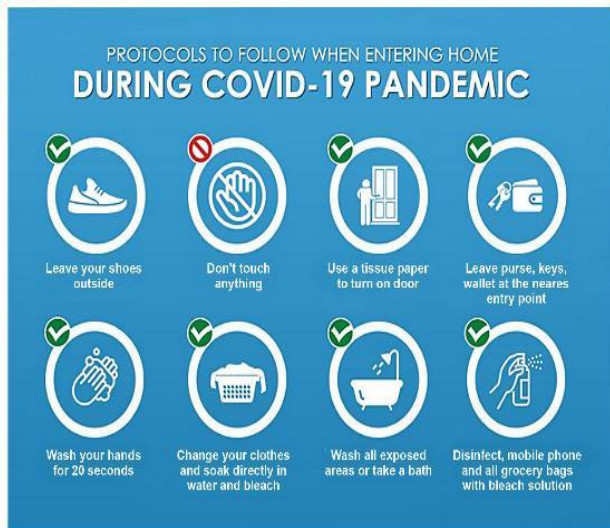
SELF CARE

- Wear a medical mask at all times.
- Cover your cough and sneezes.
- Observe frequent hand hygiene. This is especially important after blowing your nose, coughing, sneezing, going to the bathroom, and before eating or preparing food.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Do not share dishes, drinking glasses, cups, utensils, towels, or beddings with other people in your home.
- Get adequate rest and stay hydrated.
- Take your vitamins and eat nutritious food

SYMPTOMS MONITORING

- Monitor symptoms (Fever >38° C and or cough and other respiratory illness) 2x a day and record.
- If symptoms develop, inform immediate Supervisor and may proceed to ER SPECIAL TRIAGE at 09665492618 or 89252401 to 50 local 2171 for proper evaluation.
- Make sure to go to Infirmary for clearance prior to next duty.

PROTOCOLS TO FOLLOW WHEN ENTERING HOME
DURING COVID-19 PANDEMIC



**Remember That It Is Not Possible To Do
A Total Disinfection,
The Objective Is To Reduce The Risk.**

