

Yebilaptsa Hospital Preparedness and Response Plan for Outbreak of COVID-19




Background

Coronavirus is a large family virus causing respiratory illness from common cold to more severe illness similar to novel MERS-CoV detected in 2012 in Saudi Arabia and SARS-CoV in China in 2002. The novel coronavirus, 2019 Novel Coronavirus (2019-nCoV) was first detected from the outbreak of unexplained viral pneumonia in Wuhan city, Hubei Province in China and reported to the WHO China Country Office on 31st December 2019. The common signs and symptoms are fever, cough, sore throat and shortness of breath and breathing difficulties. However, in some cases, it manifests severe infections leading to pneumonia, severe acute respiratory syndrome, kidney failure and even death. Initially, many patients from the outbreak epicenter, Wuhan city, China reportedly had some link to a large seafood and animal market, suggesting spillover of the virus from animal to human. However, it is being recently reported of increased number of confirmed cases having no exposure to animal markets, indicating person-to-person transmission.

In order to mount effective and efficient response to 2019-nCoV in the country, the National Preparedness and Response plan is prepared with the objective to enhance the national health capacity to prevent, detect, respond and recover from nCoV. This preparedness and response plan is linked and aligned to the Health Emergency and Disaster Contingency Plan 2016 and National Disaster Management Act 2013. In addition to this plan, Paro International Airport has a Public Health Emergency Plan 2018, which was simulated and tested in November 2019. All the district Hospitals also have Public Health contingency plans which will be activated depending on the types of emergency.

Surveillance Case definition for human with COVID-19 infection



SURVEILLANCE CASE DEFINITIONS FOR COVID-19

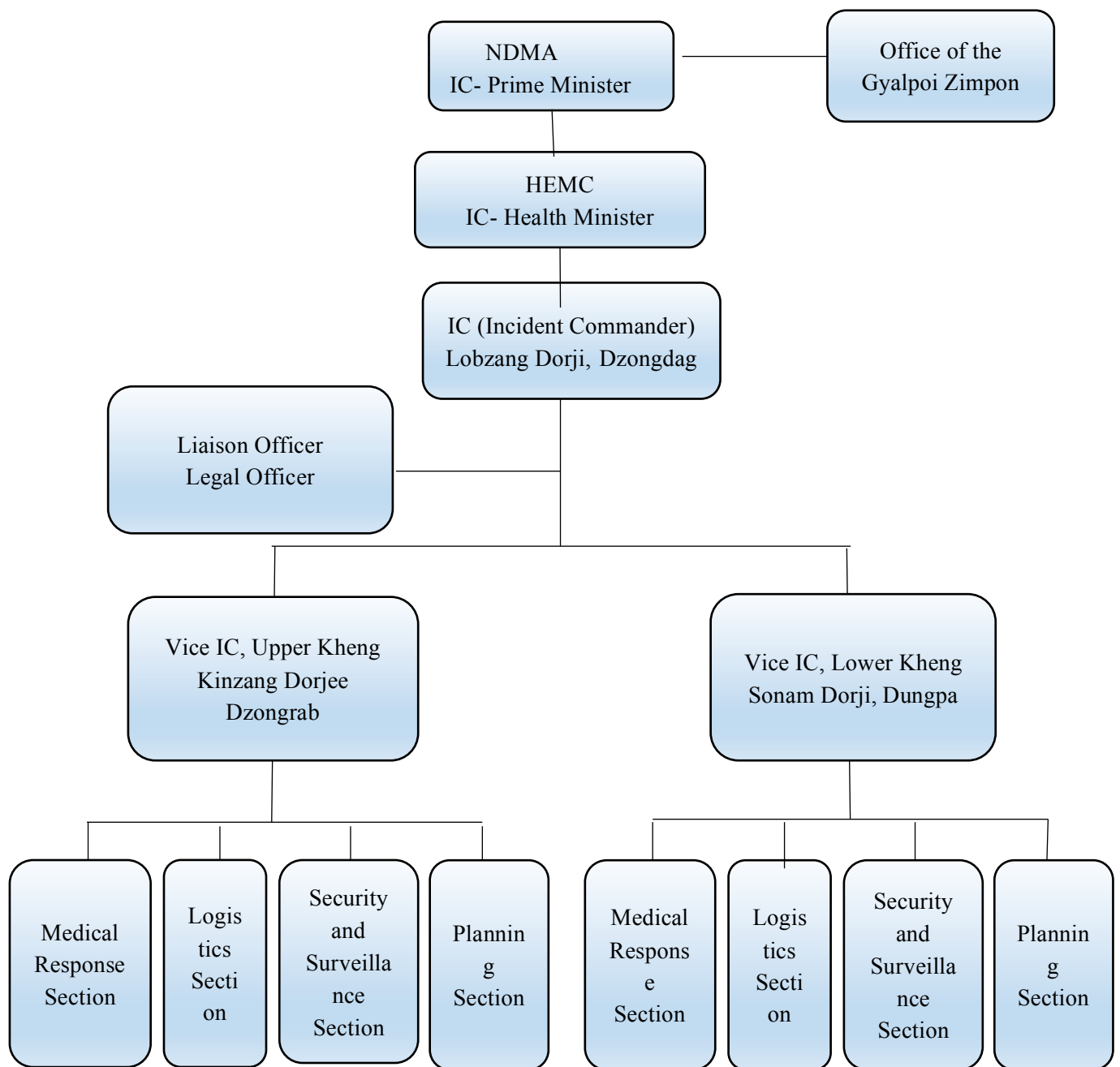
6th ed

Suspected case	Confirmed case
<ul style="list-style-type: none">a) Any individual with fever OR signs/symptoms of a lower respiratory tract illness (e.g., cough or shortness of breath) with or without requiring hospitalization AND a travel history to affected places/countries within last 14 days of onset of symptomsb) Any individual including health worker with fever OR signs/symptoms of a lower respiratory tract illness (e.g., cough or shortness of breath) with or without requiring hospitalization AND close contact of confirmed case/s or travelers from affected places/countries within last 14 days of onset of symptomsc) A patient with severe acute respiratory infection (fever and at least one sign/symptom of respiratory disease (e.g., cough, shortness breath) AND requiring hospitalization AND with no other etiology that fully explains the clinical presentation	<ul style="list-style-type: none">a) Any suspected case as defined above with laboratory confirmation by Real Time PCR assay

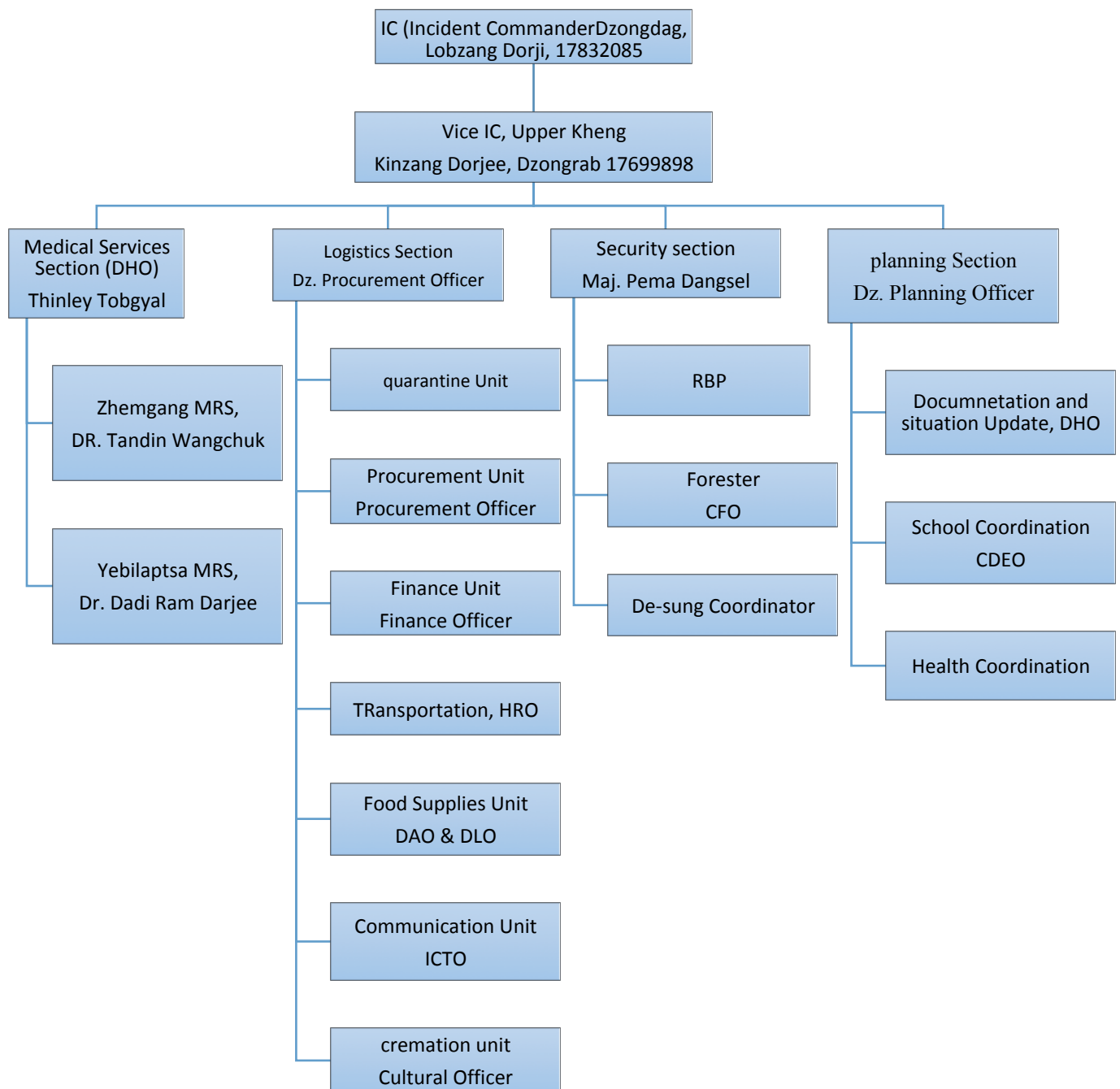
Updated as of 15th March 2020

*** Case definition for COVID-19 keeps on changing and may need to update at a daily basis as per world Health organization (WHO) ***

Dzongkhag Incident Command System (DICS)

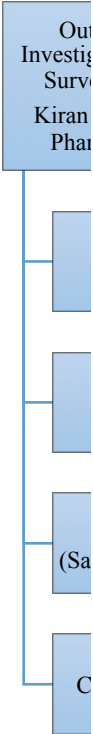


Incident Management for Upper Zhemgang



Yebilaptsa Hospital Incident Command System

Sl. No	Responsibility	Designation	Name	Phone
--------	----------------	-------------	------	-------



Dzongkhag COVID-19 Rapid Response Team (DRRT)

1	Incident Commander	Dzongdag	Lobzang Dorji	17832085
2	Vice Incident Commander, UK	Dzongrab	Kinzang Dorjee	17699898
3	Vice Incident Commander, LK	Dungpa	Sonam Dorji	17666073
4	Liaison Officer	Legal Officer	Chogyel Zangmo	17968604
5	Medical Desk Chief	DHO	Thinley Tobgyal	17122680
6	Medical Response Chief, Zhemgang Hospital	GDMO	Dr. Tandin Wangchuk	77343424
7	Medical Response Chief Yebilabtsa Hospital	GDMO	Dr. Dadi Ram Darjee	17612234
8	Medical Response Chief, Panbang Hospital	Clinical Officer	Sangay Tshedup	17886259
9	Security Section Chief	OC - Zhemgang OC - Panbang	Maj. Pema Dangsels Cap. Ugyen Dorji	17800394 17349860
12	Logistic Section Chief	Procurement Officer, UK DEO, Panbang, LK	Dorji Wangchuk Sherab Jamtsho	17368161 17693138
14	Planning Section Chief	Planning Officer	Thinley Jamtsho	

**Ye
bil
ap
tsa
Ho
spi
tal
Go
ogl
e
M**

ap



Medical Service

Yebilaptsa Hospital Rapid Response Team

Sl. No	Name	Designation	Role	Contact
1	Dr. Dadi Ram Darjee	MO	CMO/ Emergency Team A Leader	17612234
2	Tshering Lham	ADMO	Finance and General Supplies/Logistic Officer	17628175
3	Kiran Gurung	Pharmacist	Outbreak Investigation & Surveillance	17564913
4	Dr.Kuenga Choden	GDDS	Risk Communication Officer	17545728
5	Sangay Tenzin	SN	Quarantine	17570813

Terms of Reference for the Medical Response Section

- ✓ Disease Outbreak Investigation and follow-up on the case following WHO standards – contact tracing, active case findings and rapid diagnosis
- ✓ Quarantining of all close contacts of the COVID-19 cases; and isolation of all the suspected and COVID-19 positive cases
- ✓ Treatment and management of all COVID-19 positive cases as per the WHO Clinical Management Guideline
- ✓ Ensure availability and timely supply of adequate medical supply
- ✓ Report to Incident Management Team & Health Emergency Management Committee

1. Outbreak Investigation and Surveillance

Terms of Reference

- ✓ Carry out the investigation of all the cases fulfilling case definition for suspected case
- ✓ Carry out the contact tracing of all close contact of COVID-19 confirmed case
- ✓ Active case findings from the community/ locality/hospital from the where the confirmed cases were detected.
- ✓ Sample collection, packaging and transport of the suspected cases for laboratory confirmation
- ✓ Symptomatic screening of all the incoming personnel's from ground.

a. Flu Clinic

To segregate people with flu from rest of the people coming to hospital and identify and treat separately in order to reduce contact with rest of the patients.

To screen patient fulfilling criteria for COVID-19 case definition.

Responsible Persons and roles:

- ✓ One HA- Screen and treat patient with Flu and report suspected case to CMO. Report total case screened to CMO and QA Focal.
- ✓ Pharmacy Personal- Dispense medicine
- ✓ Receptionist- maintain patient register
- ✓ Supporting Staff to maintain traffic and direct the crowd to Flu clinic and OPD.

Note: The Flu unit to be used as **Triaging Unit in case of COVID-19 outbreak.**

*****Triaging Unit*****

Team Members

Sl. No.	Name	Designation	Contact Number
1.	Pema Choden	SN	17998044
2.	Nar Maya Rai	SN	17369641
3.	Choki Dorji	SN	17415043
4	Suk Maya Rai	Sweeper	17496447
5	Phurpa Mo	Sweeper	17653606

RESPONSIBILITIES

Triage and direct patients to the respective units

Operational procedure

- Triaging should be done at the identified site (ambulance parking) .
- Complete case investigation form and admit the patient to isolation unit.
- Refer or guide the patient through identified route to isolation unit with proper communication and handing over.

- The main entrance to the Ward near Ambulance parking will be used for suspected entry to the Pediatric unit.
- Triaging team can manage screening at the entry point to the hospital.
- Use standard PPE
- Provide first aid management and report to Incident Commander

b. Outbreak Investigation

Carry out the investigation of all the cases fulfilling case definition for suspected case.

- Active case findings from the community/ locality/hospital from the where the confirmed cases were detected.
- Sample collection, packaging and transport of the suspected cases for laboratory confirmation
- Symptomatic screening of all the incoming personnel's from ground.

c. Contact Tracing

Contact tracing is done for active case finding inorder to reduce transmission in the community. Contact tracing shall be done for all close contacts of the confirmed case and samples shall be collected and tested as for suspected cases.

Sl. No.	Staffs	Designation	Contact
1.	Kiran Gurung	Team Leader/ Pharmacist	17564913
2	Dorji Wangdi	Menpa	17639866
3	Desups		
4	Police		

Note: Refer Primary, Secondary contact tracing form, Case Investigation Form

d. Laboratory

Currently Royal Centre for Disease Control (RCDC), Phuentsholing and Mongar Hospital has the capacity to do this test in Bhutan. It takes about 6-8 hrs. from the time the sample reaches the RCDC to get the results. Real-Time Reverse Transcription- Polymerase Chain Reaction (rRT-PCR) is done for the detection of COVID-19.

Team Member

Sl. No.	Name	Designation	Contact Number
1.	Sonam Tobgay	Sr. Laboratory Tech	17953414
2.	Karma Dema	Laboratory Technician	16928030
3	Karma Norbu	Lab. Tech	17458524

Job Responsibilities

- ❖ Prioritize emergency sample testing
- ❖ Coordinate RCDC Focal.
- ❖ Sample collection and shipment to RCDC
- ❖ Involve in rapid response team.
- ❖ Contact medical store in-charge for stock piling of reagents and other supplies
- ❖ Assign at least one laboratory technician on duty all round the clock

Note: Refer Guidelines Sample Collection and Transportation

2. Quarantine

Facility Identified- BPC Guest House, Tingtibi

Bed Capacity- 10 bedded

Designated facility:

The purpose of the quarantine is to keep an individual under observation for signs/symptoms of COVID-19 infection. It is also to provide necessary medical support, and to prevent the spread of

the disease to your immediate family members, friends/colleagues or to the community as you are exposed to the infection.

Any individual who had close contact (contact within 1 meter distance for a minimum of 15 minutes) with the confirmed COVID-19 patient shall be put under quarantine at the designated facility.

The duration of the quarantine shall be for a minimum of 14 days from the date of last contact with the confirmed case.

Home Quarantine:

The purpose of the quarantine is to keep an individual under observation for signs/symptoms of COVID-19 infection. It is also to provide necessary medical support, and to prevent the spread of the disease to your immediate family members, friends/colleagues or to the community as you are exposed to the infection.

Any individual who are secondary contact (immediate family members, contact within 1- meter distance for a minimum of 15 minutes with primary contact of COVID-19 positive) or those returning from COVID-19 affected places and considered at risk shall be put under home quarantine. The duration of the home quarantine shall be for a minimum of 14 days from the date of last close contact or arrival into Bhutan.

Team Member

Sl. No.	Name	Designation	Contact Number
1.	Sangay Tenzin	SN	17570813
2.	Hemlal	Ward Boy	17685300
3	Dorji Wangchuk	Constable	17956832

Note: Refer SOP for Designated Facility & Home Quarantine

3. Case management

Isolate the suspected individual at Isolation Room 1 until the lab results are available. If the sample from the suspected case tests positive, the isolation period shall be extended and managed as a COVID-19 case in isolation ward 2. Severe confirmed cases from the hospitals shall be evacuated to JDWNRH if needed intensive care

The confirmed cases shall be managed as per the Clinical Management Guideline (**Refer: “Guideline on the Clinical management of severe acute respiratory infection when novel coronavirus (COVID-19) infection is suspected”, 3rd Edition**)

a. Isolation ward

Designated Wards for Isolation

- Suspected/ Probable case- admit to Pediatric ward (**Isolation room 1**)-8 bedded
- Confirmed case- admit to TB ward. (**Isolation room 2**)-4 bedded.

Case Management Team

Emergency Team-A

Sn	Name	Designation	Contact no
1.	Dr. Dadi Ram Darjee	GDMO (Team Leader)	17612234
2	Tashi Pelzom	AN	16936270
3	Tshering Samdrup	AN	17888946
4	Sonam Tobgay	Lab. Tech.	17953414
5	Jambay Lhendup	Sweeper	17841001
6	Leela	Ward girl	17996102

Emergency Team B

Sn	Name	Designation	Contact no
1.	Yeshey Wangdi	HA (Team Leader)	17308381
2	Tanka Maya Rai	AN	17686782
3	Karma Norbu	Lab. Tech.	17458524
4	Karma Lhamo	Sweeper	77361302
5	Jurmin	Ward Boy	77686891

Emergency Team C

Sn	Name	Designation	Contact no
1.	Deki	HA (Team Leader)	17639886
2.	Tshering	SN	17576532
3	Karma Dema	Lab.Tech.	16928030
4	Ngawang Choezom	Sweeper	17721296

b. Infection Control

The purpose of decontamination and disinfection is to neutralize and kill COVID-19 (SARS-CoV-2) virus through process of cleaning, disinfection and decontamination. This is done to prevent further infection to other people.

i. Waste Management Team

Decontamination/Waste Management Team

Sl. No.	Name	Designation	Contact number
1.	Jigme	Staff Nurse/ Infection Control Focal Person	17702963
2	Dechen Dema	Ward Girl	17545606
3	Pem Tshomo	Laundry	17721296
4	Tshewang Dema	Laundry	17529022
5	Santa Kumari Rai	Caretaker	17259738

Job responsibilities

Health Official

- Participate in initial planning and coordination meeting
- Supervise medical waste management and handling of dead body as per the ICNWM guidelines.
- Advise IC and section chiefs immediately of any unsafe, hazardous or security related conditions
- Monitor safe working environment for safety of all the staff involved in dealing with COVID-19 cases
- Maintain adequate supplies of PPE, medical devices in coordination with Medical Store.

Ward Boy

- Responsible for preparation of disinfectant

- Conduct disinfection and decontamination of rooms (at least 3 times a day) as per the directives of the health official.
- Any other work assigned by the health official

Cleaner

- Responsible for cleaning, collection and disposal of waste
- Conduct cleaning of rooms and other areas (every shift)
- Any other works assigned by the health officials

Note: Refer SoP on Decontamination and Disinfection

ii. MORTUARY MANAGEMENT:

COVID-19 is an infectious disease with proven transmission from person to person. Transmission occurs from close contact through infectious materials like respiratory droplets, fecal excretion and oral secretions. Therefore, safe management of dead body as per the approved standard operating procedure is critical for preventing further transmission of the infection and associated consequences.

The cremation process is associated with emotions and is a sensitive issue. It should be handled with sensitivity and respect. Therefore, before any procedure, the family must be informed and fully explained about the nature of the disease, risk of infection, cremation processes, taking into consideration their religious and cultural values and obtain a formal consent from the family.

Mortuary Team

Sl. No.	Name	Designation	Contact Number
1.	Tenzin Wangda	Ward Boy	17938466
2.	Tshering Dorji	Driver	17829311
3	Samdrup	Caretaker	17339534

RESPONSIBILITIES:

- Prepare proper handling taking of deceased as per the directives received from MoH
- Transport dead body to the mortuary after decontamination (0.5 % Chlorine)
- Maintain the records of the deceased
- Infection Control Focal Person will guide on proper disposal of bodies
- Coordinate with Red Cross for Dead Body Handling.

Note: Refe SOP for Safe and Dignified Management of Dead body of Suspected or Confirmed COVID-19 2nd Edition

iii. Evacuation Team

Confirmed cases from the hospitals requiring intensive care shall be evacuated to JDWNRH.

Patient Evacuation and Transfer Team

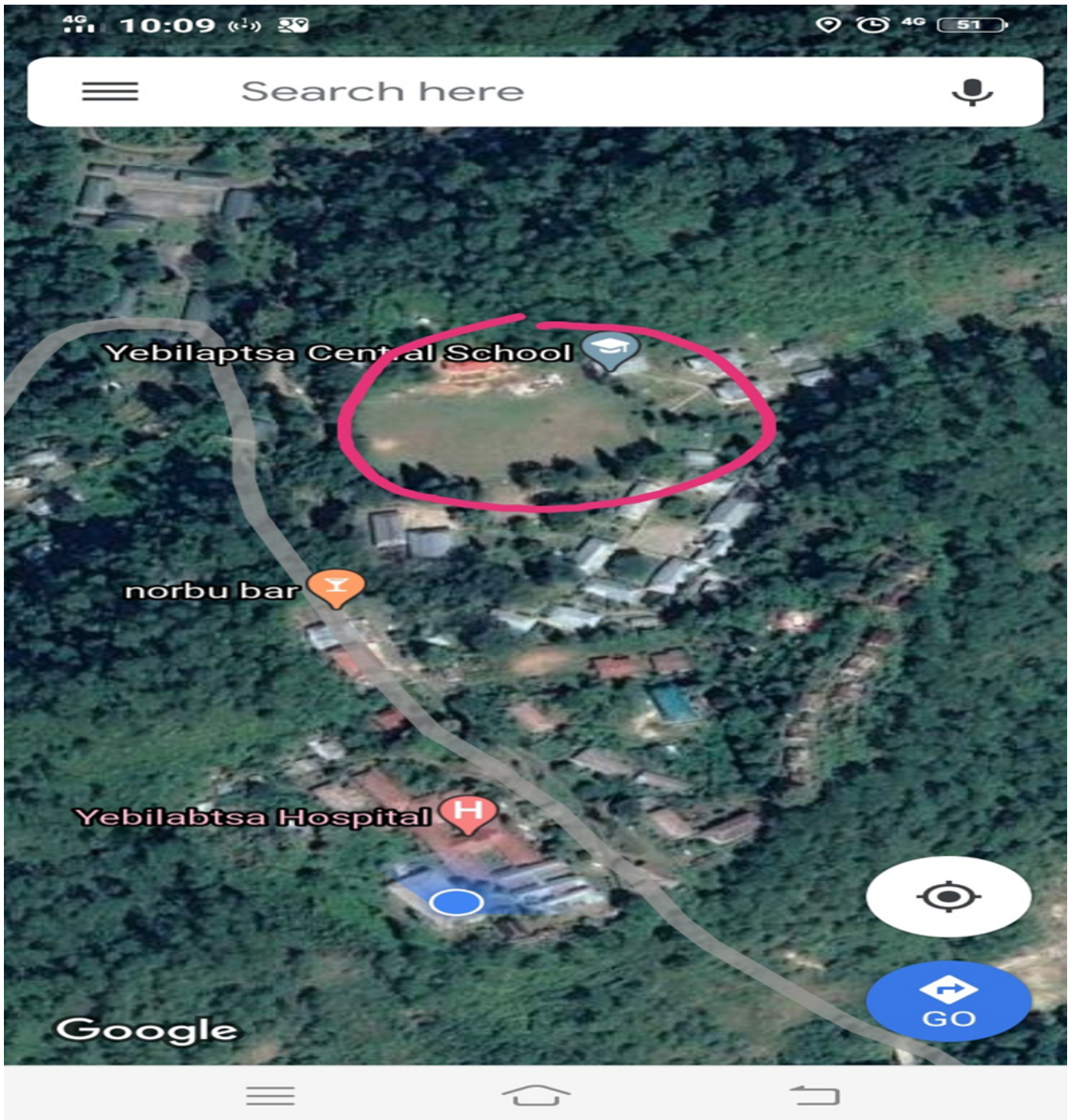
Sl. No.	Name	Designation	Contact Number
1	Karsang Dawa	SN	17251747
2.	Kelzang	SN	17450367
3	Samten Dorji	Driver	17560155

RESPONSIBILITY

- Coordinate referral of COVID-19 cases to higher health facilities
- Coordinate and arrange helicopter services
- Coordinate evacuation of COVID-19 patients to Yebilaptsa Central School Football ground for Air lift.
- Coordinate and transfer cases to identified quarantine site.
- Prepare and transfer suspected cases to the isolation room 1
- Provide treatment and resuscitation if required

- Inform Dr. Dadi Ram Darjee and Emergency team of any suspected cases

Patient Evacuation Site



4. Supply and Operational Logistics

a. Medical Supplies

Team.

Sl. No.	Name	Designation	Contact Number
1.	Chophel	Medical Store In-charge/Pharmacy Technician	17745862
2.	Tenzin Namgyal	Pharmacy Technician	17460124

Job responsibilities

- ❖ Ensure availability and timely supply of adequate medical supply
- ❖ Provide regular update to Medical Desk Chief on the status of medical supply
- ❖ Compile, review and recommend the requirement of medical equipment, and supplies
- ❖ Maintain up to date inventory of equipment, supplies and other materials required to effectively respond to health emergency
- ❖ Facilitate and mobilize resources for the health response team during the outbreak management

b. Other Logistics

RESPONSIBILITIES

- Liaise with Dzongkhag Procurement Officer:
 - ✓ Arrange materials for temporary shelter (tent, bedding, clothing)
 - ✓ Maintenance and repair of damaged infrastructure identified for COVID-19 management
 - ✓ Ensure adequate supplies of stationary, sanitary, electrical equipment and other necessary items
 - ✓ Ensure continuous supply of water, food, medical and other general supplies

- ✓ Ensure adequate transportation logistics

Team

Sl. No.	Name	Designation	Contact Number
1.	Tshering Lham	ADMO	17628175
2.	Sherab Tshomo	Store Incharge	17496772
3	Dorji	Driver	17733069
4	Tshering Jordan	Driver	17497708
5	Tendel Choezom	Dispatcher	17938337

c. Maintenance

Responsibilities

- Ensure uninterrupted supply of water and light
- Maintenance and repair of damaged infrastructures.
- Communicate with Mrs. Tshering Lham, ADMO for logistics and supply.
- Report to Dr. Dadi Ram Darjee in case of incidences

Maintenance Team

Sl. No.	Name	Designation	Contact number
1.	Tshering Dhendup	Plumber	17389413
2	Wangchuk	Electrician	17681493

5. Risk Communication

Team

Sl. No.	Name	Designation	Contact number
1.	Dr. Kuenga Choden	Dental Surgeon	17545728
2	Phub Zam	Drungtsho	17411930
3	Lungten Zangmo	Physio. Tech.	17691253

Responsibilities:

- Set up Help Desk in Consultation Room 2
- Disseminate and counsel patients on preventive measures regarding COVID-19
- Conduct periodic awareness
- Display of posters and materials by Ministry of Health in the community.
- Manage and verify the rumors and misinformation
- Produce and disseminate timely information including FAQ
- Conduct daily media monitoring of Health Workers
- Community mobilization.
- Only the information shared by Ministry of Health shall be disseminated.
- Communicate with ADHO for relevant materials.

6. Routine Health Services Services

Routine OPD and IPD services will be provided during COVID-19 Health Emergency.

Sl. No.	Name	Designation	Contact Number
1.	Dorji Tshomo	HA	17354600

RESPONSIBILITIES:

- Provide regular OPD services to the public
- Coordinate with Triage team
- Report all the incidences to Dr. Dadi Ram Darjee

SOP for Emergency Preparedness and Response Action Plan (COVID-19)

- 1. Clinical case management of COVID-19, 3rd Edition***
- 2. Primary contact tracing Form***
- 3. Secondary Contact Tracing Form***
- 4. Daily Clinical monitoring Form for Designated facility-
Primary Contacts***
- 5. Daily Clinical monitoring Form for Home Quarantine-
Secondary Contacts***
- 6. SoP for Designated Facility 2nd edition***
- 7. SoP for Home Quarantine 2nd edition***
- 8. SOP for Safe and Dignified Management of Dead body of
Suspected or Confirmed COVID-19 2nd Edition***
- 9. SoP for Decontamination and Disinfection of COVID-19
contaminated area***
- 10. Template for Quarantine Release***
- 11. Undertaking letter for Minor***
- 12. Guidelines for Sample Collection And Transportation.***

