



**Training on nCOVID for
AYUSH Medical Officers**

**Topic – Standard
Operating Procedures**


Learning Objectives

1. Learn SOP for medical personnel, nurses and security staff
2. Learn SOP for movement of staff
3. Learn SOP for screening entry of persons into quarantine building
4. Learn SOPs for discharge and followup

SOPs for Medical Personnel

- The name of the duty officers and duty roster for to be displayed at the control room.
- Each team to follow the procedure mentioned below:
- The resident doctors on duty will report to the centre at the reporting time and mark attendance in the register.
- After that, they will go to clinical area to examine the quarantined people in the centre.
- The doctors on working duty will team up with medical officers from Quarantine facility to form a paired team (one from hospital and another from the Quarantine facility) to examine the cases.
- They will examine and assess the patients and report to the In-charge of the Quarantine facility.
- They will take care of the infection control/protective measures while examining the persons and follow guidelines placed at the door for safety/infection control measures.
- If any symptomatic case/ additional symptoms are observed/ reported, it should be discussed with the In-charge of the Quarantine facility for referral to the designated hospital, if required.

SOPs for Medical Personnel

- They will complete examination of all patients and report before 12 noon on the same day and handover
 - They will not leave till the next relieving team arrived.
 - They will hand over this information to the next relieving team.
 - They will leave the Quarantine facility with due permission of In-charge of the Quarantine facility.
 - If any doctor has not reported due to unavoidable circumstances, present available team will inform to the concerned authority of designated hospital for substitute.
 - In case any patient needs to be transferred due to any eventuality to the referral centre, senior most doctor will accompany the ALS Ambulance to take care of the patient till he/she reaches and handed over to the centre.
 - The medical team may take help of psychiatric/ counsellor team if required, for psychosocial support
 - Team to work in harmony with the Quarantine facility medical team.
 - The senior most doctor on duty from the designated hospital will take decision of the clinical management.
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SOPs for Nursing Supervisor

- Maintain log of medical professionals/staffs entering/exiting in the quarantine facility, where the quarantine people are housed.
- A designated nursing officer (infection prevention & control nurse) has to ensure that the incoming officers/ staff to the quarantine building that are wearing appropriate PPE, and they are aware of universal infection control precautions {hand washing (alcohol/ sanitizers or soap + water; mask, gloves, PPE).
- After this he/she will allow the person to enter.
- The PPE doffed off by the outgoing medical professionals needs to be disposed in the yellow bag and hand sanitization should be ensured after disposing the PPE
- Yellow bags containing the infected materials placed in the nearby gate should be disposed off daily as per the Biomedical Waste Management Rules.
- The dustbins should be covered at all times. This should be ensured by Nursing officer. If required, disinfection has to be done as advised.
- Black bags (municipal wastes) - to be disposed after proper packaging daily as per the Biomedical Waste Management Rules.
- Supervise IPC in the facility in coordination with Microbiologist/Clinician

SOPs for Movement

The movements of health professionals are to be monitored at three vital points considering the control of infection for the prevailing disease-

1. Control Room:

- Health professionals and support staff need to be made aware and trained in correct procedure of wearing mask and gloves.
- They need to be trained to follow the infection control measures as instructed including hand washing with soap and water and sanitizing with alcohol-based sanitizers, cough etiquettes, donning and doffing of PPE etc. before entering the quarantine facility.

2. Main Gate Security post:

To monitor entry of persons/visitors to the facility and ensure that the personnel should comply with instructions / including wear the mask correctly.

SOPs for Movement

3. Nursing Station at Quarantine building (ground floor):

- Registration of name with time and purpose for entering the building
- PPE should be donned here.
- Nursing officer will check and ensure strict and correct wearing of PPE before entering the main quarantine area
- After coming out from the main quarantine area, PPE to be doffed properly and placed in the designated bin for infective material (Yellow bag)
- The hands should be sanitized before exiting the quarantine area
- Mobile phones are not allowed to be used inside the building
- Name of doctors to be written on the PPE with permanent marker for identification.

SOPs for Security staff

1. For security purpose, ensure 24 hours manning of the post of the quarantine facility.
2. The person manning the area must be trained and instructed to wear mask and gloves during the duty period.
3. Instructions for infection control measures like hand washing etc. should be properly briefed.
4. Doctors/Nursing staff/supporting staffs/other entering the quarantine area should wear appropriate PPE before entering the quarantine centers.
5. Log of those entering/exiting the Quarantine facility should be maintained. Only those having specific purpose inside the Quarantine facility should be allowed to enter.
6. The log should be put up daily to the controlling authority.

SOPs for Security staff

7. Security guard should have a whistle to give signals to people to not come near the quarantine facility if they do not have any purpose to visit the Quarantine facility.
8. He should report immediately to the officer In-charge controlling the security of the quarantine facility, if anybody does not follow the instructions as directed.
9. The security personnel should not leave after completing his shift till his reliever reports for duty.
10. The officer In-charge controlling the security of the quarantine facility will supervise the duty roster and roles and responsibilities of all the personnel deployed at the quarantine area for smooth functioning.

SOPs for screening entry of persons inside the quarantine building

Only authorised personnel should enter the quarantine facility for carrying out pre-determined activity.

While entering the quarantine facility, it should be ensured that personnel are wearing the requisite personal protective equipment.

A pre-identified staff should be designated to screen the personnel entering in the quarantine facility using following check-list.

- Is the person entering the quarantine building either doctors/nursing officers/ supporting staffs/ Govt. officials etc. posted or authorized to enter the quarantine building in the Centre?
- Whether the person entering quarantine building is having duty inside the building during that time?
- Whether the person entering wearing correctly - Protective suit/N-95 Mask/Goggles/Headgear/Boots?
- Whether PPE has no gaps/physical damages which can be a risk in the disease transmission?

If it is 'YES' in all Qs from 1to 9, then, the person is allowed to enter the quarantine building.

If any of the Qs is NO, then , to ask for appropriate donning of PPE initially and if not still then, to contact the concerned officer supervising the nursing officers and if required, NCDC Team on duty /In-charge.

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SOPs for Discharge and Followup

A. For the Quarantine facility Incharge & Health Professionals at the Quarantine facility:

- The final sample collection for all travellers shall be taken up on 13th & 14th day while being in the facility.
- The samples shall be collected and sent to the designated laboratories.
- The reports for the same shall be received latest by 16th/17th day in the facility through ICMR.
- Based on the reports a decision can be taken to discharge the travellers.
- Discharge shall accordingly, if agreed to, will be done on the 18th day from the Quarantine facility. Quarantine facility Incharge shall accordingly intimate the travellers in advance for them to make arrangement for their onward journey.
- A detailed enumeration of the proposed place of stay by the travellers during the next 14 days will be obtained including contact numbers by the Quarantine facility Incharge.
- The Quarantine facility Incharges will plan dropping the travellers in either of the locations i.e. ISBT, Railway Station or Airport as per the preference of the travellers.

SOPs for Discharge and Followup

B. For the Travellers in the Quarantine facility:

1. While travelling back home:

- Provide details of your stay for next 14 days including the contact numbers.
- Obtain list of District and State Surveillance Officers for follow up and reporting in case of any issue.
- Use triple layer surgical mask (follow correct use and disposal of mask as briefed during the stay in quarantine centre)
- Follow frequent hand-wash with soap and water or use alcohol based hand sanitizer.
- Use respiratory etiquettes (use tissue paper/ hand-kerchief to cover your nose and mouth, turn head away from the person facing of you, while coughing/ sneezing).
- Monitor your temperature twice daily.

SOPs for Discharge and Followup

B. For the Travellers in the Quarantine facility:

2. After reaching home

- Avoid crowded places.
- Monitor your health for a period of next 14 days (after leaving the quarantine centre).
- Monitor body temperature twice daily.
- At all times: Maintain personal hygiene and Wash hands with soap and water frequently or use alcohol based hand sanitizer. Use respiratory etiquettes
- Report to nearest health facility if you develop fever, cough or difficulty in breathing besides reporting it to the State and District Surveillance Officer.
- Allow attendance by health workers / respond to call received. Keep their contact numbers handy.
- Inform about your health at the end of 14 days period to the Healthcare worker and State and District Surveillance Officer.

SOPs for Discharge and Followup

3. In case you develop fever, cough or difficulty in breathing any time after leaving the quarantine Centre (within next 14 days):

- Call the nearest health facility or health worker visiting you/ talking to you besides informing the State and District Surveillance Officer.
- An identified care giver (among family members) will only attend to you. He / she will wear mask and wash hands, every time he/ she comes in contact with you.
- Use surgical triple layer mask immediately on realization of symptoms.
- Get admitted to the identified health facility as advised.
- The vehicle/ ambulance which was used for transportation also needs to be disinfected. (Contact the health facility for the disinfection procedure).
- Follow infection prevention and control practices at all times and places.
- If further assistance is required, call Ministry of Health, Government of India's Control Room

SOPs for Discharge and Followup

C. Advice to other family members at home:

- Wash your hands with soap and water frequently.
- If the person (discharged from the quarantine centre) develops symptoms inform the health worker and also the State and District Surveillance Officer.
- In case advised to shift the patient to a health facility:
 - Share list of all contacts till date with the treating health care worker and the State and District Surveillance
 - Family members to be in home quarantine till either medical examination rules out novel coronavirus infection or the result of sample is negative.
 - Proper disinfection of bedding/ clothing/ room/ all personal belongings should be followed with 1% Sodium hypochlorite solution.



