

**GOVERNMENT OF ASSAM
HEALTH & FAMILY WELFARE DEPARTMENT
DISPUR, GUWAHATI – 781006**

No.HLB.113/2020/ 21

Dated Dispur, the 27th March 2020.

ORDER

The following measures are to be implemented by the Medical Colleges & Hospitals immediately to tackle the emergent situation arising out of COVID-19 pandemic:

1. Dedicated COVID-19 Hospitals

- 1.1.GMCH, AMCH & SMCH are hereby declared as dedicated COVID-19 hospitals.
- 1.2.All elective procedures/ surgeries in Medical College Hospitals shall be suspended. Only essential & emergency procedures shall continue. Separate SOPs will be issued in this regard and updated regularly by DME.
- 1.3.The non-COVID cases will be treated at private hospitals with which Govt. has tied up.
 - 1.3.1.Arrangements for GMCH : From 28/03/20 –
 - 1.3.1.1.No procedures/surgeries other than that of essential Obstetrics & Gynaecology and Oncology shall be performed.
 - 1.3.1.2.Emergency services will be available, and after stabilisation, such cases will be referred to private hospitals.
 - 1.3.1.3.Patients will be advised/ referred to private hospitals for OPD & required procedures.
 - 1.3.1.4. IPD patients will be discharged at the earliest possible.
 - 1.3.2.Arrangements for AMCH and SMCH
Arrangement similar to GMCH will be made after tie-ups with local private hospitals at the earliest.

2. Training:

- 2.1.Seven days' training on Critical Care including hand-on training to be imparted to all (including Doctors of pre & para-clinical Departments):
 - 2.1.1.Doctors belonging to all disciplines
 - 2.1.2.Nurses
 - 2.1.3.Final Year MBBS Students
 - 2.1.4.Final Year AYUSH Students
 - 2.1.5.Final year BDS Students

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- 2.1.6.PG Students
- 2.1.7.Final Year BSc Nursing & GNM Students
- 2.2.Training to be imparted by Faculty members of Community Medicine Department by involving suitable faculty members of :
- 2.2.1.Medicine
- 2.2.2.Pulmonary Medicine
- 2.2.3.Microbiology
- 2.2.4.Anaesthesiology
- 2.3.Training module to be jointly finalised with VC, SSUHS by DME
- 2.4.Training for all other students shall be arranged phase wise.
- 3. Responsibilities of Principal-cum-Chief Superintendents of Medical College & Hospitals:**
- 3.1.Leave to Faculty, Staff and Students:
- All kinds of leave stands cancelled, except on Maternity Leave and on serious medical grounds. The medical staff on leave are to report back for duties immediately.
- Every day absences of COVID-19 related faculty and staff shall be tracked and monitored.
- 3.2.All final year MBBS students are to be recalled back. Their mess arrangements/ expenditure shall be responsibility of the Principal-cum-Chief Superintendents Medical College & Hospitals.
- 3.3.Allotment of duty:
- Senior doctors above age of 62 years will not be allotted duty in the COVID-19 Isolation Wards/ ICUs
- 3.4. Principals shall be overall in charge of training and constituting teams for managing COVID-19 patients.
- 3.5.Principals shall set up a 'Core Team' to manage COVID-19 patients in the Colleges. The core team shall comprise of:
- I. Superintendent.
 - II. Infection disease expert (PMR/Medicine).
 - III. i/c ICU
 - IV. i/c Emergency.

Responsibility of each member of the Core Team shall be clearly defied. Core Team shall have all important internal contact numbers (e.g. Security, HR, Nurses, i/c Pharmacy, Maintenance, Laundry, ICU,

emergency, cleaning and waste management etc.). Core team shall also have key external contact numbers.

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3.6. The Principal-cum-Chief Superintendents shall hold regular meetings with their respective HoDs, faculty and other staff for status review and morale boosting of all concerned.

4. Responsibilities of Superintendents of Medical College Hospitals:

4.1 To ensure full preparedness of Isolation Wards and Creation of increasing number of Isolation wards as and when required.

4.2 To ensure full preparedness of ICUs.

4.3 To ensure availability of all critical equipment/Medicines both in Isolation wards and ICUs.

4.4 To ensure Roster based duty of Doctors/ Nurses/ Para-Medics/Grade-III & Grade-IV staff in the Isolation Wards & ICUs.

4.5 Procurement to be made for items which could not be provided Centrally, but are available in local market, as per emergency procurement guidelines issued by Department.

4.6 For arranging food for doctors/ Nurses/ Para-Medics/Grade-III & Grade-IV staff while on duty in isolation/ICUs.

4.7 Vacating the paying cabins for use as quarantine/ isolation facilities for medical staff.

4.8 Arranging accommodation in hotels for use as quarantine/ isolation facilities for medical staff.

4.9 To ensure awareness/ training/ protection of all Grade-III & Grade-IV staff of hospital.

5. Hospital preparedness plan by Principal & Superintendent - Indicative components

5.1. Structure for planning and decision making

5.1.1. Identify the person(s) authorized to implement the plan including the delegation of authority to carry out the plan.

5.1.2. Indicate specific actions for medical persons on the basis of local necessity.

5.1.3. Personnel who will serve as back-up (e.g., B team) for key roles shall be identified and trained on response objectives and priorities.

5.1.4. Protocol shall be developed for the evaluation and diagnosis of volunteers, and staff with symptoms of COVID-19.

5.1.5. A protocol shall be put in place for the management of persons with possible COVID-19 using telehealth or telemedicine methods, in the emergency department.

5.2. Communications Facility:

5.2.1. A Communication plan on methods of communication to inform staff and family members regarding the status of a patient shall be made. Persons shall be assigned responsibility for communications with staff, patients and their families.

5.2.2. A person shall be assigned responsibility for communications with administration/public health authorities (i.e., case reporting, status updates) during a COVID-19 outbreak.

5.3. Consumables and Durable Medical Equipment and Supplies:

5.3.1. Estimates to be made of the quantities of essential patient care materials and equipment and personal protective equipment, that would be needed during at least an eight-week.

5.3.2. A strategy to be developed on how priorities would be made in the event there is a need to allocate limited patient care equipment, pharmaceuticals etc.

5.3.3. Address likely supply shortages e.g., medicine, equipment etc. A process to be in place to track and report available quantities of consumable medical supplies in nearby places.

5.3.4. A contingency plan to healthcare coalition when supply shortages is experienced or anticipated.

5.4. Identification and Management of Ill Patients:

5.4.1. Specifically-trained doctors and staff shall be assigned responsibility for overseeing the triage process.

5.5. Healthcare Services/ Surge Capacity:

5.5.1. Surge capacity plan shall be made including strategies for maximizing number of staff available for direct patient care.

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5.6.Post Mortem Care:

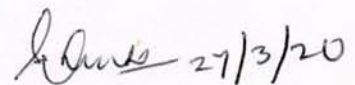
5.6.1. Managing care, disposition of deceased patients and adequate supply of body bags.

6. Mentor Institutions

Medical College Hospitals shall be the mentor institutions of the districts for management of COVID-19 in the district hospitals as shown below:

Sl. No.	Name of Medical College & Hospital	Districts assigned
1	Assam Medical College & Hospital, Dibrugarh	Dibrugarh, Tinsukia, Dhemaji, Lakhimpur, Charaideo
2	Gauhati Medical College & Hospital, Guwahati	Kamrup(M), Kamrup®, Nalbari, Goalpara, aksa, Morigaon
3	Silchar Medical College & Hospital, , Silchar	Cachar, Karimganj, Hailakandi
4	Jorhat Medical College & Hospital, Jorhat	Jorhat, Majuli, Golaghat, Sivsagar
5	Fakhruddin Ali Ahmed Medical College & Hospital, Barpeta	Barpeta, Bongaingaon, Dhubri, Kokrajhar, Chirang, South Salmara
6	Tezpur Medical College & Hospital, Tezpur	Sonitpur, Biswanath, Udalguri, Darrang
7	Diphu Medical College & Hospital, Diphu	Karbi Anglong (East & West) Nagaon, Dima Hasao, Hojai

This order shall come into immediate effect.

 27/3/20

(Samir K. Sinha, IAS)

Principal Secretary to the Govt. of Assam
Health & Family Welfare Department

Memo No.HLB. 113/2020/21-A

Dated Dispur, the 27th March, 2020.

Copy to :

1. The Chief Secretary to the Government of Assam.
2. The Principal Secretary to Hon'ble Chief Minister, Assam
3. The Commissioner & Secretary, Health & Family Welfare Department.
4. The Special Secretary, Health & Family Welfare Department.
5. The Mission Director, National Health Mission, Christianbasti, Guwahati-05.
6. The Addl. Secretary, Health & Family Welfare Department.

7. The Director of AYUSH, / Director of Medical Education/ Director of Health Services / Director of Health Services (FW)/ The Project Director Assam State AIDS Control Society for necessary action.
8. The P.S. to Hon'ble Minister, Health & Family Welfare, Assam.
9. The P.S. to Hon'ble Minister of State, Health & Family Welfare, Assam.
10. All Principal-cum-Chief Superintendent/ Superintendent of Medical College and Hospitals for necessary action.
11. All Joint Director of Health Services for necessary action.
12. Any other concerned.

By order etc.,



Deputy Secretary to the Govt. of Assam
Health & Family Welfare Department