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|  <p>PHILIPPINE HEART CENTER INCIDENT COMMAND POST</p> | Document Type | Document Code: GL-OED-ICP-002 |
| | GUIDELINES | Effective Date: August 2022 |
| | Document Title | Revision Number: 02 |
| | COVID-19 GENERAL SAFETY GUIDELINES | Page: 1 of 4 |

| REVISION HISTORY | | | |
|-------------------------|--------------------|---|----------------------------|
| Rev No. | Review Date | Description of Change | Date of Next Review |
| 01 | April 2022 | Edited General Preventive Measures Increased elevator capacity from 4 to 9 pax Added no companion allowed in COVID-19 units. Added no visitors allowed Removed statement about routine clearances for HCWs providing direct care to COVID-19 patients. Removed statement about patients with symptoms going to the clinic. | April 2025 |
| 02 | August 30 2022 | Edited 2.1. Specified that the applicability of visitors will be limited in Critical Care Areas only Edited 2.3 no visitor in COVID units Added Item 3. Reiteration about companions Added item 5.5 Equipment for Repairs | August 2025 |
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| Reviewed by: |  GERARDO S. MANZO, MD Incident Commander | Approved by: |  JOEL M. ABANILLA, MD Executive Director |
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I. OBJECTIVE

This shall serve as a guide in the prevention and control of coronavirus disease (COVID-19) transmission in Philippine Heart Center.

II. SCOPE

This guideline applies to all healthcare workers, patients, visitors of Philippine Heart Center.

II. GUIDELINES

1. General Preventive Measures

1.1 Entry and Exit points of Non-PHC personnel shall be limited to the following:

- 1.1.1. Hospital Entrance
- 1.1.2. MAB Lobby
- 1.1.3. OPD Entrance (Matalino Street)

1.2 All NON-PHC personnel shall be screened before entering the facility.

- 1.2.1 For fully vaccinated individuals, they need to present vaccination card and shall be subjected for temperature checking.
- 1.2.2 For unvaccinated individuals, they need to fill out the health declaration form.
- 1.2.3 Any individual exhibiting symptoms such as fever, cough, colds, shortness of breath, Influenza like illness etc. shall be directed to ER Special Triage.

1.3 All individuals shall adhere to cough etiquette, proper hand hygiene and physical distancing (1 meter) at all times.

1.4 All individuals entering the PHC premises shall wear facemask at all times.


1.5 The use of stairs shall be encouraged. If elevators will be used, the maximum individuals allowed at the same time shall be limited to nine (9) individuals only.

1.6 At the work area, refrain from sharing pens and other office supplies. Telephones, keyboards and the like should be disinfected after use.

1.7 Cafeteria shall impose one seat apart to promote physical distancing.

2. Visitors

2.1 Visitors shall be limited only to those in critical condition for compassionate visits. The allowed visitor should be fully vaccinated and may do one time visit (less than 15 minutes) only.

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2.2 No visitors shall be allowed in non-critical care areas.

2.3 No companion and No visitor shall be allowed for patients diagnosed with COVID-19 and symptomatic for COVID-19.

2.4 High risk visitors over age 60 y/o and with underlying diseases and less than 19 years old shall be strictly prohibited in the hospital premises.

2.5 No Loitering within the vicinity of the hospital.

3. Companion for Eligible Patients (*please see POL-OED-ICP-043*).

3.1 One companion for eligible patient shall be allowed for the entire duration of confinement.

3.2 The authorized companion should have antigen negative test result done in PHC.

3.3 The authorized companion shall perform daily signs and symptoms monitoring and record accordingly. The Charge Nurse and Safety Officer shall ensure strict compliance.

3.4 The companion shall be directed to ER ST once he/she developed COVID like signs and symptoms.

4. Healthcare Personnel

4.1 All personnel shall observe appropriate dress code and proper grooming.

4.2 All personnel shall attend Basic IPC orientation annually and/or as needed.


4.3 All healthcare personnel shall wear the recommended personal protective equipment (PPE) according to the setting/area (See Guidelines COVID-19 PPE requirement).

4.4 All personnel shall regularly monitor themselves for fever and other symptoms of COVID-19 and shall refrain to go to work if they are feeling ill.

4.5 Personnel with exposures to suspected and known COVID-19 patient shall be investigated and provide management according to risk category level (*please see GL-OED-ICP-006*). If the healthcare personnel developed symptoms and tested positive with COVID-19, *he/she shall be excluded from work until he/she meet all the Return-to-Work Criteria (please see GL-OED-ICP-005)*.

5. Environmental Infection Control

5.1 Cleaning staff shall ensure that standard cleaning and disinfection methods are followed correctly, paying close attention to high-touch surfaces in work and patient care areas.

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5.2 Terminal cleaning shall be done once the patient is discharged. Janitorial staff shall refrain from entering the vacated room until sufficient time has elapsed for enough air changes to remove potentially infectious particles.

5.3 All staff in charge of environmental cleaning, laundry and dealing with soiled linen from patients with COVID-19 infection shall wear recommended appropriate PPE and observe hand hygiene at all times.

5.4 All non-dedicated equipment used for patient care shall be cleaned and disinfected using the hospital's approved disinfectant. 70% alcohol can be used to disinfect reusable small equipment (*e.g., stethoscope*) between uses.

5.5 All equipment due for repair or maintenance shall be properly cleaned and disinfected prior to turn-over to Engineering Personnel.

5.6 All soiled linen shall be placed in a properly labeled yellow trash bag. The outer part of the trash bag shall be wiped with the hospital's approved disinfectant.

6. Clinics/OPD

6.1 Patients consult shall be scheduled prior to the actual visit.

6.2 Chairs in the waiting area shall be placed 1 meter apart. Physical distancing shall be reinforced.

6.3 Only one patient shall be allowed to enter inside the clinic. Companion shall be limited to only ONE (1).

6.4 Alcohol and other hygiene essential supplies shall be made available at all times.

6.5 Terminal cleaning shall be done every after-clinic schedule.

6.6 No clinics on Sundays and during Holidays. Clinic hours shall be up to 5:00 pm only.

7. Any concerns not included in this guideline must be referred to the Incident Command Post for final disposition.