

**ROYAL GOVERNMENT OF BHUTAN
SAMDRUP JONGKHAR HOSPITAL,
SAMDRUP JONGKHAR**



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SOP No.	Title	Version No.	Total Pages
PH/COVID-19/04	SOP for Health Screening of foreign workers in context of COVID-19 Pandemic	01	06

Issue Date	Effective Date	Review Period

Function	Name	Designation	Signature
Prepared by	Health Team, Samdrup Jongkhar Hospital		
Approved by	TAG, MoH		

Distribution:	SJ COVID-19 TF, Health Screening Center, Private diagnostics, Labor Recruiting Agent, Regional Immigration Office, POE, Regional Labor Office.
Location	Samdrup Jongkhar

REVISION SUMMARY			
Version No	Effective Date	Reason for Change	Details of the change
01	/10/2020	Original release	

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1. SCOPE

This SOP guides all the personnel involved in health screening of foreign workers before quarantine.

2. Objective:

Prevent the importation and transmission of COVID-19

3. Principles

The process of transporting and screening foreign workers with standard IPC measure

4. Pre-requisites

- 4.1 PPE (face mask N95, face shield, gloves)
- 4.2 Hand sanitizer
- 4.3 Bus (to transport foreign workers to Health screening center & quarantine facilities)
- 4.4 Portable X-ray machine
- 4.5 Sample collection items
- 4.6 Digital BP apparatus
- 4.7 Digital Thermometer

5. Procedure

5.1 POE

5.1.1 Concerned agency (MoLHR, Immigration Labor routing agent) shall inform Health focal at the POE at least 1 day prior to the entry of foreign workers

5.1.2 All foreign workers shall bring along two passport sized photographs

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- 5.1.3 Health focal at POE shall inform Health Screening Focal person
- 5.1.4 Foreign workers shall complete all the entry formalities including thermal screening at POE
- 5.1.5 All officials dealing with foreign workers should wear face mask & face shield and should sanitize/ wash their hand before and after handling any documents
- 5.1.6 If any foreign worker is detected with fever, he /she shall be sent to waiting area at POE for further investigation
- 5.1.7 All foreign workers shall wear mask, wash hands and maintain physical distance & be directed to the waiting area
- 5.1.8 RBP shall ensure that all the procedures mentioned in section 5.1.7 are complied
- 5.1.9 Concerned labor agent/ employer shall provide face mask to all the foreign workers at POE
- 5.1.10 All foreign workers shall be transported from the POE to Health screening center in identified Bus/ vehicle. The vehicle should be disinfected as per the advice of health
- 5.1.11 Drivers transporting the foreign workers shall wear appropriate PPE

5.2 Health Screening Center

- 5.2.1 All foreign workers shall sanitize or wash hand & kept in the waiting area with physical distancing (marking to be done) & face mask
- 5.2.2 RBP/ Desuup shall monitor all the procedures mentioned in section 5.2.1 are complied
- 5.2.3 All foreign workers shall complete the part 1 & part 2 of the medical examination form 'D'
- 5.2.4 Foreign workers shall be directed to go for X-ray & sample collection one at a time
- 5.2.5 Sample should be shipped to their respective centers as per the sample shipment protocol
- 5.2.6 After completion of X-ray & lab investigation foreign workers shall be directed to stay in the waiting area
- 5.2.7 Once the reports are available foreign workers shall undergo medical screening one at a time
- 5.2.8 If any foreign workers is declared UNFIT by the examining health personnel, he/she shall be escorted back to POE for exit

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- 5.2.9 Foreign workers FIT for employment shall be transferred to POE for health declaration & allotment of quarantine facility
- 5.2.10 All private diagnostic centers involved in performing X-ray and collecting laboratory sample shall wear appropriate PPE (Face shield/ Goggles, Facemask, gloves & non sterile gown) and should sanitize their hands before and after handling each person
- 5.2.11 Frequently touched surface of X-ray machine should be disinfected after every procedure
- 5.2.12 Medical screening team should wear appropriate PPE (Face shield/ Goggles, Facemask, gloves & non sterile gown) and should sanitize their hands before and after examining each person
- 5.2.13 Other official on duty should wear face mask & face shield & should be properly attired

5.3 Payment Mechanism

- 5.3.1 All the payment for medical screening shall be done by the labor recruiting agent to accounts section based in screening center
- 5.3.2 Payment for the medical screening should be done after registration while waiting for the reports
- 5.3.3 Payment for the diagnostic test should be made to the respective private diagnostic centers

6. Responsibility

6.1 Role of Labor Recruiting Agent/ employing agency/ employer

- 6.1.1 Should give prior information of the number of foreign workers to POE
- 6.1.2 Should have two passport sized photographs of foreign workers prior to entering Bhutan
- 6.1.3 Should provide face mask on arrival at POE
- 6.1.4 Should facilitate the filling of the forms as mentioned in 5.2.3
- 6.1.5 Should pay as per the payment mechanism
- 6.1.6 Provide refreshment for foreign workers while waiting for screening

6.2 Role of Private Diagnostic Centers

- 6.2.1 Set up of portable X-ray machine with radiation safety measures at screening center

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- 6.2.2 Set up laboratory sample collection facility at screening center
- 6.2.3 Provide PPE (as specified above) for all their staff
- 6.2.4 Make available test result on the same day at the earliest
- 6.2.5 Staff of Private diagnostics center involved in health screening of foreign workers shall self-isolate

6.3 Amenities to be made available at the health screening center

- 6.3.1 Hand wash facilities
- 6.3.2 Waiting area with sitting arrangement (physical distance marking)
- 6.3.3 Toilets facilities
- 6.3.4 Doffing area
- 6.3.5 Autoclave room
- 6.3.6 Waste storage & disposal facility
- 6.3.7 X-ray room
- 6.3.8 Sample collection room
- 6.3.9 Health screening room
- 6.3.10 Accounts section & reception area
- 6.3.11 Zoning
- 6.3.12 Water syntax (2000 L & 1000 L) with accessories
- 6.3.13 Immigration Biometric room

Role of Hospital team

1. Training on IPC & MWM to all personnel involved in foreign workers health screening
2. Mobilize HR for health screening/ Accounts/ receptionist
3. Allotment of space for diagnostic centers, toilet, waiting area, hand washing, druktrace app
4. Zoning and marking of the screening center

6.4 Role of RBP & Desuup

- 6.4.1 Facilitate the smooth and orderly movement and transportation of foreign workers
- 6.4.2 Implementation and monitoring of physical distancing, use of facemask, hand washing and restriction of unnecessary movement from the designated place.

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6.5 Role of Samdrup Jongkhar COVID-19 TF

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1. To support arrangement of space for installation of Xray machine, specimen collection and waiting rooms at PoE
2. To identify one Bus and Driver for transportation of Expatriate/Laborers to quarantine center
3. Separate transport for health screening team if screened at Azizta, Motanga

Note:

- 1. Number of foreign workers that can be screened in a day is 30 person**
- 2. Number of foreign workers that can be accommodated in health screening center at any point of time is 15 person**
- 3. Last entry timing at POE for foreign workers shall be 13:00 hours**
- 4. Screening days: Monday – Thursday (excluding govt. holidays)**