GOVERNMENT OF PUDUCHERRY

Standard Operating Procedures for Preventive measures for COVID-19 at health care facilities and other sectors in Puducherry

State COVID-19 Task Force Draft Document

4/17/2020

(This document was prepared based on guidelines related to COVID control published by Ministry of Health and Family Welfare and the Official documents by the State Government of Puducherry.)
Preventive measures for COVID-19 at health care facilities and other sectors in Puducherry
1. State Health Department:

Increase IEC activities through use of mass media and use of telecommunication at regular interval and fixed timings to create awareness among the public regarding the following –

   a. Symptoms of COVID-19
   b. Do’s regarding COVID-19

   1. Social distancing (maintenance of one meter between each other)
   2. Improving hygiene (frequent hand washing)
   3. Wear a mask if symptomatic
   4. Restaurants and shops to ensure hand washing using soaps/sanitizers at the entry and proper cleanliness of frequently touched surfaces.
   5. Ensure physical distancing (minimum 1metre) between tables; encourage open air seating where practical with adequate distancing.
   6. All commercial activities must keep a distance of one meter between customers.
   7. Improving hygiene
   8. Public reporting of suspected cases of COVID-19 through the help line

   c. Don’ts regarding COVID-19

   1. Peak hour crowding in markets.
   2. Shaking hands and hugging as a matter of greeting.
   3. Visiting health facilities for minor ailments.

2. Tertiary hospitals

   i. Screening of symptoms for COVID-19 at the hospital entrance as per the GOI guidelines and provision of masks for symptomatic individuals

   ii. Management of suspected COVID -19 case in a separate place isolated from the general patients

   a) Line listing of cases and send details to IDSP unit, Puducherry
Supportive treatment

b) Collection of samples – Follow GOI guidelines

c) Send samples to JIPMER

d) Severe cases to be referred to JIPMER – follow GOI guidelines for categorization of cases of COVID-19

iii. Suspension of all elective services

iv. Reduction of the staff coming to administrative departments of the hospital by implementing a policy of alternate day or alternate week attendance in office.

v. Support State Health Department in running the screening booths at the entry portals for travelers with symptoms of COVID-19 for early detection of cases

3. Primary Health Care facilities

i. Advice people in their areas to limit their visits to the health facilities if possible.

ii. Screening OPD at entrance preferably in a well-ventilated space with one or two staff wearing masks.

   a. Patients with history of fever, cough, sore throat & history of travel international travel or contact with positive cases should be isolated immediately:

   b. Give the patient a mask, assess the severity of the disease by history (breathlessness). If mild to moderate illness: Give them emergency helpline contact number, advise them for “Home isolation” and report to the health personnel about the sickness every day preferably over phone

   c. Prescribe paracetamol and salt water gargle, practice hand hygiene / isolation at home, avoid public transport.

   d. Instruct them to call emergency helpline anytime needed and visit isolation ward in Tertiary care centre in case of severe illness.

   e. Any patient with fever / sore throat (mild / moderate case) without strong suspicion (travel inside or outside India) to be advised strict hand hygiene and precaution as before.
f. Advice home isolation for 14 days, prescribe paracetamol and salt water gargle, report over phone daily – at home also follow isolation.

g. Line list all suspected patient and follow them over phone on daily basis – collect 2 to 3 phone numbers from the patients’ families, maintain a register.

iii. Proper hand hygiene to be ensured for all persons coming to health facility and to maintain minimum of one meter distance between each other.

iv. Special clinics – Clinic can be operated in a spaced-out manner with at least one meter distance between people with minimal staff assigned for the clinics. One clinic at a time and preferably on different days

a. Non-essential services can be suspended like adolescent clinics.

b. NCD clinics – dispensing drugs for at least one month to the houses of the NCD patients as they are known to be at higher risk of having severe forms of COVID-19

c. ANC clinic – advice only women with high-risk pregnancies and in 3rd trimester to attend.

d. Under-five Clinics – immunization has to be done as per schedule

iii. Essential drug depots to be made available with ASHAs, ANMs and Anganwadi Workers so as to make these drugs available to people closer to their homes and avoid travelling to health facilities.

iv. Non-essential field activities to be withheld.

v. Health education through those coming to the health facilities to spread message in the community regarding social distancing and hygiene.
4. Private health facilities

I. Private medical colleges

1. Patient care services as mentioned for tertiary care hospitals
2. Suspension of classes for medical undergraduates up to final year
3. Interns and Postgraduates to be involved in patient care services and support the State Health department in surveillance and containment of COVID-19 pandemic

II. Private clinics

1. Screening of symptoms for COVID-19 as per the GOI guidelines
2. Management of suspected COVID-19 case in a separate place isolated from the general patients
3. Suspension of all elective services
4. Reduction of the staff coming to administrative departments of the hospital by implementing a policy of alternate day or alternate week attendance in office.
5. Support State Health Department in running the screening booths at the entry portals for travelers with symptoms of COVID-19 for early detection of cases

6. Other Line Departments

a. Tourism department

i. Suspension of all tourism activities from 22.03.2020
ii. Prohibition on entry of all foreign, national and local tourists from 22.03.2020

b. Police department:

i. Police to be deployed in shops with essential commodities to control crowd/maintain social distancing

c. Revenue department:

i. To ensure proper environmental hygiene and sanitation at all shops.
ii. Shops providing non-essential commodities like LIQUOR SHOPS, restaurants to be closed from 22.03.2020
d. Transport department  
i. Avoid crowding in public transport  

e. Education department  
i. Schools (public/private) to remain closed until further orders  
ii. Administrative staff can be advised to stay at home, the administration can be run with minimal essential staff  
iii. School staffs can be utilized for IEC activities if needed  

f. Labour department  
i. All non-essential services like construction work, IT should be stopped from 22.03.2020  

g. Social welfare department  
i. Screening of inmates of children’s homes, old age homes and other institutionalized members of the society to be carried out weekly.  
ii. Visitors are prohibited to meet the institutionalized members.  

h. Local Administration department  
i. Payments of government bills like electricity, water, and housing need to be digitalized through online payments or else due date need to extend without fine.  
ii. All ATM centers to be provided with hand sanitizers and ensure adequate social distancing  

All other line departments to follow closure of all non-essential services from 22.03.2020  

ALL WORKING DEPARTMENTS TO ENSURE STRICT “SOCIAL DISTANCING” AMONG THE STAFF WORKING TO MANAGE THE ESSENTIAL SERVICES AND MAINTENANCE OF HYGIENE AT WORK PLACE BY PROVIDING FACILITIES FOR HAND WASH BEFORE ENTERING FACILITY