



# MEDICAL TEACHING INSTITUTION MARDAN MEDICAL COMPLEX MARDAN



## Departmental SOPs for COVID -19

1. No mask no entry.
2. One patient one attendant policy. Limit the number of accompanying family members in the waiting area for suspected COVID-19 patients (do not allow children aged <18 years unless a patient or a parent).
3. Practice hand hygiene with soap and water /alcohol base sensitizers provided.
4. Patient seeking care for COVID-19 symptoms (e.g. fever, cough, myalgia, fatigue, headache, and shortness of breath, loss of smell or taste, sore throat) should wear a medical mask and should be notified to triage registration desk about symptoms suggestive of COVID-19 as soon as they arrive.
5. Maintain social distance by staying at least two meters away whenever possible, from anyone, including anyone that is with the patient (e.g., companion or caregiver).
6. Each department having a triage room and Assign dedicated clinical staff (e.g. physicians or nurses) for physical evaluation of patients presenting with COVID-19 symptoms at triage. These staff should be trained on triage procedures, COVID-19 case definition, and appropriate personal protective equipment (PPE) use (i.e., mask, eye protection, gown and gloves).
7. Designate a separate, well-ventilated area where patients at high risk\* for COVID-19 can wait. Patients who are suspected to have COVID-19 should not be mixed with COVID-19 confirmed patients.
8. Provide mask, alcohol-based hand rub/ hand washing facility and trash bins with lids for the filter / triage room.
9. All Health care providers should adhere to Standard Precautions, which includes hand hygiene, selection of PPE based on risk assessment, respiratory hygiene, cleaning and disinfection and injection safety practices.
10. All health care providers should be trained on and familiar with infection prevention and control (IPC) precautions (e.g. contact and droplet precautions, appropriate hand hygiene, donning and doffing of PPE) related to COVID-19.
11. Perform frequent hand hygiene with an alcohol-based hand rub if your hands are not visibly dirty or with soap and water if hands are dirty.

12. Any health care providers who come in contact with suspected or confirmed COVID-19 patients should wear appropriate PPE and notify covid registration desk.
13. Health care providers conducting physical examination of patients with symptoms suggestive of COVID-19 should wear gowns, gloves, a medical mask and eye protection (goggles or face shield).
14. Cleaners in triage, waiting and examination areas should wear a gown, heavy duty gloves, a medical mask, eye protection (if risk of splash from organic material or chemical), boots or closed work shoes.
15. Ensure that environmental cleaning and disinfection procedures are followed consistently and correctly.
16. Critical or urgent outpatient visits (e.g. infant vaccination or prenatal checkup for high-risk pregnancy) should continue, however, facilities should ensure separate/dedicated entry for patients coming for critical outpatient visits to not place them at risk of COVID-19.
  17. Postponing elective procedures and surgeries till further notification from health care authorities.

**Infection control committee**  
**MTI MMC**

