
 <p>PHILIPPINE HEART CENTER SERVICE Incident Command Post</p>	Document Type	Document Code: OED-GL-ICP-067
	GUIDELINES	
	Document Title	Effective Date: November 2020
	GUIDELINES ON ROUTINE RT-PCR TESTING FOR PHC HEALTHCARE WORKERS	
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REVISION HISTORY			
Rev No.	Review Date	Description of Change	Date of Next Review
01	December 23, 2020	<ul style="list-style-type: none"> • Changed item 1.2 to Conformance to Safety Measures • Added needed data in master list item number 2. • Item 5. Added forms • Changed the time of swabbing • Added 8.3 	November 2022
02	April 26, 2021	<ul style="list-style-type: none"> • Added Routine RT-PCR testing every 2 weeks for COVID units and ER. • Changed swabbing schedule from Monday-Saturday to Sunday-Thursday. 	November 2022

Reviewed by:	 GERARDO S. MANZO, MD Incident Commander	Approved by:	 JOEL M. ABANILLA, MD Executive Director
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I. STATEMENT OF THE POLICY:

This policy shall serve as a guide to all healthcare workers in compliance to the Bayanihan to Heal as One Act 2.

II. DEFINITION OF TERMS:

1. Healthcare worker – refers to nursing, medical, allied and other support personnel regardless of the nature of employment assigned in hospitals, and health facilities.

III. CRITERIA FOR HEALTHCARE WORKER TESTING:

1. INCLUSION CRITERIA


- 1.1. Asymptomatic healthcare workers
- 1.2. Healthcare workers who agreed to the Routine RT-PCR Testing with signed conforme to safety measures.

2. EXCLUSION CRITERIA


- 2.1. Symptomatic healthcare workers
- 2.2. Healthcare workers who have been swabbed within 2 weeks from the scheduled routine RT-PCR Testing date
- 2.3. COVID-19 Positive healthcare workers tagged as Clinically Recovered within 3 months from the scheduled routine RT-PCR testing date.
- 2.4. Healthcare workers currently on leave (maternity leave, long vacation leave, sick leave, quarantine leave)
- 2.5. Healthcare workers who did not agree to participate in the routine RT-PCR Testing (OPT-OUT).

IV. POLICY GUIDELINES:


1. The safety officer and/or the unit supervisor/manager shall submit the master list of ALL staff who agreed to join the routine RT-PCR Testing. The consent can be filled out on-line. (See *Appendix A*).
2. The master list shall be in excel type and must include the following details:

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- 2.1 LR number
- 2.2 Full Name (Last, First and Middle Name)
- 2.3 Birthday
- 2.4 Age
- 2.5 Sex
- 2.6 Complete Address
- 2.7 Contact number
- 2.8 Philhealth Number
3. The Master list of healthcare workers for routine RT-PCR test (soft copy) shall be forwarded to the Infection Prevention and Control Office and COVID Lab Med email one (1) week prior to the scheduled swab date.
4. HCWs who are for RT-PCR testing shall bring the filled out CIF, CF2, photocopy and original PHC ID for proper identification.
5. The IPCO shall release the schedule for NON-COVID areas on a monthly basis.
 - 5.1. Schedule will be per unit/office
 - 5.2. Units catering to patients shall be prioritized.
 - 5.3. 40-50 swabs per day
6. For COVID areas, routine testing will be done every 2 weeks. The Unit Manager of the COVID unit shall make their own schedule every 2 weeks and should submit to COVID lab med and IPCO.
7. The schedule for the Mandatory COVID-19 Testing will be Sunday to Thursday 1:00pm - 2:45pm at PHC Breezeway. If the healthcare worker missed the date of testing schedule, slot is forfeited and may avail the next RT-PCR Testing Unit Schedule.
8. The healthcare worker shall continue working on regular duty while waiting swab results and practice workplace safety measures and control of COVID-19 transmission. (See *Appendix B Conforme to Safety Measures*). The conforme form shall be submitted to the immediate supervisor for future reference.
9. If tested positive, contact investigation shall be done. The healthcare worker shall be isolated and referred to ER COVID for appropriate management.

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- 9.1. If on duty, healthcare worker shall be pulled out from duty. Immediate Supervisor shall be informed for proper augmentation of staff.
- 9.2. If home quarantine is not possible, HCW may avail facility quarantine. Inform Immediate Supervisor and proceed to ER COVID.
- 9.3. If previous COVID case, serology testing will be done.
 - 8.3.1 If IgG positive, asymptomatic and no other significant findings, might be cleared for duty.
 - 8.3.2 If IgG negative, Isolate and treat as COVID-19 case.
- 9.4. No contact tracing shall be done.
10. If tested negative, the healthcare worker shall continue working and vital to follow safety precautions at all times.
11. If initially tested negative but later developed signs and symptoms or eventually categorized as High Risk, the healthcare worker shall be tested again or shall consult the Infirmarian for proper assessment and evaluation.
12. If the healthcare worker who originally disagreed with routine testing but eventually opted to be swabbed, the said HCW shall inform the Immediate Supervisor to avail the next unit schedule.
13. Any changes in the master list of healthcare workers who are for RT-PCR Testing shall be submitted to IPCO five (5) days prior to schedule. No changes will be entertained within 5 days from the scheduled routine swab.

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Appendix A

Philippine Heart Center
East Avenue Quezon City

Consent/Waiver for Routine COVID-19 RT-PCR Testing

In response to the Covid-19 pandemic and in compliance to the RA Bayanihan to Heal as One Act 2, the Philippine Heart Center (PHC) will conduct routine testing of all asymptomatic healthcare workers.


I _____ (staff) of (unit) _____ do hereby acknowledge that I have been informed and oriented about Philippine Heart Center's Routine COVID-19 RT-PCR Testing. Thus,

I am voluntarily consenting for the swab test and will strictly comply with the Safety Guidelines mandated by PHC.

I am voluntarily dissenting the routine swab test and want to be part of the symptom-based and high risk exposure testing.

Pursuant thereto, I do hereby swear to comply with COVID-19 safety measures at all times.

Signature over printed name

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Appendix B

Philippine Heart Center
East Avenue Quezon City

Conforme to adhere with the PHC Safety Precautions for COVID-19

I _____ (staff name) of (Unit) _____ hereby declared that I am asymptomatic and without known or suspected exposure to SARS-COV-2 patient. I would like to participate in Philippine Heart Center Routine RT-PCR Testing in compliance to Bayanihan to Heal as One Act II. I do hereby acknowledge that I will continue to report for duty while waiting for the result and pledge to adhere to the **Safety Precautions** to minimize transmission or chance of acquiring COVID-19 infection:

1. Observe frequent hand hygiene in accordance to WHO's 5 Moments of Hand Hygiene.
2. Wearing of surgical masks at all times and will remove only when eating or drinking.
3. Maintain a physical distancing of at least one meter.
4. Observe proper respiratory hygiene.
5. Plan scheduled break time observing social distancing. No sharing of food and drinks as much as possible.
6. Maintain cleanliness and personal hygiene at all times.
7. Avoid loitering around hospital premises.
8. Stay healthy by eating nutritious and well-cooked food, drink plenty of fluids and exercise regularly.

Signature over Printed Name

Note:

*Read and Understand the safety precaution reminders.

*Affix signature

*Submit the form to your immediate supervisor

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