



Republic of the Philippines
Department of Health
Eastern Visayas
Center for Health Development



June 16, 2020

COVID-19 ADVISORY NO. 019

SUBJECT: Adoption of Department Memorandum No. 2020-0249 entitled "Use of the Infection Prevention and Control Checklist for Healthcare Workers Readiness"

Health workers are at the front line of the COVID-19 outbreak response and as such are exposed to hazards that put them at risk of infection.¹

In line with the continuous efforts to control the increasing number of healthcare workers contracting the Coronavirus Disease 2019 (COVID-19), the Department of Health seeks to find ways to improve the systems within the health facilities by addressing certain gaps it identified.

Relative to this, the Infection Prevention and Control Checklist for Healthcare Worker Readiness is hereby issued for use of the newly hired and existing healthcare workers in health facilities. The purpose is to serve as a guide in their adherence with necessary Infection Prevention and Control protocols and support their safety and readiness to respond to the COVID-19 pandemic.

For your guidance and strict compliance.


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¹World Health Organization; Coronavirus Disease Outbreak: rights, roles, and responsibilities of health workers, including key considerations for occupational safety and health; Interim Guidance; March 19, 2020

INFECTION PREVENTION AND CONTROL CHECKLIST FOR HEALTHCARE WORKER READINESS

This will serve as a GUIDE in ensuring healthcare worker's safety and readiness to respond during COVID-19 pandemic through adherence with necessary Infection Prevention and Control protocols.

HOW TO USE THIS CHECKLIST

- ✓ This is to be accomplished by you, the healthcare worker, to ensure your readiness to respond to COVID-19 pandemic.
- ✓ The checklist is divided into three (3) sections:
 1. **PRE-DEPLOYMENT**- Utilize after receiving orientation and training, and before the start of work assignment in the health facility.
 2. **BEFORE DUTY and ON DUTY**- To be used EVERY tour of duty in the health facility
 3. **POST- DUTY**- Accomplish as a guide when at home after going on duty.

You may accomplish each section at your own pace. Take some time answering each section in real-time according to the indicated duty status.

- ✓ Your goal is to get as many "YES" as possible in each section.
- ✓ If you have answered more "NO" from the items indicated below, kindly coordinate with the team who conducted the infection prevention and control training to assist you in those items.
- ✓ You may have multiple copies of this checklist and use it as often as you need to help guide your adherence to IPC protocols in the workplace.

PRE-DEPLOYMENT

Your goal is to get fully informed and oriented on COVID-19 infection related matters, and be adequately trained on the necessary IPC protocols and policies in the health facility to help you get ready in responding as a frontliner in the COVID-19 pandemic.

| Item | YES | NO | Not Applicable |
|--|-----|----|-------------------|
| Do I have orientation on the following? | | | |
| A. COVID-19 Infection and updates <ul style="list-style-type: none"> Overview of COVID-19 Infection, signs and symptoms, case definition, and how to monitor patients with such Chain of Infection and how to break the Chain of Transmission CPG/ Clinical pathways on COVID-19 management | | | |
| B. Infection Prevention and Control Measures <ul style="list-style-type: none"> Triaging, early recognition of signs and symptoms, high-risk individual and source control of COVID-19 Isolation Precautions (Standard Precaution and Transmission-based Precautions-Airborne, Contact, and Droplet) Respiratory Etiquette and Physical Distancing Medical and psychosocial management of COVID-19 patients Reporting procedure for COVID-19 surveillance as established by the healthcare facility Physical layout and workflow map of important areas and zones in the health facility Healthcare worker Risk Assessment and Management in the Context of COVID-19 virus | | | |
| C. Health facility policies relative to COVID-19 <ul style="list-style-type: none"> Policies on duty schedules, sick leaves, and reporting of symptoms Policies on laundry of dirty uniforms and/or scrubs worn during duty or on outsourced laundry of linen Policies on accommodation arrangement and transportation Policies on incident reporting | | | |
| Do I have training on the following? | | | |
| <ul style="list-style-type: none"> Hand Hygiene Technique, Five (5) Moments of hand Hygiene (WHO) <i>Including demonstration and Return-demonstration</i> | | | |
| <ul style="list-style-type: none"> Appropriate use of Personal Protective Equipment Appropriate handling and disinfection of reusable PPEs | | | |
| <ul style="list-style-type: none"> Proper Donning and Doffing of PPE <ul style="list-style-type: none"> Correct sequence Appropriate and timely disposal Fit testing of N-95 respirator <i>Including demonstration and Return-demonstration</i> | | | |
| <ul style="list-style-type: none"> Proper cleaning and disinfection of environmental surfaces and equipment | | | |
| <ul style="list-style-type: none"> Proper collection and handling of healthcare waste | | | |
| <ul style="list-style-type: none"> Safe Management of Cadaver (e.g. post-mortem care, transport to morgue) | | | |
| Do I have briefings on the following psychosocial measures? <ul style="list-style-type: none"> Stress Management Mental health awareness Personal leadership Coping strategies | | | |

BEFORE DUTY and ON DUTY

Ensure your and your patient's safety by aligning yourself to specific IPC measures while on duty. Follow the necessary steps and measures required to protect yourself in the workplace.

| Item | YES | NO | Not Applicable |
|---|-----|----|----------------|
| Before starting my duty, did I do the following? <ul style="list-style-type: none"> Temperature and symptoms check Inquire on specific ward assignment Ensure that I have appropriate and adequate PPE | | | |
| While on duty, am I doing the following during health care interactions? | | | |
| <ul style="list-style-type: none"> Ensure proper hydration prior to donning of PPE | | | |
| <ul style="list-style-type: none"> Wear appropriate PPE during patient care | | | |
| <ul style="list-style-type: none"> Remove and replace PPE when it becomes soiled and torn | | | |
| <ul style="list-style-type: none"> Dispose soiled PPE in the infectious waste bins and performed hand hygiene | | | |
| <ul style="list-style-type: none"> Perform hand hygiene before and after touching the patient | | | |
| <ul style="list-style-type: none"> Perform hand hygiene before and after aseptic procedure was performed | | | |
| <ul style="list-style-type: none"> Perform hand hygiene after exposure to body fluid | | | |
| <ul style="list-style-type: none"> Perform hand hygiene after touching the patient's surroundings (bed, door handles, side rails, etc) irrespective of wearing of gloves | | | |
| <ul style="list-style-type: none"> Decontaminated frequently touched surfaces | | | |
| During the donning of PPE, did I follow the following steps accurately? <ol style="list-style-type: none"> Identify and prepare the proper PPE to be used Removal of all jewelry, hair must be neatly fixed and tied Hand Hygiene prior to wearing PPE Gown worn fully covers the torso from neck to knees, arms to the end of wrists, and wrap around the back Facemask ties are secured on the crown of head (top tie) and base of neck (bottom tie). If the mask has loops, they are hooked appropriately around the ear. If N95 is used (doing aerosol-generating procedures), filtering facepiece respirator are fitted to the nose, extend to the chin, and the respirator strap placed at the crown of the head and base of the neck and user seal check performed. Goggles or face shields worn Hand hygiene performed prior to putting on gloves Clean gloves cover the cuff (wrist) of isolation gown | | | |
| During the doffing of PPE, did I follow these steps accurately? <ol style="list-style-type: none"> Remove used gloves and dispose of them in foot-operated infectious waste bins Perform hand hygiene after glove removal Remove the used gown in a gentle manner and dispose it in the foot-operated infectious waste bins. Remove face shield or goggles Remove face mask or N95 masks and dispose depending on the established protocol for extended use of PPEs Perform hand hygiene after removal of mask | | | |

In doing patient transport, did I do the following?

| | | | |
|---|--|--|--|
| • Ensure that I wear appropriate PPE | | | |
| • Put on a facemask to the patient and instruct how to wear properly | | | |
| • Properly coordinate the referral to the receiving facility/ service prior to transport of patient | | | |
| • Observe one-way-traffic during patient transport | | | |

While on break, do I practice the following?

| | | | |
|---|--|--|--|
| • Physical distancing in common areas such as call rooms, pantry etc. | | | |
| • Respiratory etiquette | | | |
| • Follow the prescribed workflow from one zone to another | | | |

POST DUTY

After servicing as a frontliner in the health facility, extend the necessary measures to protect the community you belong with by doing the post-duty assessment.

| Item | YES | NO | Not Applicable |
|---|-----|----|----------------|
| After my tour of duty, did I do the following? | | | |
| <ul style="list-style-type: none"> Undergo risk assessment based on the WHO HCW exposure risk assessment | | | |
| <ul style="list-style-type: none"> Based on my risk assessment, did I observe the proposed management? <div> <p>High Risk:</p> <ul style="list-style-type: none"> Stop all health care interaction for a period of 14 days after the last day of exposure Be tested for COVID-19 Quarantine for 14 days in a designated setting home quarantine instructions must be followed <p>Low Risk:</p> <ul style="list-style-type: none"> Self-monitor for symptoms for 14 days </div> | | | |
| <ul style="list-style-type: none"> Left the uniform and/or scrub suit worn during duty in the health facility <p><i>*if not feasible, ensure that dirty linen is packed properly in a plastic bag before bringing home</i></p> | | | |
| If I develop any of the COVID-19 symptoms... | | | |
| <ul style="list-style-type: none"> Did I stop going to work and follow the established protocols for testing and isolation for COVID-19? | | | |
| <ul style="list-style-type: none"> Did I report it according to the reporting protocols established by the facility for HCW affected by the disease? | | | |