

SOP Number 1

S	<u></u>	P	Т	it	ما
•		_			

Occupational Health Management of Healthcare Workers for COVID-19

	NAME	TITLE	SIGNATURE	DATE
Author				
Reviewer				
Authoriser				

READ BY	READ BY		
NAME	TITLE	SIGNATURE	DATE



1. PURPOSE

The purpose of this document is to guide the management of healthcare workers who have been exposed during the treatment of a confirmed COVID-19.

2. INTRODUCTION

Coronaviruses are a large family of viruses, some causing illness in people and others that circulate among animals, including camels, cats and bats. In humans, the transmission of COVID-19 can occur via respiratory droplets directly (through droplets from coughing or sneezing) or indirectly (through contaminated objects or surfaces). The people most at risk of COVID-19 infection are those who are in close contact with a suspect/confirmed COVID-19 patient and those who care for such patients.

Healthcare workers (HCW's) often have extensive and close contact with vulnerable individuals in healthcare settings, a conservative approach to HCW monitoring and restriction from work must be taken to quickly identify early symptoms of COVID-19, to treat early and to prevent transmission from potentially contagious HCW to other HCW, patients, and visitors.

3. SCOPE

The scope of this document is to detail the procedures to be undertaken in the management of Healthcare workers whom become ill during the treatment of confirmed COVID-19 cases.

4. **RESPONSIBILITIES**

The Infection Prevention and Control Committee in each hospital must take responsibility for the documentation and monitoring of HCW who become sick during the care and management of COVID-19.

The IPCC must arrange for consultation with an assigned physician.

The IPCC must keep the administration of the health facility abreast of the number of persons who are being monitored and the treatment advised.

Where there is no active IPCC in hospital or health department, arrangements must be immediately made for an interim Committee to be formed. The head of this Committee is to be either a Senior Physician or Nurse.



4.1 Chief/Principal Investigator

The Infection Control Physician or Senior Clinician along with the Senior Medical officer of Health from the Health Department are the principle investigators and should conduct case surveillance and contact tracing within the healthcare facility.

5. SPECIFIC PROCEDURE

Infection control personnel should establish points of contact between the organization, healthcare personnel, and the local health departments in the location where personnel had the exposure.

This communication should result in agreement on a plan for medical evaluation of all personnel who develop fever or respiratory symptoms (e.g., cough, shortness of breath, sore throat) during the engagement of treating COVID-19.

The plan should include:

- Instructions for notifying IPCC and the local public health department
- Instructions for sampling of the Healthcare worker.
- Process of admission or transportation arrangements to a designated hospital for isolation, if medically necessary, with advance notice if fever or respiratory symptoms occur.
- The supervising organization must remain in contact with HCW through the monitoring period.

**Note, inter-jurisdictional coordination will be needed if HCW live in a different parish than where the healthcare facility is located.

5.1 Identification of Cases

The Infection Control Doctor or Nurse must identify all personnel assigned to the management of COVID-19 within their facility.

- The IPC Team must conduct periodic rounds of all facility isolation units and review the staff register to ensure that staff are compliant with documentation and procedures.
- A roster of all categories of staff assigned to isolation unit must be submitted to the IPCC at the beginning of each week for follow-up.



Case definitions

Close contact for healthcare exposures is defined as follows:

a) Being within approximately 6 feet (2 meters), of a person with COVID-19 for a prolonged period of time (such as caring for or visiting the patient; or sitting within 6 feet of the patient in a healthcare waiting area or room);

or

b) Having unprotected direct contact with infectious secretions or excretions of the patient (e.g., being coughed on, touching used tissues with a bare hand).

High-risk exposures

HCW who have had prolonged (greater then fifteen minutes) close contact with patients with COVID-19 who were not wearing a facemask while HCW nose and mouth were exposed to material potentially infectious with the virus causing COVID-19.

Low-risk exposures

Brief interactions (<fifteen minutes) with patients with COVID-19 or prolonged close contact with patients who were wearing a facemask for source control while HCP were wearing a facemask or respirator. Use of eye protection, in addition to a facemask or respirator would further lower the risk of exposure.

5.2 Assessment of Healthcare worker status

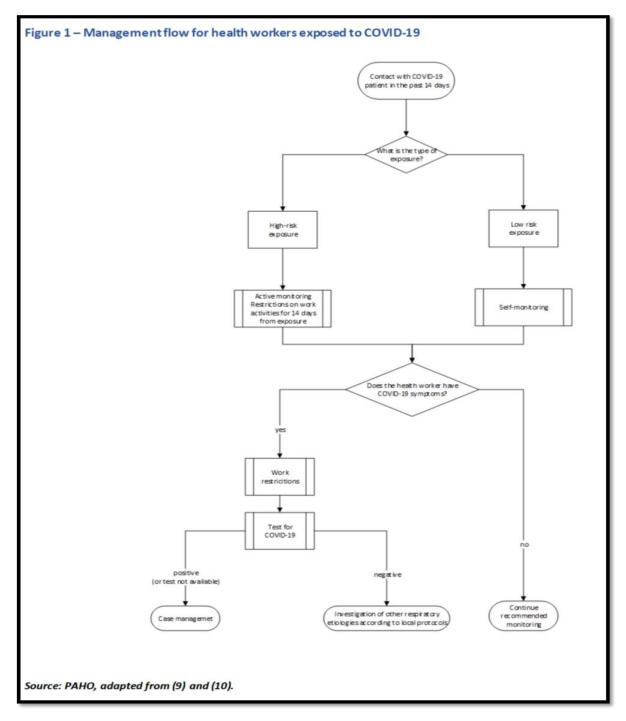
- All Healthcare workers must be offered a mask prior to being interviewed.
- A secure location within the facility must be identified to allow for the healthcare workers to be assessed by the IPC Doctor or Senior Physician.
- The HEALTH WORKERS EXPOSURE RISK ASSESSMENT TOOL AND MANAGEMENT IN THE CONTEXT OF COVID-19 approved by the MOHW should be used to assess all staff noted to be complaining of symptoms of COVID-19.
- Staff who will conduct must be able to don the appropriate PPE as required for droplet and contact precautions.
- The affected HCW must have a history taken and medical examination.
- A Class 1 notification is to be completed for the HCW.



5.3 Decision matrix

- On completion of the risk assessment tool the ICP team will have a bipartite discussion with the Health Department on the management of cases.
 - o If HCW is considered Low risk, then Self-Monitoring will be implemented.
 - If HCW is considered High risk then further assessment is required to discern if person is Symptomatic or Asymptomatic.
 - Symptomatic persons will require admission and isolation.
 Nasopharyngeal and Oropharyngeal Sampling will be undertaken in isolation.
 - Asymptomatic persons will require quarantine







	Health status		Actions
Exposure risk		Sick leave from work	Surveillance / Monitoring of signs and symptoms
Health worker with low-risk exposure in health facilities	Asymptomatic	Not indicated.	Monitor appearance of respiratory symptoms and/or fever; self-monitoring. Seek medical care if signs and symptoms appear. Report to supervisor.
Health worker with high-risk exposure to a COVID-19 patient in the health service.	Asymptomatic	Indicated. Stop working for 14 days from last exposure.	Monitor appearance of respiratory symptoms or fever. Active monitoring. Screen if signs and symptoms appear. Home quarantine. (b)
Health worker is a contact of someone with confirmed COVID-19 at home	Asymptomatic	Indicated. Stop working for 14 days from last exposure.	Monitor appearance of respiratory symptoms or fever. Active monitoring. Screen if signs and symptoms appear. Home quarantine.
Health worker with low- or high-risk exposure in health facilities or at home	Symptomatic	Indicated. Stop working until remission of symptoms and two negative PCRs 24 hours apart. If PCR testing is not available, 7 days after remission of symptoms. (b)	Clinical case management (c) according to local protocols. (a)

Comments

5.4 Referral Pathways

HCW with Low risk exposure (Asymptomatic)

- HCW will not be required to miss any time from work.
- The IPCC should engage the HCW either physically or via phone for 14 days regarding signs and symptoms of COVID-19
- IPCC should engage the HCW in continued learning sessions regarding proper IPC measures for COVID-19.

HCW with High risk exposure (Asymptomatic)

- If the decision to self-monitor is made then the ICP clinician will inform the Senior Medical Officer for the facility
- Generate a list of persons for this classification needs to be referred to the Health Department for home visits or monitoring by phone.

HCW with High risk exposure (Symptomatic)

 If the decision to isolate is made then the ICP clinician will inform the Senior Medical Officer for the facility and the attending Medical Consultant on duty.

⁽a) Except for pregnant women, people over 60 years of age, and people with diseases that cause current immunosuppression or people with decompensated chronic diseases, who should be evaluated by the attending physician and by the workplace physician.

⁽b) Restrict contact between health workers and immunocompromised patients until 14 days following remission of symptoms. For more information on quarantine, consult: World Health Organization. (2020). Considerations for quarantine of individuals in the context of containment for coronavirus disease (COVID-19): interim guidance, 19 March 2020. World Health Organization. https://apps.who.int/iris/handle/10665/331497. License: CC BY-NC-SA 3.0 IGO. (c) For more information on clinical management of COVID-19, consult https://www.who.int/emergencies/diseases/novel-coronavirus-2019/technical-guidance/patient-management.



- The facility of admission may be internal (Referral Form B) or external (Referral Form A) and would require case discussion through the routine referral pathways from referring Consultant to receiving Consultant.
- Case is to be discussed under strict confidentiality
- Healthcare worker should be admitted to a single room where applicable or an open ward with screens drawn.
- The symptomatic HCW must remain compliant at all times with wearing a mask to reduce transmission.
- The ICP Clinician or Nurse may continue to round physically if HCW is admitted internally or by phone with the medical team or the health department.
- Medical management of the HCW will be by the facility medical team.

5.5 Sick Leave

- Health professionals should be evaluated prior to being given sick leave.
- If HCW is admitted then sick leave will be written up by the team medically managing.
- If the HCW is not admitted then the IPC Clinician must generate a list of persons who are for self-monitoring and refer item to the Health Department. Sick leave will be written by the Health Department.



6. FORMS/TEMPLATES TO BE USED

THE HEALTH WORKERS EXPOSURE RISK ASSESSMENT TOOL AND MANAGEMENT IN THE CONTEXT OF COVID-19 version 2

1. Interviewer information	
A. Interviewer name:	
B. Interviewer date (DD/MM/YYYY):	
C. Interviewer phone number:	
D. Does the health worker have a history of staying	□ Yes □ No
in the same household or classroom environment	
with a confirmed COVID-19 patient?	
E. Does the HCW have history of traveling together	□ Yes □ No
in close proximity (within 1 meter) with a confirmed	
COVID-19 patient in any kind of conveyance?	

If the HCW answers yes for questions 1 D - 1E it is considered a community exposure to COVID-19 virus and health workers should be managed as such.



2. Health worker information	
A. Last name:	
B. First name:	
C. Age	
D. Sex:	□ Male □ Female □ Prefer not to answer
E. City:	
F. Country:	
G. Contact details:	
H. Type of health care personnel:	□ Medical doctor
	□ Physician assistant
	□ Registered nurse (or equivalent)
	☐ Assistant nurse, nurse technician (or equivalent)
	□ Radiology /x-ray technician
	□ Phlebotomist
	□ Ophthalmologist
	□ Physical therapist
	□ Respiratory therapist
	□ Nutritionist/dietitian
	□ Midwife
	□ Pharmacist
	☐ Pharmacy technician or dispenser



I. Health care facility unit type in which the health worker works?	□ Laboratory personnel □ Admission/reception clerk □ Patient transporter □ Catering staff □ Cleaner □ Other (specify): Tick all that apply: □ Outpatient □ Emergency
	□ Medical unit
	□ Intensive care unit
	□ Cleaning services
	□ Laboratory
	□ Pharmacy
	□ Other, specify:
3. Health worker interactions with COVID-19 p	atient information
A. Date of health worker first exposure to confirmed	Date (DD/MM/YYYY)://
COVID-19 patient:	
	□ Not known
B. Name of health care facility where case received care:	
C. Type of health care setting:	□ Hospital
	Outpatient clinic
	□ Primary health centre □ Home care for mild cases
	☐ Home care for mild cases
D. City:	
E. Country:	
F. Multiple COVID-19 patients in health care facility	□ Yes □ No □ Unknown



4. Health worker activities performed on COVI			ient	
	A. Did you provide direct care to a confirmed COVID- 19 patient?	□ Yes	□ No	□ Unknown
	B. Did you have face-to-face contact (within 1 meter) with a confirmed COVID-19 patient in a health care facility?	□ Yes	□ No	□ Unknown
	C. Were you present when any aerosol generating procedures (AGP) was performed on the patient? See below for examples	□ Yes	□ No	□ Unknown
	- If yes, what type of AGP procedure?	□ Nebu □ Oper □ Colle □ Trach □ Bron □ Card	ction of s neostomy choscopy	tment uctioning putum ary resuscitation (CPR)
	D. Did you have direct contact with the environment where the confirmed COVID-19 patient was cared for? E.g. bed, linen, medical equipment, bathroom etc.	□Yes	□ No	□ Unknown
	E. Were you involved with health care interaction(s) (paid or unpaid) in another health care facility during the period above?	□ Amb	ulance e care	are facility (public or private)

Exposure of health workers to COVID-19 virus

If the health worker responds 'Yes' to any of the Questions 4A – 4C, the health worker should be considered as being **exposed to COVID-19 virus**



5. Adherence to infection prevention and control (I	PC) during health care interactions	
For the following questions, please quantify the frequency you wore PPE, as recommended: 'Always, as recommended' should be considered wearing the PPE when indicated more than 95% of the time; 'Most of the time' should be considered 50% or more but not 100%; 'occasionally' should be considered 20% to under 50% and 'Rarely' should be considered less than 20%.		
A. During the period of a health care interaction with a COVID-19 patient, did you wear personal protective equipment (PPE)?	□ Yes □ No	
 If yes, for each item of PPE below, indicate how often you used it: 		
- 1. Single gloves	□ Always, as recommended □ Most of the time (50% or more but not 100%) □ Occasionally 20% to under 50%) □ Rarely (less than 20% of the time)	
- 2. Medical mask	□ Always, as recommended □ Most of the time □ Occasionally □ Rarely	
- 3. Face shield or goggles/protective glasses	□ Always, as recommended □ Most of the time □ Occasionally □ Rarely	
- 4. Disposable gown	☐ Always, as recommended ☐ Most of the time ☐ Occasionally ☐ Rarely	
B. During the period of health care interaction with the COVID-19 patient, did you remove and replace your PPE according to protocol (e.g. when medical mask became wet, disposed the wet PPE in the waste bin, performed hand hygiene, etc)?	□ Always, as recommended □ Most of the time □ Occasionally □ Rarely	
C. During the period of health care interaction with the COVID-19 case, did you perform hand hygiene before and after touching the COVID-19 patient? NB: Irrespective of wearing gloves	□ Always, as recommended □ Most of the time □ Occasionally □ Rarely	
D. During the period of health care interaction with the COVID-19 case, did you perform hand hygiene	□ Always, as recommended □ Most of the time	



--

before and after any clean or aseptic procedure was performed (e.g. inserting: peripheric vascular catheter, urinary catheter, intubation, etc.)?	□ Occasionally □ Rarely
E. During the period of health care interaction with the COVID-19 case, did you perform hand hygiene after exposure to body fluid?	□ Always, as recommended □ Most of the time □ Occasionally □ Rarely
F. During the period of health care interaction with the COVID-19 case, did you perform hand hygiene after touching the COVID-19 patient's surroundings (bed, door handle, etc)? Note: this is irrespective of wearing gloves	□ Always, as recommended □ Most of the time □ Occasionally □ Rarely
G. During the period of health care interaction with the COVID-19 case, were high touch surfaces decontaminated frequently (at least three times daily)?	□ Always, as recommended □ Most of the time □ Occasionally □ Rarely



6. Adherence to infection prevention and control (IPC) when performing aerosol generating procedures (e.g. Tracheal intubation, nebulizer treatment, open airway suctioning, collection of sputum, tracheostomy, bronchoscopy, cardiopulmonary resuscitation (CPR) etc.)

(0.	,					
tracheostomy, bronchoscopy, cardiopulmonary r	resuscitation (CPR) etc.)					
For the following questions, please quantify the frequency you wore PPE, as recommended: 'Always, as recommended' should be considered wearing the PPE when indicated more than 95% of the time; 'Most of the time' should be considered 50% or more but not 100%; 'occasionally' should be considered 20% to under 50% and 'Rarely' should be considered less than 20%.						
A. During aerosol generating procedures on a COVID-19 patient, did you wear personal protective equipment (PPE)?	□ Yes □ No					
 If yes, for each item of PPE below, indicate how often you used it: 						
- 1. Single gloves	 □ Always, as recommended □ Most of the time □ Occasionally □ Rarely 					
- 2. N95 mask (or equivalent respirator)	□ Always, as recommended □ Most of the time □ Occasionally □ Rarely					
- 3. Face shield or goggles/protective glasses	□ Always, as recommended □ Most of the time □ Occasionally □ Rarely					
- 4. Disposable gown	□ Always, as recommended □ Most of the time □ Occasionally □ Rarely					
- 5. Waterproof apron	 □ Always, as recommended □ Most of the time □ Occasionally □ Rarely 					



B. During aerosol generating procedures on the COVID-19 patient, did you remove and replace your PPE according to protocol (e.g. when medical mask became wet, disposed the wet PPE in the waste bin, performed hand hygiene, etc)?	□ Always, as recommended □ Most of the time □ Occasionally □ Rarely
C. During aerosol generating procedures on the COVID-19 case, did you perform hand hygiene before and after touching the COVID-19 patient? NB: Irrespective of wearing gloves	□ Always, as recommended □ Most of the time □ Occasionally □ Rarely
D. During aerosol generating procedures on the COVID-19 case, did you perform hand hygiene before and after any clean or aseptic procedure was performed (e.g. inserting: peripheric vascular catheter, urinary catheter, intubation, etc.)?	□ Always, as recommended □ Most of the time □ Occasionally □ Rarely
E. During aerosol generating procedures on the COVID-19 case, did you perform hand hygiene after touching the COVID-19 patient's surroundings (bed, door handle, etc)? Note: This is irrespective of wearing gloves	□ Always, as recommended □ Most of the time □ Occasionally □ Rarely
F. During aerosol generating procedures on the COVID-19 case, were high touch surfaces decontaminated frequently (at least three times daily)?	□ Always, as recommended □ Most of the time □ Occasionally □ Rarely



7. Accidents with biological material	
A. During the period of a health care interaction with a COVID-19 infected patient, did you have any episode of accident with biological fluid/respiratory secretions? See below for examples	□ Yes □ No
- If yes, which type of accident?	□ Splash of biological fluid/respiratory secretions in the mucous membrane of eyes □ Splash of biological fluid/respiratory secretions in the mucous membrane of mouth/nose □ Splash of biological fluid/respiratory secretions on non-intact skin □ Puncture/sharp accident with any material contaminated with biological fluid/respiratory secretions

Risk categorization of health workers exposed to COVID-19 virus (Please Check)

High risk for COVID-19	Low risk for COVID-
infection	19 infection
 The health worker did 	All other health
not respond 'Always,	workers should be
as recommended' to	considered low risk for
Questions 5A1 - 5G, 6A - 6F	COVID-19 virus
	infection
AND/OR	
responded 'Yes' to 7A	



SELF MONITORING ASSESSMENT FORM

Annex 1 – Form for self-monitoring or active monitoring

Name of th		d prof	ossion	al.											
		u proi	ession	iai		1									
Telephone email						-									
						-									
Health inst		:++:													
Profession			···												
Date of las															
2410 01 140	Conposal						Sym	ptom	ıs (ma	rk all tha	t apply)				
							<u> </u>								
days since last exposure	date	time	temperature	temperature not taken	ygnoo	sore throat	difficulty breathing	chills	runny nose	muscle pain	abdominal pain	nausea or vomiting	diarrhea	none	other
1															
1															
2															
2															
3															
3															
4															
4										<u> </u>					
5															
5															
6										<u> </u>					
6															
7															
7															
8										 					
8															
9															
9															
10															
10															
11															
11															
12															
12															
13															
13															
14															
14															



APPENDIX 6: REFERRAL FORM A

	REFERRAL FORM A							
	TO BE COMPLETED IN TRIPLICATE	TREATMENT REQUIRED(TICK ONE BOX)						
		□ Emergency □ Urgent □ Routine						
When making a referral,	please send both the white and blue copies of t	his form with the patient.						
Part 1. TO BE COMPLETED BY PERSON REFERRING								
TO:								
FROM: PARISH: PARISH:								
Patient Name:	Medical Record No							
To be used for requesting, consultation, investigation, diagnosis treatment, admission.	Sex M a Fa Date of Birth:/ DD MI							
Complaints/Findings:								
-								
Reason for Referral:	Status	Signature						
Name of person referring patient. (Print)	Status	Signature						
PART II. TO BE COMPLETED BY RECEIVING H HEALTH CARE FACILITY	EALTH CARE FACILITIES/DEPARTMENT/STAFF A	ND RETURNED TO REFERRING						
Receiving Centre Medical Record No:								
-								
•								
Treatment to be given:								
-								
Remarks/follow-up required:								
Patient to return in We		en date:						
Attending Clinician (Print)	Signa	ture						
RETURN WHITE COPY WITH THE COMPLETED PART 2 TO REFERRING HEALTH CARE FACILITY								
Do not remove upper portion of form								
MR. 23a REV. 1/94								

POLICY AND PROCEDURE MANUAL FOR THE REFERRAL AND TRANSFER OF PATIENTS 2015 $\,$ | $\,$ 58



APPENDIX 7: REFERRAL FORM B

REFERRAL FORM B								
TO BE USED FOR INTERDEPARTMENTAL REFERRALS & CONSULTATIONS								
Please print all information								
Hospital Ward								
Service required: Emergency Urgent Routine								
Patient name: Cas. No Record No								
Age: Male								
Referred to: Consultant/Clinic Department/Ward	t							
Referred for: Appointment Admission Consultation								
Diagnosis & other information:								
Referred by: Date:/ Time: A.M	/P.M							
CONSULTANT OPINION & RECOMMENDATION								
Signature:	M/P.M							
Ref. 6(mr 27) rev 12/93 Use over leaf if necessary								

POLICY AND PROCEDURE MANUAL FOR THE REFERRAL AND TRANSFER OF PATIENTS 2015 $\,$ | $\,$ 61



7. INTERNAL AND EXTERNAL REFERENCES

7.1 External References

- 1. Chan JF, Yuan S, Kok KH, To KK, Chu H, Yang J, et al. A familial cluster of pneumonia associated with the 2019 new coronavirus indicating person-to-person transmission: a study of a family cluster. Lancet. 2020.
- 2. [The epidemiological characteristics of an outbreak of 2019 new coronavirus diseases (COVID-19) in China]. Zhonghua Liu Xing Bing Xue Za Zhi. 2020;41(2):145-51.
- World Health Organization. WHO Director-General's opening remarks at the media briefing on COVID-19 11 March 2020 Geneva 2020 [Available from: https://www.who.int/dg/speeches/detail/who-director-general-s-opening-remarks-at-the-media-briefing-on-covid-19---11-march-2020.
- 4. World Health Organization. Rational use of personal protective equipment for coronavirus disease (COVID-19) and considerations during severe shortages. Interim guidance. 6 April 2020.
- 5. Huang C, Wang Y, Li X, et al. Clinical features of patients infected with 2019 new coronavirus in Wuhan, China. Lancet 2020; published on-line Jan 24. https://doi.org/10.1016/S0140-6736(20)30183-5.
- 6. Wang D, Hu B, Hu C, Zhu F, Liu X, Zhang J et al. Clinical characteristics of 138 hospitalized patients with 2019 new coronavirus-infected pneumonia in Wuhan, China. JAMA. 2020. Epub 2020/02/08. doi: 10.1001/jama.2020.1585. PubMed PMID: 32031570.
- New Coronavirus Pneumonia Emergency Response Epidemiology Team. Vital surveillances: the epidemiological characteristics of an outbreak of 2019 novel coronavirus diseases (COVID-19)—China, 2020. China CDC Weekly. Accessed February 20, 2020. http://weekly.chinacdc.cn/en/article/id/e53946e2-c6c4-41e9-9a9b-fea8db1a8f51
- 8. Phan LT, Nguyen TV, Luong QC, Nguyen TV, Nguyen HT, Him HQ, et al. Importation and Human-to-Human Transmission of a New Coronavirus in Viet Nam. New England Journal of Medicine. 2020.
- 9. The Lancet. COVID-19: protecting health-care workers. Lancet. 2020 Sea 21;395(10228):922. doi: 10.1016/S0140-6736(20)30644-9.
- Centers for Disease Control and Prevention (CDC). Criteria for Return to Work for Healthcare Personnel with Confirmed or Suspected
 COVID-19 (Interim Guidance). Available from: https://www.cdc.gov/coronavirus/2019-ncov/healthcare-facilities/hcp-return-work.html.
- 11. Centers for Disease Control and Prevention (CDC). Interim U.S. Guidance for Risk Assessment and Public Health Management of Healthcare Personnel with Potential Exposure in a Healthcare Setting to Patients with Coronavirus Disease (COVID-19). Available from: https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assesment-hcp.html.