

कायाकल्प में आईपीडी परामर्श और उपचार के लिए निर्धारित मापदण्ड

1. स्वास्थ्य इच्छुक इस संस्थान के लिए प्रस्थान करने से पहले यह सुनिश्चित करें कि उन्हें कोई बुखार या श्वसन तंत्र (जैसे खांसी, सर्दी, अस्थमा) से सम्बन्धित कोई भी समस्या नहीं है।
2. स्वास्थ्य इच्छुकों को कोविड-19 की जाँच करवाना अनिवार्य होगा। यह नियम गाड़ी के चालक तथा सहायक (Attendant) पर भी सामान्य रूप से लागू होगा।
3. कोरोना की रिपोर्ट नेगेटिव होने पर ही कायाकल्प में प्रवेश की अनुमति दी जायेगी। बिना टेस्ट किए हुए व्यक्तियों का रैपिड एंटीजन टेस्ट अनिवार्य रूप से किया जायेगा।
4. संस्थान में प्रवेश करने से पहले स्वास्थ्य इच्छुक को सुरक्षा प्रवेश द्वार पर उपलब्ध करवाए गए साबुन के साथ अपने हाथों को धोना अनिवार्य है।
5. हाथ धोने के बाद स्वास्थ्य इच्छुक की सुरक्षा प्रवेश द्वार या स्वास्थ्य भवन के मुख्य द्वार पर IR थर्मल स्क्रीनिंग होगी।
6. यदि IR तापमान सामान्य पाया जाता है, तो उसे स्व-घोषणा पत्र भरना अनिवार्य होगा। घोषणा पत्र संस्थान के मुख्य द्वार पर उपलब्ध कराया जायेगा।
7. यदि स्वास्थ्य इच्छुक को आईपीडी परामर्श के दौरान बुखार या श्वसन तंत्र (जैसे खांसी, सर्दी और अस्थमा) से संबन्धित कोई भी लक्षण पाए जाते हैं तो उन्हें आईपीडी चिकित्सा के लिए अनुमति नहीं दी जाएगी और उसे सरकार द्वारा निर्धारित संस्थागत क्वारंटाईन केन्द्र में भेजा जायेगा।
8. यदि स्वास्थ्य इच्छुक सभी लक्षणों से मुक्त है तो उसे आईपीडी परामर्श और उपचार के लिए अनुमति दी जायेगी।

9. उपचार शुरू करने से पहले बाहरी राज्य से सार्वजनिक परिवहन द्वारा आने वाले स्वास्थ्य इच्छुकों को तीन दिन तक स्व-निरोध (Self Isolation) में रहना अनिवार्य होगा। इस दौरान यदि बुखार, खांसी और सांस लेने की परेशानी होती है तो इसकी सूचना तुरन्त ही दूरभाष द्वारा चिकित्सक या वार्ड सहायक को दें ताकि आगे की निर्धारित कार्यवाही की जा सके।

स्व-निरोध में आप कायाकल्प में घूम सकते हैं। गार्डन, एकल ध्यान इत्यादि में जा सकते हैं। 6 फीट की दूरी का अनुपालन तथा मास्क का उपयोग करते हुए कर्मचारियों से बात कर सकते हैं। सामूहिक योग/ध्यान/चिकित्सा इत्यादि में जाना प्रतिबंधित होगा। स्व-निरोध के दौरान भोजन कमरे में ही उपलब्ध करवाया जाएगा।

10. आईपीडी स्वास्थ्य इच्छुक को संस्थान द्वारा निर्धारित मानक के अनुसार 10 दिन रहना अनिवार्य होगा।
11. आईपीडी स्वास्थ्य इच्छुक को बाहर जाने की अनुमति नहीं होगी। स्वास्थ्य इच्छुक 10 दिन की अवधि में संस्थान के भीतर ही रहना होगा।
12. स्वास्थ्य इच्छुकों से अनुरोध है कि जहाँ तक सम्भव हो सके इस संस्थान में आवागमन के लिए निजी वाहन का उपयोग सुरक्षित एवं सर्वोत्तम होगा। गगल (धर्मशाला) के लिए हवाई यातायात की सुविधा भी पहले से ही उपलब्ध है जिसके माध्यम से यहाँ पर सुगमता से पहुँचा जा सकता है। यात्रा के दौरान किसी होटल या रेस्तराँ में भोजन या अल्प आहार/जलपान न करें। यात्रा के लिए घर का बनाया हुआ खाना साथ लेकर चलें और भोजन किसी खुले और सुरक्षित स्थान में करें।

Covid Safety Measure Policy

Purpose :- To provide reviewed patient safety protocol and facility management programme in view of COVID-19 Pandemic with aims of:

- Providing Safe and Secure environment for health seekers.
- Ensuring Workers' safety
 - Minimising the risk.
- **Scope:** This applies to all operational department of Kayakalp and includes accountability of those who are responsible for effective implementation of the policy.
- **Responsibility:** Superintendent administration is responsible for overall adherence and every employee of Kayakalp shall be responsible for effective implementation.
- **Process of Admission:** During this pandemic following process of admission shall be followed:-

A) At enquiry desk :- enquiry desk shall gather information regarding :-

- i) The region and place of the health seeker.
- ii) Whether area falls under pandemic red zone ? If yes, admission of the health seeker will subject to the guidelines of local authority.
- iii) Whether the place was declared as a containment zone by local authorities in near past. If yes, when ! If already 28 days elapsed and no signs of **ILI (Influenza Like Infection)** are observed, than we can accept the health seeker for admission at Kayakalp.
- iv) Travel history of health seeker in past 2 months.
- v) Whether the health seeker was ever quarantined ? If yes, when ! Post quarantine, If already 28 days elapsed and no signs of ILI are observed than we can accept the healthseeker for admission at Kayakalp.

- vi) Whether the health seeker was ever tested positive for COVID 19 ? If yes, when ! If he/ she was re-tested negative and already 28 days are elapsed, we can accept the admission.
- vii) Mode of travelling to Kayakalp from his / her place – Public transport or private vehicle. We recommend to travel by personal vehicle.

Bookings shall be made upon satisfactory answers of above questions. Health Seekers who present the signs of ILI (influenza like infection), shall not be admitted at Kayakalp.

B) At Security Gate:

- i) Security personnel shall ensure that all inbound health seekers / visitors are wearing their masks appropriately.
- ii) Security personnel shall guide all in bound health seekers/visitors/ staff to properly wash their hands in the area designated outside the gate of Kayakalp.
- iii) Security personnel shall ensure that all vehicle are stationed out side the gate till further instructions.

C) At Reception desk (outside the main gate):

- i) An additional reception desk shall be placed out side the main entrance gate of Kayakalp.
- ii) One doctor and one personnel from reception shall remain present at this desk to receive and screen all inbound health seekers/ visitors.
- iii) Temperature of all inbound health seekers/ visitors shall be measured at this point with IR (infra red) thermometer and recorded as per pre-declared guidelines. Visitors/ Health Seekers showing temperature above 98.4⁰F/ 37⁰C shall not be liable for admission at Kayakalp.
- iv) Travel history and other related questions shall be recorded in pre-declared format already made available.

- v) It shall be mandatory to fill and submit self declaration form by all visitors / health seekers at reception desk.
- vi) In case, at the time of screening, if signs of ILI are observed in healthseeker/ visitors, he/ she shall not be admitted at Kayakalp. In such a case prevailing Govt. guidelines will be followed.
- vii) All health seekers/ visitors must follow the mandatory guidelines in the interest of personnel and social health safety

D) At registration desk :-

- i) Process of registration of the health seeker shall continue to be as per already prevailing guidelines.
- ii) Coordinator shall brief about hand and personal safety guidelines to every health seeker. Necessity of wearing the face mask during treatment shall be briefed.
- iii) Relevant documents related to admission vis. Photo ID/ Travel History / COVID 19 report / Age proof / declamation shall be secured and filed.
- iv) Health seeker shall be guided for further process of consultation.
- v) He/she will be allocated single room individually except for the couples.
- vi) Total amount of room rent shall be deposited by Health Seeker as advance payment.

E) Doctors' consultation

- i) During consultation all doctors shall follow basic protocol like wearing mask, hand hygiene etc. and clear instructions about this protocol shall be disseminated to the health seeker as well.
- ii) Protocol of management of ILI during the course of stay at Kayakalp shall be briefed to Health Seekers, which includes, isolation, and information the local authorities.
- iii) Health Seekers shall be briefed about social distancing to be maintained during group yoga and meditation.
- iv) Health Seekers shall be briefed to remain silent during the treatment to avoid aerosol generation.

- v) Health Seeker shall not be allowed to go out of Kayakalp during their stay. No out pass shall be issued. In case health seeker forcefully demands so, he/ she may be discharged with immediate effect after clearing all the dues.
- vi) Doctors shall also ensure timely fumigation of corresponding treatment sections. They shall also train the staff from time to time to ensure that Safety Guidelines are followed as per the instructions.

F) HIC Committee

- i) Activities of sanitization/ fumigation / etc. shall be executed, monitored by Hospital Infection Control team under Hospital Infection Control Committee.
- ii) HIC committee shall ensure time to time training of personnel on personal and social hygiene. It shall also monitor the outcome of the training.
- iii) HIC committee shall ensure availability of soaps, hand sanitisers etc. at appropriate places. It shall direct hospital infection control team to gather and analyse the data of temperature and symptoms of ILI among all Health Seekers/ visitors and employees. In case of any suspicion, it shall be discussed with Doctors' and management for early risk abatement.

G) Treatment Section:

- i) Section supervisors shall ensure that each one of the therapists, including supervisor, must wear face mask during the course of the treatment.
- ii) Cross talking shall strictly be avoided by the therapist while executing the treatment.
- iii) Therapists showing signs of ILI shall be informed to stay home under intimation and with the consent of Head of the Department.

- iv) Section Supervisors shall ensure that door handles, treatment equipment and other treatment essentials are sanitized from time to time at the end of each treatment.
- v) Treatment bed shall be cleaned with alcohol based sanitiser spray after each treatment.
- vi) Every therapist shall wash his/ her hands with soap as per the hand hygiene guidelines, before and after every treatment.
- vii) Every staff must wear the official dress and apron which shall be removed at the end of the day and be kept in the treatment section. No therapist shall be allowed to go home in official dress.

H) Dining Hall :-

- i) All basic guidelines of hygienic cooking, as prescribed earlier, shall be followed strictly.
- ii) Staff involved in cooking and serving food shall wear mask.
- iii) In case of any symptoms/ discomfort is observed by the staff relating ILI, he/ she shall stay at home under intimation and with due consent of head of the department.

I) Housekeeping

- i) All previous guidelines pertaining to cleanliness and hygiene shall be followed strictly.
- ii) Occupied rooms shall be fumigated once a day as scheduled by hospital infection control team.
- iii) Door handles of occupied rooms shall be sanitised with spirit based sanitisers.
- iv) Baggage of the health seekers shall be sanitised with hypochlorite or spirit based sanitizer spray.