



संजय गांधी स्नातकोत्तर आयुर्विज्ञान संस्थान, लखनऊ
Sanjay Gandhi Post Graduate Institute of Med. Sciences,
Raibareilly Road, Lucknow- 226 014 (U.P.), INDIA
Phones: 0522-2668004-8,2668700-800-900
Fax: 91-0522- 2668017,2668078

Ref. No. PGI/CMS/Estt./ 905 /2020

Important
Date 06-03-2020

Office Memorandum

A meeting regarding preparedness of COVID-19 was convened in the office of the Director, Prof. RK Dhiman on 03.03.2020 at 2:45 PM. Following members participated in the meeting:

1. Prof. Anil Agarwal, Head, Department of Anesthesia.
2. Prof. AK Baronia, Head, Department of Critical Care Medicine
3. Prof. SK Agarwal, CMS (Acting)
4. Prof. RK Singh, Head, Department of Emergency Medicine.
5. Prof. Narayan Prasad, Acting Head, Department of Nephrology
6. Prof. Ujjala Ghoshal, head, Department of Microbiology
7. Dr. Alok Nath, Head Department of Pulmonary Medicine.

A detailed discussion evaluation and management of COVID-19 patients was done and an SOP for prevention, evaluation and management of COVID-19 in the Institute was formulated as under:

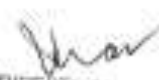
A. In compliance of Govt Order: 228/71-1-2020-UO-71/2020, dated 28.01.2020, and 503/5-5-2020, dated 04.03.2020, preparation of the COVID19 isolation ward in the institute is being done on a war footing. Expenditure under different heads will occur to create such a facility in a short time. Hence, a high power monitoring and purchase committee is being formulated under the chairmanship of the Director. Other members included in this committee are as follows:

- a. Chief Medical Superintendent
- b. Finance Officer
- c. JDMM
- d. Prof. R.K. Singh, HOD, EMD / Nodal Officer COVID19

B. Since COVID19 is a public health emergency, cooperation from all HODs, Faculty, Resident Doctors, all officers and staff of the institute are required and abide orders issued from time to time.

C. Triage

1. Three separate triage areas (T1, T2 & T3) is being created outside the palliative care ward. Each Triage area will serve the 03 distinct purposes which are linked to each other.


DIRECTOR
Sanjay Gandhi Post Graduate
Institute of Medical Sciences
Lucknow - 226014


Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow

2. T1 and T2 will be supervised by Dr Tanmoy Ghatak, Assistant Professor, Department of Emergency Medicine. T1 will be manned 24x7 by a PRO (wearing N95 mask) under the control of Dr R P Singh, CMSSO through a shift roster. T1 will be first contact point at for all patients interested in getting checked at SGPGIMS for COVID-19. If sufficient clinical evidence is available at T1 for influenza like illness or a very strong risk-ridden travel history, patient will asked to report to the next level of triage i.e T2 wearing the 03 layer mask provided by T1 personnel.
3. At T2, Resident doctor/nurse as per roster (from all clinical departments) will assess the relevant document and will take full clinical history. HODs of the concerned Departments to nominate their resident for T2. T2 personnel will fill a pre-printed clinical and weighted-triage document and if the patient is found to fall in the category of 'suspected' but clinically stable and/or asymptomatic then T2 personnel will ask the patient to report to KGMU for microbiological testing of COVID-19 and to isolate himself/herself at their own residence. However if the patient reaches above a range of cut-off mark suggesting not only strong clinical suspicion of COVID-19 then T2 personnel will ask the patient to report to T3.
4. Only suspect hemodynamically unstable patients or confirmed COVID19 patients shall be directed to T3 from T2. At T3, first physical contact with the system saturation,
5. Records of all suspected symptomatic or asymptomatic and/or confirmed COVID19 patients must be maintained with their contact numbers at T1, T2 and T3 to be sent daily to the CMO office Lucknow. PRO to be responsible for this transfer of information.
6. Appropriate signage will be displayed for directing patients seeking consultations. The CMS will ensure display of adequate signages and educational material at all strategic locations within the institute. Education foundation shall be responsible for the printing of all relevant education material for public display.
7. A separate canopy will be created in the designated area in the open plaza with the help of private vendor. JDMM and FO to manage the payment.
8. Security concerns of the triage areas will be addressed by the Security-in-charge of the institute.
9. Audio and visual (CCTV) necessities will be addressed by the Telecom and security respectively.

D. Admission & Isolation

1. The 10-bed COVID19 Isolation ward is being created in the erstwhile Palliative care Unit.
2. Physical infrastructure alterations in-order to fully isolate the erstwhile palliative care ward will be undertaken by the Civil Engineering Section of the institute.
3. All electrical necessities for the area will be under supervision of the Electrical Engineering Section of the institute.

- 2 -


DIRECTOR
Sanjay Gandhi Post Graduate
Institute of Medical Sciences
Lucknow - 226014



Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow

4. As ICMR approved testing facilities for COVID19 exist in KGMC, only confirmed cases of COVID19 who fall in the category of – severe pneumonia, ARDS, Shock or Multi-Organ Dysfunction Syndrome (MODS) and who have been referred to SGPGI from primary and secondary care centers will be admitted to the COVID-19 isolation ward. However, suspected or probable, hemodynamically unstable COVID19 patients may also be admitted. Appropriate Testing of these will then be conducted in the isolation ward and appropriate samples taken and delivered to KGMC for testing. The discharge criteria will then be as per the laid down guidelines of MOHFW for COVID19.
5. Paediatric COVID-19 patients admitted to the Institute will be managed under direct supervision of Dr. Banani Poddar, Professor CCM.
6. Patients who turned out to be COVID-19 positive after admission to the Institute will be transferred to the 10 bedded special isolation COVID19 ward.

E. Staffing & Manpower

1. Prof. R. K. Singh, Professor & HOD, Emergency Medicine will be the Nodal officer In-charge of the COVID19 isolation ward and triage areas and will ensure staffing, equipment and all related management.
2. Department of Pulmonary Medicine, Critical Care Medicine and Anaesthesia will be responsible for the overall clinical evaluation and management of admitted COVID-19 patients in Isolation ward.
3. Designated faculty from the above departments will take care of the admitted patients.
4. The staff designated (Nurses, attendants and safal workers) will be pre-determined and will be immediately mobilized once any patient with COVID19 is admitted to the Isolation ward.
5. Duty roster of residents will be prepared by Dr. Zia Hashim and Residents will be pooled in from department of CCM, Anesthesiology, Pulmonary Medicine and other departments of SGPGIMS. Each duty shift will have 01 resident from the above department and 01 resident from all clinical Departments. The pool of residents must be pre-determined and identified. The personnel required will be as follows:

Sl. No.	Staff	Department	Other Departments	Total Number in each shift	Duty Schedule
01	Senior Resident	Pulmonary Medicine-01	01	02	08-08-12 Hours Shift
		CCM-01	01	02	
		Anesthesiology-01	01	02	
02	Nurses	To be arranged by CNO		5/Shift	Each Nurse in direct contact with patient

- 3 -


 DIRECTOR
 Sanjay Gandhi Post Graduate
 Institute of Medical Sciences
 Lucknow - 226014


 Lt Col Varun Bajpai VSM
 Executive Registrar
 SGPGIMS, Lucknow

03	Attendants	Contractual Staff/CMS office	03/Shift(03)	8 Hours Shift
04	Sanitation Staff	Contractual Staff/In charge-Sanitation	03/Shift (03)	8 Hours Shift
05	Radiology Technician	Radiology	As and when required	

F. Equipments:

Below is the list of equipments needed for the care of admitted COVID-19 ICU patients

Sl. No.	Equipment Name	Quantity Available	Ward
01	Infrared thermometers	05	To be arranged by HRF
01	Invasive-Ventilators	05	To be arranged by Pulmonary Medicine
02	Non-invasive ventilators	10	To be arranged internally, if not then purchase
03	Monitors	20	To be arranged internally, if not then purchase
04	Portable X-ray	01	To be arranged by Pulmonary Medicine
05	Portable USG	01	To be arranged by Radiology
06	ECG	01	To be arranged by Pulmonary Medicine
07	Defibrillator	01	To be arranged by Pulmonary Medicine
08	Infusion Pumps	30	To be arranged internally, if not then purchase
09	Items required for sample collection by Microbiology and for all other relevant body fluid and blood samples		List attached (Annexure I)
10	ABG service outlet	01	To be arranged by Nodal Officer

G. Other relevant items & services

01	Other essential items as required from time to time	To be arranged internally and requests to be sent to HOD concerned by nodal officer.
02	HIS and internet	To be arranged by HOD of Biostatistics and Health Informatics (BHI)
03	External Sanitation, Portable Toilets and Fogging	To be ensured by Nodal officer Sanitation

- 4 -


 DIRECTOR
 Sanjay Gandhi Post Graduate
 Institute of Medical Sciences
 Lucknow - 226014



Lt Col Varun Bajpai VSM
 Executive Registrar
 SGGIMS, Lucknow

04	Security	To be ensured by Security-In-Charge
05	Ambulance	To be ensured by Ambulance-In-Charge
06	Public Relation	To be ensured by CMSSO and PRO
07	Electricity/AC/Civil	To be ensured by Engineering Section
08	Biomedical Waste Disposal	To be ensured by Nodal Officer
09	CSSD and Laundry	To be ensured by Nodal Officer
10	Kitchen services	To be ensured by Nodal Officer
11	Cleaning and Disinfection	To be ensured by Nodal Officer of Hospital Infection Committee
12	Drugs and Consumables	By HRF and IRF
13	CCTV monitoring	To be ensured by Nodal Officer
14	Audio-visual and TV	To be ensured by Nodal Officer

H. Handling of Samples Specimens and personal protective equipment.

1. Sample collection and sample transport will be carried out as per the advisory issued by WHO and MOHFW.
2. Personal Protective Equipment (PPE) & any other protection gear will be as per WHO and MOHFW and will be provided to COVID-19 ward,

F. Blood and Blood product availability will be ensured by Department of Transfusion Medicine as per requirements.

G. Drugs and other consumables, N-95 masks, Tyrek suits and Powered Air Purifying Respirators suits in adequate amounts to manage COVID-19 will be ensured by the HRF and IRF.

H. Budget Estimate- Nominees of the Finance Officer had the point that since the patient care activities are paid services in the Institute hence in order to meet the expected expenditure on the above an approximate Budget of Rs. 05 Cr (Five Cr) may be requested from Government of UP for free treatment as per direction of the Government. FO and Director may request to Government of UP for the same.

I. Education - Literature and Education to general public and patients will be circulated and imparted by the hospital administration in English as well as in Hindi language. The CMS will ensure display of adequate educational material and signages at strategic locations across the Institute.

K: Microbiology, HOD has ensured that as and when facilities / kits for testing of COVID19 are provided (List attached), the department will make all the arrangement for testing. The HOD also requested for installation of 04 split ACs in her microbiology lab

- 5 -



DIRECTOR
Sanjay Gandhi Post Graduate
Institute of Medical Sciences
Lucknow - 226014



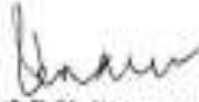
Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow

for sample processing. She ensured to take care of collection and transportation of samples to KGMU which has been designated as the nodal center of diagnostic testing for COVID19 patients.

M. HOD microbiology also proposed to establish a Biohazard Lab with state of the art equipment and facilities to process and evaluate highly infectious specimens in case of similar situations like COVID19. A budget of approximately 52 Lacs will be required to establish such a laboratory. A Proposal in this regard may be sent to government for approval (Annexure II).

N. The information regarding COVID19 patients presenting to SGPGI will be communicated to the CMO Lucknow and DGHS on a daily basis by CMSSO.

S. SOP for COVID19 will be as per provided by the Principal Secretary Medical Education vide GO No: 228/71-1-2020-UO-71/2020 dated 28th January, 2020 and other orders issued by Government from time to time.


(Prof. R.K. Dhiman)
Director

Copy to: For information and necessary action

1. Additional Director/CMS/MS.
2. All HODS.
3. Finance Officer.
4. JDMM.
5. All above concerned officers and staff.


(Prof. R.K. Dhiman)
DIRECTOR Director
Sanjay Gandhi Post Graduate
Institute of Medical Sciences
Lucknow - 226014



1/1/20
Gautam

- 6 -



Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow