OFFICE OF THE MEDICAL SUPERINTENDENT

CIRCULAR

Sub: OUTPATIENT DEPARTMENT (OPD) MANAGEMENT FOR COVID 19 PREVENTION & CONTROL

To limit the risk of transmission of coronavirus infection among patients and to healthcare workers, the following changes in patient flow and outpatient management are being introduced from 19/03/2020. These are based on Ministry of Health and Family Welfare, Government of India guidelines on prevention and control.

All the patients, public, students, staffs are requested to strictly comply with these procedures, which are meant to ensure that optimal infection control practices are followed.

A. SCREENING OF PATIENTS BEFORE ENTRY

1. All patients will be screened before they enter SSB, WCH, OPD and RCC Blocks
2. If a patient has history of fever, cough, breathing difficulty AND history of recent travel abroad within the past 14 days, he/she will be sent for further evaluation to Covid19 unit
3. Only one attendant is allowed to enter with one patient.

B. OPD REGISTRATION

4. All Regular OPD registration will be from 0800 am to 1000 am.

C. LIMITATION OF RESOURCES AND PREVENTION OF CROSS INFECTION

5. All Clinical Departments are to defer admissions for elective interventions, surgeries and investigations to safeguard the inpatients from the risk of Covid19. All investigations are to be done only if it is absolutely required.
6. Admitted patients may be discharged as early as feasible.

D. ONE METER RULE, HAND HYGEINE & RESPIRATORY HYGEINE

7. All patients standing in Q and sitting in the waiting rooms/corridors shall maintain as much distance as possible (ideally 1 meter) from each other.
8. All patients entering any OPD zone shall use hand sanitizers before entry and at exit.
9. Any patient who has cough shall be given a mask by a healthcare worker or security staff as soon as possible, to prevent infection to other patients.
E. HEALTHCARE WORKER SAFETY

10. All staff and students shall report to the staff clinic if they have cough, cold, breathing difficulty and fever. During coughing/sneezing, they should do this into the elbow/ disposable tissue and wash/use hand rub. Any history of travel to abroad in past 30 days or contact with a suspected case shall also be reported to staff clinic without any delay.

11. Employees with significant cardiovascular disease are advised to be extra careful at the workplace.

12. Compartmentalize clinical work to ensure all healthcare workers in a unit are not exposed and need quarantine at the same time. Any suspected covid19 case should be brought to the notice of the Medical Superintendent at the earliest.

13. Heads of departments shall encourage employees in the department who are sick to take sick leave.

14. Pilferage of Masks and Hand Sanitizers should be guarded against.

This circular is issued with the permission of the Director.

Copy to:
1. To Director for Information.
2. To DDA for Information.
3. Officers in Charges of MRD, Security
4. All Heads of Departments
5. All Employees and Students of JIPMER