

**CIRCULAR**

The following protocol is to be noted and enforced incase COVID positive patients are identified in any ward/section:

1. Any Positive patient in any ward identified will be shifted to Isolation Ward in coordination with the Nodal Officer.
2. The designated area will be sanitized immediately; the Nursing Officer I/C on duty will ensure the same is followed through.
3. All the patients will undergo assessment and RT-PCR will be done on the 5<sup>th</sup> day after information from the Nodal Officer in consultation with the risk assessment team.
4. During the intervening time:-
  - a). All Health Care Workers are to continue working with N95 mask (which can be re-used) and gloves. Hand hygiene and social distancing are to be strictly maintained.
  - b). No new patients are to be transferred in to the affected wards.
  - c). No patients can be discharged from the ward.
  - d). All elective surgeries are to be put on hold. However, Emergency life saving surgeries can be carried out
5. All HCWs in other wards/section that are not affected will continue the usual protocol of 3-ply mask gloves, hand hygiene and social distancing. The affected ward/section shall return to this protocol once the patients in that ward are tested negative.
6. The HOD/Incharge/Section Head of the concerned ward/section should assist and ensure that the above protocol is strictly followed. He/She shall also ensure that the contact tracing is done in coordination with the contact tracing team.
7. The HOD/Incharge/Section Head of the concerned ward/section shall submit a detailed report of the above activities to the office of the Medical Superintendent on the next working day (The proforma is attached herewith). The HOD/Incharge/Section Head should ensure that COVID testing of the other patients (if decided) is done in consultation with nodal officer.

This is as per the approval of the competent authority.

Encl: Proforma

(Dr. V. N. Nongpiur)  
Nodal Officer COVID-19  
NEIGRIHMS

Copy to:-

1. Prof. P. K. Bhattacharya, HOD Gen. Med. & I/c COVID-19 Operation, NEIGRIHMS for information.
2. HODs/HOD I/cs /Section Heads for information & necessary action.
3. All-Ward Sister I/c for information & necessary action.
4. PS to Deputy Director (Admn) for information.
5. PA to Medical Superintendent, NEIGRIHMS for information.
6. PA to Director, NEIGRIHMS for favour of information of the Director.
7. Office copy

(Dr. V. N. Nongpiur)  
Nodal Officer COVID-19  
NEIGRIHMS

**Performa for activity report**

Sanitization completed	Yes/No (date and time)
Number of Low risk staff (HCW)	
Number of High risk staff (HCW)	
Total number of patients in ward (for clinical departments)	
RT PCR advised for patients (number)	
RT PCR date (for patients in the ward)	