



PROTOCOL FOR ADMINISTERING THE PAYMENT OF INCENTIVE ALLOWANCE FOR HEALTH WORKERS WORKING IN QUARANTINE AND OR ISOLATION WARDS AT HEALTH FACILITIES IN RELATION TO COVID-19

The following protocol has been developed to bring clarity to MOHW Memos (IR/M4 dated 2020 March 10 and March 16) in relation to *Incentive Payment for Staff Working in Isolation and Quarantine Facilities*.

DEFINITION OF TERMS

QUARANTINE OR ISOLATION WARDS/FACILITY/ DESIGNATED AREAS: The Quarantine/Isolation Facility is the physical space, whether a hospital ward or some other approved location by the MOHW and RHAs, where the patients who are quarantined/isolated are housed. This also includes any pre triage or other areas (tents, etc.,) specifically set up to identify patients with influenza like illnesses (ILIs) and Serious Acute Respiratory Illnesses (SARI), as well as patients who fit the case definition for the virus.

STAFF WHO ARE ENTITLED TO CLAIM THE INCENTIVE: (MOHW Memo IR/M4 dated 2020 March 10 and March 16)

- (1) Any category of **staff assigned** to locations area with persons or patients designated for quarantine and isolation, or persons who are tested positive for COVID-19 and isolated.
- (2) Any category of **staff assigned** to carry out other functions which may expose them to persons who have been identified for quarantine or have been tested positive for the virus and isolated.
- (3) The entitlement is based on the pretext that the employee works within the designated area(s) and not necessarily the quantum of work done.

STAFF ASSIGNED: Any category of staff who is required to work in the designated areas and has agreed to be assigned and is rostered to work in the designated areas as the need arises.

OTHER FUNCTIONS:

- a) Cleaning and sanitizing of designated areas
- b) Repairs and maintenance to equipment or furnishings within the designated areas
- c) Other clinical assistance which may need to be given to the isolated/quarantined patient(s) such as x-rays, physiotherapy, surgical and anaesthesiology support
- d) Public Health staff assigned to visit suspected/confirmed patients placed in home quarantine or isolation
- e) All categories of staff assigned to work in COVID-19 Testing Mobile Buses



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- f) Medical Technologists and Medical Laboratory Assistants assigned to prepare samples for testing or carrying out testing on samples taken to confirm the presence of then CoronaVirus (COVID 19).
- g) Any driver assigned to transport suspected cases/patients to and from the designated areas.

PRE-REQUISITES FOR SUBMISSION OF CLAIMS

- i. Staff assigned to the designated areas must be rostered by heads of department in keeping with protocols established for COVID-19 by MOHW, RHA, Parish and Facility Emergency Operating Centres.
- ii. These members of staff must also have carried out or were assigned to carry out specific duties and activities within the designated areas during the period of assignment. These details are to be stated on the claims submitted for payment.
- iii. A signing register or log sheet must be in place in the designated areas and related departments where the COVID-19 assigned personnel carry out the related duties. A copy of these registers or log sheets must be attached to the submitted claims, along with the approved roster.
- iv. The submission of claims must be in keeping with the established deadlines for monthly and fortnightly claims.