

Checklist for the administrative staff on existing preparedness and responses to the
COVID-19 suspects, infects and recoveries

We appreciate and applaud and grateful for all the hard work and commitment of all the Health and emergency service providers for their struggles to break the chain and eliminate the corona pandemic spreading in India and abroad

This is just a check list prepared for assertion and monitoring the massive work done to curb the COVID 19 for the usage of

These are divided into 8 components

- I. **Segregation and isolation of the arrived from abroad :**
- II. **Monitoring the home quarantined with travel history**
- III. **Shifting from the airport/home**
- IV. **Educating the suspected, infected and family members about Dos & Don'ts of safety**
- V. **Hospital settings**
- VI. **Counselling**
- VII. **Training and capacity building on self safety and safety of others**
- VIII. **Utilization of the services of NGOs and other voluntary organization & Individuals
Research & Development**

Details

- I. **Segregation and isolation of the arrived from abroad :**
 1. Details list of of immigrants (inflow) how many flights arrived in Mangalore International airport how many passengers travelled from abroad from February 15th and their details.
 2. How many passengers arrived from effected countries directly or through lay off since February 15 , 2020
 3. a hat are the criterion to decide which patient should go home or home quarantined sent to the hospital or kept under observation ?
 4. How many of them were given adequate guidelines to get quarantined and
 5. instructions to follow and who is responsible for it ?
 6. Hoe many ships are arrived, How many are people are been segregated ?
 7. How many trains arrived from effected districts like Kerala, Pune, Mumbai Bangalore , How many are been tested or quarantined ?
 8. How many have been quantized for 14 days , after 14 days , is there a follow up ? are they asked to report back ?
 9. How many among them have shown any signs of corona virus, what was the action taken on them ?
 10. How many among Home quarantined, government quarantined, hospitalized, isolated
 11. What are the measures taken in airport in this regard ? who was responsible in the airport and which department was given responsibility at the airport ? what was their responsibility at the airport
 12. How the airport employees are been protected from infection

II. Monitoring the home quarantined with travel history

13. how the monitoring was done, any documentation on that, How many of them have reported back after 14 days, how many are continued to be negative

III. Shifting from the airport/home :

14. How are they been shifted to hospital or isolation or how are they been sent home
15. How many ambulances are available to bring back the patients to the hospital, in case they have developing any COVID 19 symptoms,
16. Is there any ambulance number for the home quarantined? Have they been instructed to call back ?
17. How the medical staff support staff and drivers are been safeguarded from the suspected patients

IV. Educating the family members of suspected, infected and about Dos & Don'ts of safety

18. Are these suspect individuals given information about the precautions they need to practice ?
19. Did their family members or friends got sensitized about the dos & don'ts or any pamphlet provided to them ?
20. Any monitoring system to ensure their practices at home ?

V. Hospital settings

21. What are the safe measures ensured to clean and reuse things used by the suspects ?
22. Is there adequate quantity of masks gowns and eye masks kept in stock ?
23. How these isolated patients' blood samples are collected, stored and tested & disposed? ,
24. What are the actions taken to separate each suspected, so that the probable positives wouldn't infect probable negative till the corona result comes
25. Are there enough measures to keep disinfected things used by these suspected individuals ?
26. Is there adequate gloves, masks and gowns , sanitizers soap and running water for the use of suspected individuals.?
27. Are there systematic measures to clean the toiles, door, table, wash basins walls used or touched by the suspect individuals. ?

VI , Counselling

28. Are there trained staff for counselling patients, families of suspected , effected or expired like individuals, (children, parents , spouse ,)
29. Are there adequate medical social workers identified for this work ?

V II. Training and capacity building on self safety and safety of others

30. Training on the usage, removal and disposal and cleaning self of Protective equipment's
 - Doctors and medical students
 - Nurses and superintendents

- Lab technicians
- X-ray and other technical staff
- House keeping staff (cleaning)
- Attenders
- Asha Workers
- Anganwadi teachers
- Security guards
- Canteen boys and canteen cleaning & cooking staff
- Any other volunteers and enthusiastic government staff

31. Have nursing staff given adequate protection masks, gloves, sanitizers,
32. Are they been briefed or trained about the daily practices
33. Are there enough pamphlets / hand bills/ e material / prepared for health staff and support staff
34. What are the type of input and training given to these health care professionals and support staff
35. Have they been given any contact number to clarify any doubt at anytime.

VIII. Utilization of the services of NGOs and other voluntary organization & Individuals

36. List of the associations or individuals interested to provide volunteer services
37. Identifying and assigning responsibilities to them

IX .Research & Development

38. Have you identified suitable masters trainee and trained them to train others
39. Have you developed training material and modules to train different categories of health professionals and support staff like nurses, hoem keeping staff , canteen employees
40. Do you have a monitoring system to ensure appropriate practices of hygiene and safety measures by various staff
41. Have you identifies staff to upgrade all information and disseminate to the concerned personnel's like researchers scientists, writers, artists
42. Is there adequate documentation, videos, records of the unique practices and interventions adopted or experimented, for the future use.

If we have done all these preparation, then we are meticulously prepared to break the chain of COVID 19 contagious and deadly disease.

Let the world be free from all virus at the earliest and let the echo system with humanity prevail.