



संजय गांधी स्नातकोत्तर आयुर्विज्ञान संस्थान, लखनऊ  
Sanjay Gandhi Post Graduate Institute of Med. Sciences,  
Raibareli Road, Lucknow- 226 014 (U.P.), INDIA  
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Ref. No. PGI/CMS/Estt./1362/2021

Date 03/05/2021

**Office Order**

**Subject: SOP /Guidelines for functioning of Holding Area/ NON-COVID area:**

In view of the rapid increase of COVID-19 cases, the Holding Area at Old OPD Block shall remain functional, as previously.

SOP/Guidelines/Protocol for functioning of Holding Area/ NON-COVID area was circulated vide office order no. PGI/CMS/Estt./1362/2020 dated 07-05-2020. After minor modifications, SOP /Guidelines for functioning of Holding Area/ NON-COVID areas are annexed herewith.

In addition to above, several orders/guideline were issued vide orders listed herein under:-

1. PGI/CMS/Estt./1479/2020 dated 19-05-2020 (Annexure-I)
2. PGI/CMS/Estt./1490/2020 dated 20-05-2020 (Annexure-II)
3. No. 332/PGI/DIR/DC/2020 dated 29-05-2020 (Annexure-III)
4. PGI/CMS/Estt./1890/2020 dated 01-07-2020 (Annexure-IV)
5. PGI/CMS/Estt./1951/2020 dated 07-07-2020 (Annexure-V)

The SOP /Guidelines for functioning of Holding Area/ NON-COVID area, annexed herewith and orders/guidelines issued vide above referred orders shall also be applicable for smooth functioning of Holding Area/Non COVID Area at Old OPD Block.

All concerned are requested to ensure compliance forthwith.

Encl.: SOP for Non-COVID/ Holding Area & above referred orders.

*S. Nityanand*  
(Prof. Soniya Nityanand)  
Chief Medical Supdt.

**Copy to** the following for information and necessary action:

1. Director.
2. Additional Director.
3. Dean.
4. Executive Registrar.
5. All HODs.
6. Medical Superintendent.
7. **Nodal Officer/members of the Holding Area Committee :-**  
Prof. Puneet Goyal, Dept. of Anesthesiology  
Dr Alok Nath, Dept of Pulmonary Medicine  
Prof Punita Lal, Head Radiotherapy  
Prof. Sudeep Kumar, Dept. of Cardiology  
Dr. Amit Goel, Dept of Gastroenterology  
Dr. Dharmendra Bhaduria, Dept. of Nephrology  
Dr. Sanjoy Sureka, Dept. of Urology  
Dr. Tapas Kumar Singh, Dept. of Anesthesiology
8. HOD, BHI- with the request to upload the office order on Institute's website.
9. Chairman, HRF & IRF.
10. Chairman/Nodal Officer, Security.
11. Dr. R.P. Singh, CMSSO/ Nodal Officer, OPD.
12. PRO.
13. Ex. En, Telecom/Engg.
14. Sri P.K. Agarwal, AE (Civil)
15. CNO.
16. Nodal Officer, Sanitation.
17. Ms. Neelam Khokhar, DNS.
18. Sri Om Prakash, Sr. Sanitary Officer

*S. Nityanand*  
(Prof. Soniya Nityanand)  
Chief Medical Supdt.



**Sanjay Gandhi Post Graduate Institute of Med. Sciences, Lucknow**

Ref.:PGI/CMS/Estt./ 1336 /2021

Dated 3<sup>rd</sup> April 2021

**Subject: Implementation of Protocol for Holding area (Non-Covid)**

In pursuant to office order no. PGI/CMS/Estt./1306/2020 dated 30-04-2020, a rapid response team of the following faculty members was constituted vide order dated 07-05-2020 to co-ordinate the day to day functioning of emergency micro plan of Holding Area under chairmanship of the CMS. The same team would continue to function under chairmanship of present CMS, Prof. Soniya Nityanand, The committee is as under:-

- |       |  |               |
|-------|--|---------------|
| I.    | Prof. Puneet Goyal, Dept. of Anesthesiology -    | Nodal Officer |
| II.   | Dr Alok Nath, Dept of Pulmonary Medicine -       | Member        |
| III.  | Prof Punita Lal, Head Radiotherapy -             | Member        |
| IV.   | Prof. Sudeep Kumar, Dept. of Cardiology -        | Member        |
| V.    | Dr. Amit Goel, Dept of Gastroenterology -        | Member        |
| VI.   | Dr. Dharmendra Bhaduria, Dept. of Nephrology-    | Member        |
| VII.  | Dr. Sanjoy Surekha, Dept. of Urology             | -Member       |
| VIII. | Dr. Tapas Kumar Singh, Dept. of Anesthesiology - | Member        |

Protocols for NON-COVID Holding Area were released earlier in accordance with office order no. PGI/CMS/Estt./1306/2020 dated 30-04-2020 and no.PGI/CMS/Estt/1362/2020 dated 07.05.2020. The Holding area SOPs were decided earlier and are being followed till date. There have been few modifications in the earlier SOPs with regard to Quarantine Policy and the same have been incorporated below and are being re-circulated.

1. **Objective of Holding Area (Non-Covid):** This is in compliance with the Govt order- No. 470/71-3-2020 dated 22.04.2020 in order to protect the entire patient care services being shut down due to spread of corona positive patients within the non-covid area and protect the health care workers as well. So holding area is being designated to hold patients requiring admission in SGPGI (Main hospital building and PMSSY block), till their Covid test report becomes available. They would be shifted to respective specialty ward or to ERS, as soon as Covid report comes negative. If unfortunately, Covid test report comes positive then the patient would be shifted to RCH by back door of Old OPD block.
2. **Holding Area is currently functional** with 18 beds in the Medical Genetics ward in Old OPD Block. In principle, Holding area is responsible **only for management of stable patients** (who would require minimal or no intervention for first 24 hrs / till covid report becomes available) not having any symptoms of SARI.
3. Only those patients who are stable and are really required to stay in hospital till their COVID report becomes available would be admitted, OR those patients who are requested by Medical and Surgical Specialty for admission would be admitted in holding area. It would be the responsibility of concerned unit to transfer them back to their respective wards, as soon as COVID report becomes available, preferably within one hour in order to avoid congestion in the holding area.
4. No patient with fever, Flu like illness, respiratory difficulty/distress would be admitted in holding area; they would be Red tagged and would be shifted to Rajdhani COVID hospital from screening area itself.
5. All unstable patients with suspicion of Covid 19 will be triaged through T3 at RCH.



6. Responsibility of management of patients admitted in holding area would be solely of admitting dept/specialty.
7. Special precaution will be taken to screen patients coming from localities tagged as Red Zone / Containment Zone by State govt / Local administration. Ms Kusum Yadav, PRO to make available the updated list of Hot spots / Red Zones at Screening area 1 and 2.
8. Screening of Patients: There will be only one entrance to the Main Hospital and that would be through the gate near the PRO counter. Two screening areas have been set up near the entrance. At a time 4 persons will be screened with priority being given during day time to the patients who would need radiotherapy or chemotherapy on OPD basis. Screening would be done as per recommended guidelines including history taking, temperature recording by non-contact IR thermometer, as well as oxygen saturation status with the help of Pulse oximetry. One duty doctor, one Data Entry Operator and one PRO will be available round the clock for screening of patients at Screening-2. DEO will register the patient and will generate CR No. there after will raise the form for Covid test. Same procedure will be followed for relative / attendant of the patient. Relative and Patient would pay the regular charges of hospital registration and Covid testing. The duty resident after consultation with senior resident of concerned speciality/department will admit the patient in the holding area for which a separate ward has been created in HIS. He would then inform the Senior Resident of the concerned speciality.
9. Guard at the entrance of Main Hospital building would check the Green Tag / OK Stamp of Screening 1 and Screening 2 area (situated at PRO Counter of Main Hospital Building) and Covid Sample taken Stamp of Sample collection Centre (situated at SBI e-Corner) and then only allow the patient to proceed towards Holding area. They would also check the COVID screening status of patient relatives, who are allowed inside and would not allow anyone to enter without Covid status (either negative report or Green stamp from screening 1 and Screening 2 plus Covid sample taken. Signages are being displayed to guide patients from screening area towards SBI e corner and then from there towards holding area (entry through back door of Old OPD block).
10. Nurse receiving the patient in Holding area would cross check before taking in to the ward (taking all precautions of minimal interaction with patient or relatives) to make sure that patient has passed Screening 1, Screening 2 and his/her Covid Sampling has been done.
11. No attendant / relative would be allowed in holding area with stable patients without Covid report. If they have COVID report from a Govt approved lab, it will be honored. If they do not have Covid report then their registration would have been done at screening area itself and Covid sampling ordered from SGPGI lab. They would visit to Covid sampling kiosk at SBI e Corner and would give sample along with their patient. Relatives would not be allowed to go out of hospital till their reports of Covid becomes available. Their food arrangement will be done from hospital kitchen on payment basis. Relatives (with COVID negative status) will only be allowed to wait in the Old Registration hall of main hospital building and would be contacted by the duty nurse on mobile if the need arises.
12. One relative would be allowed with Neonate, pregnant mother and wheelchair bound patients and would also be screened and tested for Covid before allowing entry in Holding area.
13. Unstable patients would be directed to RCH from screening area itself.



14. **Two staff nurses, 1 hospital attendant and 1 housekeeping staff** will be posted in holding areas in 4 shifts (6 hours). They would follow the duty roster of 2 weeks. Quarantine policy and Covid testing guidelines would be same as being followed for RCH, SGPGIMS staff and decided by the institute.
15. HCWs posted in **Holding Area** will be donning in **Full complement of PPE** while on duty, they would utilize the designated donning and doffing cubicles and perform this as per protocol. They are encouraged to take bath after their duty gets over in designated private rooms outside Holding Area and exit from a separate back door situated at back of Old OPD block. This is as per guidelines of MOHFW and adopted and approved by competent authority of SGPGIMS.
16. All subspecialties will post **one SR on call** who will be actively involved in **all aspects of management** of patients admitted in this holding area. They will don and doff the full complement of PPE while attending the patients.
17. Safety gear and PPE requirement will be sent to HRF according to manpower deployed in the micro plan.
18. In the Screening Area-2, Duty doctor or DEO will inform the S/R of concerned specialty (on-call S/R roster of all concerned specialties to be made available for needful, Ms Kusum Yadav, PRO will do this needful)
19. A special protocol has been designed for patients who require daily or twice to thrice weekly visits for chemotherapy, radiotherapy or any special treatment to hospital from following departments:
  - a. Hematology department
  - b. Radiotherapy department
  - c. Nephrology department (Dialysis patients only)
  - d. Patients on chemotherapy or special therapies from other departments. (Genetics, Endocrine surgery etc)
  - e. These patients will be entering the hospital through screening area and will be enrolled in their respective treatment programme after documentation of negative COVID status.
  - f. The respective departments should organize the visits of their patients in such a way that the patient should undergo COVID at least one day prior to the scheduled visit.
  - g. Their subsequent daily hospital visit will be from screening area (mandatory).
  - h. On each visit they will have to undergo the standard questionnaire and last date COVID testing will be recorded in the questionnaire.
  - i. All these patients will be tested again after 14 days.
  - j. In between the visits, if resident of screening area feels that the patient needs to be kept in holding area and repeat testing is needed, the patient will be admitted in holding area.
  - k. Department of Microbiology has designed a method to label these samples separately as priority samples so that sample processing may be prioritized, and report may be available within 24 hours.
20. "HOLDING AREA" ward is already created on HIS and is functional for admission of such patients.
21. Ms. Neelam Khokhar, DNS is continuing as the Sister In charge of Holding area.
22. HRF counter to cater the needs of holding area is also functional.



23. Roster of HCWs posted in the Holding area will be prepared and provided by persons mentioned in the Office Order No PGI/CMS/Estt/1306/2020 dated 30/4/2020 and would be as follows.

- a. Roster for SR/JR at screening area by Dr Alok Nath of Pulmonary Medicine
- b. Neonatology and MRH SR – by respective dept
- c. Data Entry Operator and PRO roster: by CMS office / Ms Kusum Yadav, PRO
- d. Nursing staff roster by CNO
- e. Patient helper- by MrRP Singh, MSSO
- f. Sanitation- by Dr R Harshvardhan / Mr Om Prakash

24. Ms Neelam Khoker, sister I/C of holding area will collect the Nursing, Patient helper and Sanitary worker roster from respective nodal officers, as mentioned above.

25. All HODs are requested to send the on-call roster of residents / faculty who shall attend the calls from holding area, about clinical management of these patients.

26. Donning and Doffing of HCWs entering holding area would be supervised by Ms Rachna (Nurse) and her team.

27. The sample collection center at SBI e-Corner is already functional. This center will be responsible for samples of patients coming to screening, holding area and all wards areas in main PGI building and PMSSY block. The stable patients once tagged green from the screening area-2 will be sent to SBI corner sampling center where their form will be stamped "SAMPLE TAKEN" and there after they will go & get admitted in holding area.

28. Sample collection center at SBI e corner is functional from 9AM to 5PM only. Patients coming after the routine time, would be sampled at Holding area by on call resident from concerned dept, who has admitted the patient. On call resident would collect sample after wearing full PPE.

**29. Quarantine Policy:**

The Quarantine and Covid testing protocol for HCW, will remain the same as of existing protocol being followed for HCW working in Rajdhani Covid Hospital.

30. **Radiology services:** It is strongly recommended that any radiological imaging should be kept on hold till Covid report becomes available and should be ordered only if urgency exists for the same. Arrangement of radiological imaging before COVID report may expose many areas of our hospital hence should be discouraged. Only a Portable Xray machine is available in holding area, to be used for any urgent requirement. HCW from radiology dept would be allowed inside with full PPE but would not require quarantine if they have a brief period of contact as defined as < 30 minutes and more 1 meter from the patient. If any patient becomes unstable and requires emergent CT scan, then patient would be required to shift to RCH from back door of Old OPD block.

31. **Entry and Exit points for holding area:** Patients would go from screening area to SBI e corner for Covid sample collection. After that they would enter the holding area through back door of Old OPD block (They can follow signages and Guards would also direct them). The entry and exit points exist at the back side of Old OPD block.

Patients with Negative Covid status, who would require to be transferred to G Block / PMSSY block, would use the old OPD block corridor and then through old registration hall enter in G Block.

32. **Sanitization Policy:** Regular sanitization and disinfection of the entire corridor, holding area and back side area after exit points (Backyard of old OPD block, which



would be used for transferring patients to RCH) would be performed under supervision of Dr Richa Mishra, Microbiology. Dr Richa Mishra has prepared SOP and designated persons for the same.

33. **Biomedical Waste:** BMW management would be done as per the protocol. In unfortunate incidence of death of any patient, Dead Body Disposal would be performed as per already circulated guidelines. Dr R Harshvardhan would provide necessary support in this regard.
34. A Control room would be set up near screening area by Dept of Hospital administration. They would post their staff / PG student, who would report to nodal officer holding area /CMS. Dr R Harshvardhan has kindly consented for the same.
35. Transport committee (Land line Nos 4070 / 4071 and CUG 8765977853) would be contacted if any patient requires shifting from Holding area to Covid hospital or to RCH for CT scan.
36. Phone Numbers related with this entire arrangement:
  - a. Land line Phone Nos of Screening 2 Area: 4070 and 4071.
  - b. A separate CUG would be provided to duty doctor at screening 2 and number of the same would be intimated later.
  - c. Nursing counter outside holding area: 4075. (Radiotherapy ward) This would provide necessary support of providing PPE kits to on call residents.
  - d. Landline No of Holding area (Inside): 4078 (Medical Genetics ward Nursing station)

Since the situation is very dynamic and evolving very rapidly everyday the SOP may need to be changed from time to time. Of course the success of the mechanism laid down is dependent upon close and active co-operation of all staff members of the institute and based upon constant feedback from one and all, modifications would be made from time to time.

S. Nityanand

(Prof SoniyaNityanand) (Dr. Alok Nath)

(Prof. Punita Lal)

(Dr Puneet Goyal)(Dr. Sanjay Surekha)

(Prof. Sudeep Kumar)

(Dr Dharmendra Bhadauria) (Dr Tapas K Singh) (Dr Amit Goel)





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Ref. No. PGI/CMS/Estt./1479 /2020

Date 13/5 / 2020

Office Order

Micro management of protocol for NON-COVID / Holding Area is functional as per SOP issued no. PGI/CMS/Estt./1362/2020 dated 07-05-2020 in compliance to G.O. no. 470/71-3-2020 dated 22-04-2020.

It is further reiterated that admission, management and transfer out of the patient from the HOLDING AREA is the primary responsibility of the concerned department. As circulated earlier, the concerned department should ensure that validated COVID negative HIS report is available before shifting the patient to their respective wards.

No patient shall be shifted from the HOLDING AREA without validated COVID negative HIS report of the patient and their relative and attendant. The concerned department should not pressurize the HOLDING AREA STAFF for shifting the patient without following the above guideline.

Any violation of the above protocol will be the responsibility of the concerned department.

(Prof. Amit Agarwal)  
Chief Medical Supdt.

Copy to: For information & necessary action.

1. Director.
2. All HODs (Kindly circulate to all faculty / Resident)
3. Medical Supdt.
4. Nodal Officer COVID-19.
5. Chief Nursing Officer.
6. In-charge Holding Area.
7. Notice Board of Holding Area.
8. Email all Fac.

(Prof. Amit Agarwal)  
Chief Medical Supdt.





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Ref. No. PGI/CMS/Estt./ 1130 /2020

Date 20/05/2020

### Office Order

With reference to Director's Office Order No. PGI/DIR/DC/297 dated 18-05-2020 and protocol for NON-COVID Areas ref. office order no. PGI/CMS/Estt./1306/2020 dated 30-04-2020 and micro management of protocol for NON-COVID / HOLDING AREA ref. no. PGI/CMS/Estt./1362/2020 dated 07-05-2020, the following points w.r.t. functioning of Holding Area are reiterated as under:-

1. Consultants / Residents who are desirous of admitting their stable patients are to contact the S/R or PRO at screening counter-2 (Landline. no. 4070 / 4071.) and send the patient to screening counter-2. If such a patient is found to be tagged green then will be admitted after informing the concerned S/R / Consultant. From there after it is the responsibility of treating department to manage the patients till the time patient is in Holding Area and ensure COVID sampling of patient as well as relative (Landline No. Nursing counter outside: 4075, Nursing counter inside holding area: 4823, Sister In-charge Neelam Khokar Ph. No. 91401 96187).
2. For patients visiting screening counter without prior appointment, concerned dept's SR on call will be consulted before deciding admission.
3. Sampling counter at SBI e-corner is functional from 9AM to 5PM. Patients getting admitted beyond these hours can only be sampled next morning. However, Concerned S/R will take the sample, if there is need for urgent sampling.
4. Depending upon the COVID report, subsequent decision of sending the patient to either the destination ward or RCH will be the responsibility of treating Consultant / Resident who is expected to instruct the sister on duty in writing to this effect.

(Prof. Amit Agarwal)  
Chief Medical Supdt.

#### Copy to: For information & necessary action.

1. Director.
2. All HODs (Kindly circulate to all faculty / Resident)
3. Medical Supdt.
4. Nodal Officer COVID-19.
5. Chief Nursing Officer.
6. Nursing In-charge Holding Area.
7. Notice Board of Holding Area.

(Prof. Amit Agarwal)  
Chief Medical Supdt.





S.G.P.G.I.M.S. Lucknow  
SI. No. 7319  
Date 01/6/2020

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# संजय गाँधी स्नातकोत्तर आयुर्विज्ञान संस्थान, लखनऊ Sanjay Gandhi Postgraduate Institute of Medical Sciences

Raebareli Road, Lucknow-226 014 (India) <sup>332</sup>  
NO. /PGI/DIR/DC/2020  
Dated : 29<sup>th</sup> May, 2020

## C I R C U L A R

Holding Area is already functioning w.e.f. 08-05-2020 as per Office Order No. PGI/CMS/Estt./1362/2020 dated. 07-05-2020. This area is for stable patients who required admission for surgery, minor/major procedure or medical evaluation and management. The patients in stable holding area will be the responsibility of the respective departments. Their patients admitted in holding area must be supervised by Senior Residents on call and the concerned faculty.

For unstable/emergency patients triage-3 at Rajdhani Covid Hospital (RCH) is already functioning with 09 beds which has now been expanded to 12 beds and possible further expansion to 25 more beds as the need arises.

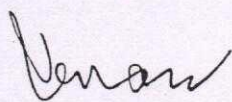
The HODs and faculty of each department are advised to augment their work gradually but steadily so that non covid patients receive optimal care with full precautions and safety measure in place.

It is expected from all medical and surgical faculty to strictly comply with the above.

  
(R.K. DHIMAN)  
DIRECTOR

### Copy to :-

1. ✓ Chief Medical Superintendent, SGPGI.
2. Medical Superintendent, SGPGI.
3. All Heads of the Departments, SGPGI.
4. Nodal Officer, Rajdhani Covid Hospital, SGPGI.
5. All Faculty Members, SGPGI.
6. Guard Book.

  
(R.K. DHIMAN)  
DIRECTOR

AAO  
P.A.  
11/6/2020





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Ref. No. PGI/CMS/Estt./ 1830 /2020

Date 01/07 / 2020

**Circular**

There is a lot of delay in shifting patients from holding area after testing for Covid-19. Testing is being done by True NAAT test now, which provides results quicker than RT PCR. But still patients are staying in holding area for > 24 Hrs and sometimes up to 48 Hours. It is the responsibility of every department admitting patients in holding area to transfer them as soon as COVID report becomes available.

There is advisory from State Govt. to brief the patient's relatives on phone about the clinical status of patient admitted in holding area and document the same on the Case File of patient. All departments admitting patients in holding area should inform their consultants and residents to brief relatives on phone and document it in the file of patients as well as on the daily report form available at Nursing counter of holding area. A daily report is to be sent to Director for onward transmission to the govt.

(Prof. Amit Agarwal)  
Chief Medical Supdt.

**Copy to: for information & necessary action.**

1. Director.
2. All HOD.
3. In-charge, RCH / Nodal Officer, COVID-19.
4. Members of Rapid Response Team.
5. PRO.
6. Sister In-charge, RCH & Holding Area.
7. Notice Board for Screening Area-2.

(Prof. Amit Agarwal)  
Chief Medical Supdt.





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123

पत्रांक: पी0जी0आई0/मु0चि0अ0/अधि0/ 155 / 2020

दिनांक 01/11/ 2020

### कार्यालय आदेश

विषय:- संस्थान के होलडिंग एरिया में भर्ती मरीजों के इलाज हेतु निर्गत एस0ओ0पी0 एवं दिशानिर्देशों का कड़ाई से अनुपालन सुनिश्चित किये जाने विषयक।

अपर मुख्य सचिव, चिकित्सा शिक्षा विभाग (अनुभाग-2) उ0प्र0 शासन के शासनादेश संख्या-1872/71-2-2020-सी0ओ0-16/2020 दिनांक 26.06.2020 द्वारा होलडिंग एरिया में अनुपालनार्थ निम्नलिखित दिशा-निर्देश निर्गत किये गये हैं:-

1. होलडिंग एरिया के रोगियों को कोविड-19 रिपोर्ट के कन्फर्मेशन के उपरान्त ही उपचार हेतु अन्यत्र शिफ्ट किया जाए। मौखिक सूचना (Verbal Communication) के आधार पर कार्यवाही न की जाए।
2. समस्त संकाय सदस्यों को कोविड-19 रिपोर्ट की विश्वसनीयता को अपने स्तर पर सुनिश्चित किया जाना चाहिए। उन्हें अपने अधीनस्थ कार्मिकों, रेजीडेंट डाक्टर, नर्स एवं पैरामेडिकल स्टाफ की ही सूचना के आधार पर कार्यवाही नहीं किया जाना चाहिए।
3. संबंधित विभागों के मध्य समय से समुचित सामंजस्य स्थापित होना चाहिए।
4. इमरजेन्सी एवं गंभीर प्रकृति के मामलों में जॉच रिपोर्ट तत्काल प्राप्त होने की व्यवस्था सुनिश्चित की जाये।
5. समस्त हेल्थ केयर वर्कर्स द्वारा सभी रोगियों के उपचार हेतु Universal Precaution सुनिश्चित किया जाए।
6. रोगी के रिश्तेदारों की भी कोविड-19 जॉच कराई जाए तथा कोविड-19 निगेटिव होने की दशा में ही संबंधित वार्ड में जाने की अनुमति दी जाए।
7. रोगी के रिश्तेदारों को restriction/limitation के साथ रोगी से मिलने की अनुमति दी जाए।
8. माइक्रोबॉयलॉजी विभाग द्वारा यह सुनिश्चित किया जाए कि जॉच हेतु सैम्पल प्राप्त होने की वास्तविक तिथि/समय का रिकार्ड किया जाए।
9. यदि अनपेक्षित रूप से रिपोर्ट प्राप्त होने में विलम्ब हो रहा हो तो माइक्रोबॉयलॉजी विभाग द्वारा संबंधित विभाग को सूचना दी जाए। यदि संबंधित विभाग द्वारा रिपोर्ट के बारे में कोई जानकारी माँगी जाए तो माइक्रोबॉयलॉजी विभाग द्वारा त्वरित रूप से सूचना उपलब्ध करायी जाए।
10. प्रत्येक विभाग द्वारा होलडिंग एरिया कमेटी द्वारा डिजाइन किये गये Standard Operating Procedure (SOP) का अनुपालन सुनिश्चित किया जाए। इस संबंध में प्रत्येक विभाग के प्रमुखों/अध्यक्षों द्वारा आवश्यक निर्देश अपने फौकल्टी एवं रेजीडेंट के लिये जारी किये जाए। प्रोटोकॉल का उल्लंघन किसी भी दशा में अनुमन्य न किया जाए।

कृपया उपरोक्त दिशा-निर्देशों का कड़ाई से अनुपालन सुनिश्चित किया जाए।

(प्रो0 अमित अग्रवाल)  
मुख्य चिकित्सा अधीक्षक

प्रतिलिपि: निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।

1. निदेशक।
2. अपर निदेशक।
3. समस्त विभागाध्यक्ष/चिकित्सा अधीक्षक।
4. नोडल आफिसर कोविड-19।
5. समस्त नोडल आफिसर/मुख्य नर्सिंग आफिसर/सी0एम0एस0एस0ओ0।
6. मुख्य प्रशासनिक अधिकारी/वरिष्ठ प्रशासनिक अधिकारी/प्रशासनिक अधिकारी (अस्प0)।
7. गार्ड फाईल।

(प्रो0 अमित अग्रवाल)  
मुख्य चिकित्सा अधीक्षक