




National Center for Mental Health

MEMORANDUM ORDER

NO. 2020 - 0021

TO : ALL CONCERNED OFFICIALS AND EMPLOYEES

FROM : 
ROLAND L. CORTEZ, MD, MHA, FPCHA, CESO IV, CEO VI
Medical Center Chief II

DATE : March 18, 2020

SUBJECT : GUIDELINES/POLICIES IN CORONA VIRUS DISEASE-2019

In the light of the strict implementation of the Enhanced Community Quarantine in Luzon, the National Center for Mental Health will implement the following guidelines and policies as preventive measures against the spread of COVID-19, effective in March 18, 2020:

I. Guidelines on Entry to NCMH

1. Entry of the following will not be ALLOWED:

1. Regular Out Patient (Psych and Non-Psych)
2. Medical Clerks and Interns
3. Student Affiliates
4. In-Patient Relatives and Visitors
5. Fast Food Delivery for employees and watchers
6. Joggers/Bikers and other visitors for recreational activities
7. Public Transportation (e.g. Taxis/ Tricycle/ Grab/Angkas)

2. Restricted Entry for the following:

1. Concessionaires for essential supplies
2. NCMH employees not on duty/ shift
3. Only 1 able bodied (healthy) watcher to accompany patients for ER and ACIS
4. Tri-media personnel
5. Out Patient enrolled at ROM (Refill of Medicine) program of the Out-Patient Section restricted to Pharmacy Section for dispensing of Medicines.
6. Other referrals from agencies
 - a) DSWD/LGU- operation vagrant
 - b) NGO's/ concerned citizens

II. Guidelines for Screening:

1. Main Gate

- a) Thermal Screening for all those who would enter the premises

"There is no Health without Mental Health"



2. **Triage Area (Tent)**

- a) Interview and Accomplishment of screening procedures for COVID-19 (Tent 2)
- b) Clearance from the Triage (Stamped by the Triage Nurse)
- c) No symptoms but with history of exposure (travel or close contact with positive COVID patient) shall be advised for home-quarantine.
- d) The third (3rd) tent is designated for those with fever, cough, colds, diarrhea, joint and muscle aches or with other related symptoms (PUI/PUM).

-- if less than 60 years old with no other illnesses but with mild symptoms, home-quarantine is advised

--If elderly (60 years old and above) with other illnesses and/or with severe symptoms, **Testing (swabbing and other diagnostic procedures) will commence and will be advised on the result and further treatment if necessary.**

--All staff manning the TRIAGE shall be with complete PPE including full face shield.

3. **At the Emergency Room:**

1. Purely Psychiatric Emergency Cases without life-threatening medical/surgical condition shall be evaluated and managed
2. Medical and Surgical doctor/s assigned at Pavilion 7 Emergency Room shall join the Psych Team at the Pavilion 2 Emergency room
3. The ER team shall wear face mask and gloves while attending to patients.
4. During **COVID-19 EXTREME** conditions (when the DOH directs the NCMH to open its facility and use its resources to help manage COVID 19 patients) **all doctors and other hospital staff will be included in the pool of staff to man the areas regardless of specialty and RANK/POSITION.**

4. **Pavilion 7**

1. Pavilion 7 will be limited for use of **NCMH In-patients** with Pulmonary infections and/or complications
2. **Emergency cases** from different pavilion

III. **Guidelines on Personal Protective Equipment**

- a) All staff manning the TRIAGE shall be with complete PPE including full face shield.
- b) All staff manning the Emergency Room shall be with Face mask and gloves.
- c) PPE shall be concentrated to the TRIAGE area for rational use.
- d) All other employees not assigned at the Triage and ER, **Social Distancing should be strictly observed.**

IV. Guidelines On The Use of Fingerscan

For social distancing, all employees will **NO** longer log in and out using the finger scan. Employees must log in/out using the log book in the following areas starting March 19, 2020:

1. For Medical : Administrative Building, Lobby
 - a. Non Psych
 - b. Psychiatry
2. For Medical Ancillary: Pavilion 1 Lobby
 - a. Activity Therapy Section
 - b. Dietary Section
 - c. Laboratory and Radiology Section
 - d. Medical Records and Pharmacy Section
 - e. Psychological, Dental and Social Service
3. For Administrative Section: (Pavilion 1 Left wing)
 - a. Material Management Section
 - b. Procurement Section
 - c. Transport Section
 - d. Engineering and Security Section
4. For HRMO/ Legal / IHOMP (Admin Building left Wing)
5. For Finance Section (Admin Building Right Wing)
6. For Nursing Personnel (PAG-ASA HALL)
 - a. Nurses 3, 6, 5, 4
 - b. Nurse 2
 - c. Nurse 1
 - i. Female
 - ii. Male
 - d. Nursing attendants (Pav 1,2,3,5, 11)
 - e. Nursing attendant (Pav 4,6,7,8,9,10)
 - f. Nursing attendant (Pav 12,14,18,19,21)
 - g. Nursing Attendant (Pav 22,25,26,27,28)
 - h. Nursing attendant (Pav 30,34,35)

The HRMO will ensure the compliance to Civil Service Rules on Attendance. Employees must bring their own ballpen to avoid cross contamination

V. Temporary accommodation for NCMH Staff Living Outside NCR and who are providing Patient Care

Temporary accommodation will be provided to employees residing outside Metro Manila with priority given to those providing direct patient care. Areas identified as temporary living areas during enhanced community quarantine are:

- a. MCC Cottage
- b. Women and Child Center

- c. Pavilion 1
- d. NCMH Special School (Sinag)
- e. Pavilion 30
- f. ATS Rehearsal Area
- g. Pavilion 20
- h. Vacated EZCom facility

Nurse Supervisors/Assistants can be accommodated at their respective pavilion offices while the **support services staff** can be accommodated at their respective offices

Overall In-charge of the temporary accommodation is the Chief of the HRMO and will be supported by the following:

- Dormitory Managers – daily monitoring, evaluation and maintenance
- Engineering/Sanitation – daily inspection

Procurement of folding beds is now being done by the Procurement Section and implementation/availment of temporary accommodation will start once the folding beds are available.

VI. Hospital Operations and Services:

The following hospital operations will be temporarily be suspended:

1. Flag Raising Ceremony
2. Expanded Management Committee Meeting
3. All Training Activities
4. Weekly circle meetings and other Office meetings
5. Bids and Awards Activities (except for essential supplies such as medicines, as per approval of the Medical Center Chief)
6. Selection and Promotion Panel Interview

The following Hospital services shall be SUSPENDED until further notice:

1. Dialysis Clinic Services
2. Rehabilitation (Physical Therapy) Services
3. Family/ Employee's Clinic Services
4. Neuro-Psychiatric Screening
5. Routine Laboratory for Out patient
6. All elective Surgical Procedures

Composition of Triage Teams:

- I. Manpower to be headed by (Dr. B Seludo)
 - a. Infection Prevention and Control Specialist (MD)
 - b. Infection Control Nurse (1)
 - c. Nursing Attendant trained (1)
 - d. Assigned medical/surgical MOIII / MOIV
 - e. Assigned engineering and transport personnel
 - f. Assigned Security Personnel

II. Functions

- a. Accomplishment of screening procedures for COVID-19
- b. Submission of all Reportorial requirements
- c. Inventory and requisition of PPE
- d. Do networking and coordination with other offices/agencies pertaining to COVID-19 protocols

III. Tour of Duty

- a. At the moment the Triage will be manned by shifting schedule:
 - i. 7:00am to 3:00pm
 - ii. 3:00pm to 11:00pm
 - iii. 11:00pm to 7:00am
- b. All Triage team are entitled to receive food during their tour of duty to avoid contact with community
- c. The Triage team's sole function is to man the Triage Tents/Area.
- d. Instruction for the Triage team shall emanate only from Dr B. Seludo.