
 <p>PHILIPPINE HEART CENTER INCIDENT COMMAND POST</p>	Document Type	Document Code: GL-ICP-032
	GUIDELINES	Effective Date: June 2020
	Document Title	Revision Number: 0
	RESUMPTION OF NORMAL TOUR OF DUTY	Page: 2 of 4

I. STATEMENT OF THE POLICY

This policy shall serve as a guide in the resumption of normal tour of duty while still maintaining a flexible and safe work schedules and rest periods among healthcare workers.

II. GUIDELINES

1. The prescribed duty schedule of staff shall be determined by the head of the unit/division/department given that it will not violate the prescribed duty hours and flexible working schedules issued by the Human Resource Management Division.
2. The immediate supervisor shall create various teams to be able to rotate healthcare workers in the COVID-19 and Non-COVID wards and ICUs.
3. While on duty, every staff is mandated to do hand hygiene, practice social distancing and wear appropriate PPE.
4. All staff shall create a scheduled break time periods to ensure social distancing during meal times.
5. The staff shall 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 after PHC working hours*).
6. All staff on active duty shall do self-monitoring of symptoms and accomplish the daily symptom monitoring form at the beginning of duty/work hours. The immediate supervisor shall ensure that the form is placed on the designated area and is properly accomplished.
7. The immediate supervisor shall monitor their own staff. Staff who reported signs and symptoms like fever, cough, colds, sore throat, flu-like symptoms and diarrhea during working hours shall be removed from duty and shall proceed to COVID-Emergency Room or Infirmary for assessment. The staff shall notify the Emergency Room/ Infirmary prior to consult.
8. Asymptomatic healthcare workers are no longer required to secure Infirmary clearance prior to return to work in the COVID-19 wards and ICUs.
9. All staff should fill up the online health declaration every 2 weeks.
10. Any other concerns not covered in this memo shall be elevated to the Incident Command Post.

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Annex A. COVID-19: What to do after PHC working hours

COVID-19: WHAT TO DO AFTER PHC WORKING HOURS

STAY SAFE

- Avoid going out if not necessary.
- Stay in a separate 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.
- Avoid touching your eyes, nose and mouth.
- Do not share dishes, drinking glasses, utensils, towels, or beddings.
- Get adequate rest and stay hydrated.
- Take your vitamins and eat nutritious food.

SYMPTOMS MONITORING

- Monitor symptoms (Fever $>38^{\circ}\text{C}$ 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 9252401 to 50 local 2171 for proper evaluation.

PROTOCOLS TO FOLLOW WHEN ENTERING HOME



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



