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PGI/DIR/DC/283 /2021

Date: 20.04.2021  
Office order/Dir camp  
RSD no. 1485/13

**Office Order**

In view of the rising number of COVID infection in the Health Care Workers (HCW) of SGPGI the following decisions have been taken with regard to establishing several Department HCW Surveillance Teams and a Central HCW Wellness Team.

**1. Department HCW Surveillance Teams**

- HOD/ Nodal officer of each department will mandatorily form a **Department HCW Surveillance team**, from each department comprising of at least 2 faculty members. This must be done within the next 2 working days and information (names, designation and phone numbers of the same) will be sent to office of undersigned to compile the list. Larger departments may like to expand this team to suit local needs. The roles and responsibilities of this team are described below.
- CMS office will establish a 24 hr Helpline number dedicated to COVID positive HCW, as follows-
  - All the COVID positive HCW's and /or their immediate family members will have to report at 24 hr Helpline number if tested positive for COVID-19 by RT-PCR.
  - The PRO at 24 hr helpline number will record the following details of COVID positive HCW's and/or their immediate family members:

Name	Age/Sex/ hCR e number	Relationship to employee	Department Affiliation	Permanent/ Contractual	Contact Number	Residential Address
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PRO will then inform the **Department HCW surveillance team** member of the concerned department about the COVID -19 positive HCW.

**2. Role & Responsibilities of the Department HCW Surveillance team**

- HOD along with the Department HCW surveillance team should play an important role in taking care of the COVID positive HCWs of that department.
- HCWs in this context include all health care workers (whether contractual or permanent) who are currently posted with the department. Registered dependents of the HCWs are also included for surveillance.
- On getting information about COVID positive HCW (or registered dependent) the Dept Surveillance team will immediately call the COVID positive HCW and assess the severity of his/her symptoms to decide further plan of management.
- In case the HCW has symptoms s/o moderate/severe disease, the surveillance team has to immediately report to the **HCW wellness team** for urgent admission.
- If the HCW has mild disease and age <45 years with no co-morbidities, the surveillance team will advise the HCW for home isolation including the treatment and precautions to be taken as mentioned in **Annexure-1**
- If the HCW has mild disease and age ≥45 years with co-morbidities, the surveillance team will ask for blood investigations that will include the inflammatory markers (CBC, CRP, S. Ferritin, D-Dimer, Procalcitonin) and HRCT chest. (Ref . **Annexure 1**)
- The Dept Surveillance team will raise the forms for the above investigations on HIS and will also follow their reports. If the inflammatory markers are elevated or the HRCT chest s/o moderate to severe disease, then the surveillance team will immediately report to COVID admission team for RCH admission.



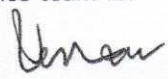
- In case all the investigations are found to be normal, then the HCW will be advised home isolation by the surveillance team.
- The surveillance team will reassess the HCW on home isolation by calling him/her at every 48-72 hrs and further plan of management will be decided based on clinical condition.
- The Department HCW surveillance team shall also maintain the detailed records of HCW's reports as well as the duration of his /her leaves, to be provided to CMS/Director office when requested.
- Each Department HOD is encouraged to make a social media group (e.g. Whatsapp) to communicate with the HCWs of the department and resolve issues

### 3. HCW Wellness Team

- This has been proposed by Director to monitor the smooth admission process of COVID positive HCW's and look after the other logistics of the dedicated HCW beds (with the help of the COVID core group). This team will work in close co-ordination with the COVID core group. The team comprises of following members:
  1. Prof. Aditya Kapoor, Dept of Cardiology (Chairman)
  2. Prof. Vimal Paliwal, Dept. of Neurology
  3. Prof. Subhash Yadav, Dept. of Endocrine medicine
  4. Prof. Zafar Neyaz, Dept. of Radiology
  5. Dr. Dheeraj Khetan, Additional Professor, Dept. of Transfusion Medicine.

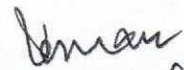
### 4. Role and responsibilities of the HCW Wellness Team

- Receive information about HCWs needing admission from the Department HCW surveillance team. All such information should **only** be conveyed only through the Dept Surveillance Teams.
- Coordinate admission process for admission to the dedicated HCW beds in RCH-2
- Oversee the logistics of the RCH-2 dedicated HCW beds and resolve issues with the help of the COVID core team (if needed)
- Discharged patients will be handed over to the Department HCW surveillance team for follow up.

  
(R.K. Dhiman)  
Director

#### Copy for information to:-

1. Additional Director
2. Dean/ER
3. CMS/MS
4. FO/JD(MM)/JD(A)
5. All Heads of the Department
6. All Notice Board
7. PRO/CNO
8. I/c Server to upload on Institute's website.
9. Office Order file

  
(R.K. Dhiman)  
Director

20.04.21



# ANNEXURE -1

## Flow chart of treatment of COVID positive HCWs

