

**Directorate of Health Services
Madhya Pradesh
Satpura Bhawan, Bhopal**

Letter No./IDSP/2020/ 381

Bhopal, Date 07.04.2020

To,

**All Chief Medical & Health Officer
All Civil Surgeon Cum Superintendent
Madhya Pradesh**

Subject: Hospital & Home Protocols for the clinical and non-clinical staff during COVID-19 pandemic, regarding.

With reference to the above subject I would like to thank all our clinical and non-clinical staff who are selflessly providing their consistent services for containment and management of COVID-19 during this crucial and critical phase. Having said that, safety and wellbeing of our clinical and non-clinical staff is also our priority and to ensure that everyone need to religiously adhere to the following instructions –

Protocolsat Hospital-

- Social Distancing is an intervention to avoid contact between those who are infected with a disease-causing pathogen and those who are not, so please maintain social distancing as to stop or slow down the rate and extent of disease transmission in a community.
- All staff need to regularly check themselves for any sign and symptom of Covid-19. Please check your temperature and who have fever **or** any respiratory symptoms like cough or cold, must immediately self-isolate and should not return to duties until medically assessed. The need for testing and further isolation should be assessed on case to case basis based on guideline issued.
- Sanitizer and 1% hypochlorite should be made available at all major areas of the hospitals like wards, lifts,outside lifts and duty rooms and staff should frequently clean their hands with sanitizers
- All staff should wear three-layer surgical mask or N-95 mask as per protocol depending upon their duties in various department of the hospital.
- Social or physical distancing should be maintained in the hospital at all times whether in wards or duty rooms or OPDs. There should be at least 1 meter of distance between two chairs.

- Service providers with underlying conditions (Hypertension, Diabetes or Asthma) need to be given light duties away from the infected areas as they are more susceptible and have high risk of mortality
- A duty roster will be prepared for all staff and duties will be assigned in rotation. No staff should be placed for extended hours in the infected areas and proper off should be given as per the norms. Stand by teams (alternatives) should be available at all times in case of emergency.
- Meetings with staff should be avoided or if necessary, need to be done by following the norms of social distancing or digital platforms can be used to disseminate information
- Pregnant women coming for institutional delivery in hospital should be attended taking all safety measures for service providers and all infection prevention practices should be followed in labour room, maternity ward and OT.
- High level of cleanliness should be maintained in the hospitals at all times and frequent disinfection should be done by 1% Sodium Hypochlorite solution. Staff engaged in cleaning should wear proper PPE and follow standard bio medical waste management protocols.

Protocols at Home-

- Staff need to maintain safe distance with children/old persons/persons with co-morbidity/underlying conditions (Hypertension, Diabetes or Asthma, malignancy) pregnant women and children at their homes to avoid transmission of infection to them
- Staff need to immediately take hot water bath on returning home and all clothes should be kept separately for washing with detergent and disinfectant. They should take minimum things to the hospital and all belongings (mobile, bags and lunch boxes) should be disinfect after returning to home.
- Staff should take proper healthy diet, drink lots of fluids and take steam inhalation at least two times in a day to increase the immunity and maintain proper airway.

Kindly disseminate above mentioned instructions to all clinical and non-clinical staff and make sure they adhere to the instructions at all times to protect themselves from this life-threatening disease and ensure their own wellbeing and wellbeing of their family and colleagues.

(Faiz Ahmed Kidwai)
Health Commissioner
Directorate of Health Services
Madhya Pradesh