

Risk Matrix

| Risk Assessment Matrix | | | | | |
|------------------------|--------------|---------|------------|----------|---------------|
| Level of Risk | | | | | |
| Probability | Impact | | | | |
| | Very Low (1) | Low (2) | Medium (3) | High (4) | Very High (5) |
| Very High (5) | 5 | 10 | 15 | 20 | 25 |
| High (4) | 4 | 8 | 12 | 16 | 20 |
| Medium (3) | 3 | 6 | 9 | 12 | 15 |
| Low (2) | 2 | 4 | 6 | 8 | 10 |
| Very Low (1) | 1 | 2 | 3 | 4 | 5 |

| Value | Probability | Definition |
|-------|-------------|--------------------------------|
| 5 | Very High | At least once a day |
| 4 | High | At least once a week |
| 3 | Medium | At least once a month |
| 2 | Low | At least once every 6 months |
| 1 | Very Low | At least once a year or rarely |

| Value | Impact | Definition |
|-------|-----------|---|
| 1 | Very Low | Little to no impact on testing activities or to the personnel performing the activity |
| 2 | Low | Minimal changes to work environment resulting in delays in testing activity |
| 3 | Medium | Medium impact due to changes in work environment and/or equipment resulting in ambiguous/inaccurate test results |
| 4 | High | Marked impact due to high personal risk on personnel performing activities resulting in threat to health and safety or great compromise to the operations of the facility |
| 5 | Very High | Very high impact that directly results in injury to personnel involved and can potentially disrupt all operations |

| Lab Risk Assessment for Philippine Genome Center - Clinical Genomics Laboratory | | | | | | | | | | | Ver.1.1 as of 30 Mar 202 |
|---|------------------|-------------------|--|-------------------------|------------|-------------|--|--------------------------|------------|-------------|--|
| SR# | Area | Activity/Process | Quality Concerns / Risks | Initial Risk Assessment | | | Existing Controls | Residual Risk Assessment | | | Further Controls Needed |
| | | | | Severity Rating | Likelihood | Risk Rating | | Severity Rating | Likelihood | Risk Rating | |
| 1 | Field Activities | Sample Collection | Inactivation of nasopharyngeal/oropharyngeal swab specimen - risk of infection | 5 | 4 | 20 | On-site heat inactivation (water bath or dry heat) 60 degrees C for at least 30 minutes after sealing with parafilm; procedure done prior to transport | 2 | 2 | 4 | |
| 2 | Lab Activities | Sample collection | Mislabeling of specimen | 4 | 3 | 12 | Patient identifiers with printed labels including the following details: Name, Patient ID, specimen type, date collected Sample collection sheet forwarded to receiving section, who performs a readback to confirm the contents of each labeled specimen to their respective patient identifiers. | 5 | 1 | 5 | Reject samples with incomplete/unverifiable patient identifiers. |
| 3 | Lab Activities | Sample collection | Samples proceed outside of quarantined sections of the facility | 3 | 3 | 9 | Samples are inactivated prior to arrival at the facility; dedicated receiving bay separate to main entrance with direct access to the testing lab via the service elevator, bypassing sections of the facility outside of the quarantined area. | 2 | 1 | 2 | |
| 4 | Lab Activities | RNA Extraction | Overflowing of tips in amber biohazard bags resulting in puncture and spillage | 2 | 4 | 8 | Placement of "do not overfill" sign and indicator line on bag to encourage early replacement of amber biohazard bags | 1 | 2 | 2 | |
| 5 | Lab Activities | RNA Extraction | Spillage of used tips in amber biohazard bags upon sealing | 2 | 4 | 8 | Use of a handheld sealer to close the bag in an upright fashion | 1 | 1 | 1 | |
| 6 | Lab Activities | Test Performance | Inundation of staff due to number of tests performed resulting in errors | 4 | 3 | 12 | Limit number of tests performed to 20 per shift per staff member; keep staff at specific test stage stations to minimize errors | 2 | 2 | 4 | |
| 7 | Lab Activities | Test Performance | Inexperience of volunteers working in COVID-19 screening lab | 3 | 4 | 12 | Buddy system with experienced staff member for every shift to facilitate checking and learning of protocols; evaluation and screening of volunteers prior to inclusion in workforce | 2 | 3 | 6 | Hire additional staff to reduce reliance on volunteers |
| 8 | Lab Equipment | Autoclave | Improper disinfection of used equipment | 2 | 2 | 4 | Monthly calibration to assure appropriate function | 1 | 1 | 1 | |
| 9 | Lab Equipment | N95 masks (PPE) | Poor fit of masks on laboratory staff (failed "fit-ness test") | 4 | 4 | 16 | Assign staff that fail "fit-ness test" to areas not requiring N95 mask PPE | 1 | 1 | 4 | |
| 10 | Lab Equipment | Biosafety cabinet | Failure due to power outage | 4 | 2 | 8 | BSC certified and hooked to UPS with AVR; backup generators with 16 hours operational capacity (<8 second delay) | 1 | 1 | 1 | |
| 11 | Lab Layout | Access | Shared entrance with neighboring laboratory | 1 | 4 | 4 | Deny access to other facilities on the third floor (location of COVID-19 screening lab) until interim segregation panel is placed to limit access to authorized personnel only | 1 | 1 | 2 | |

UNIVERSITY OF THE PHILIPPINES
Diliman, Quezon City

HEALTH CHECKLIST FOR FACULTY/STAFF RE-ENTRY

To be able to monitor and control the spread of COVID-19 infection within the campus, the faculty and staff are requested to accomplish this health checklist every time they re-enter their workplace. The university ensures that any sensitive personal information contained herein shall be kept confidential and protected under the Data Privacy Act of 2012. If needed, information from this health checklist may be used to facilitate contact tracing efforts by the University Health Service Public Health Unit (UHS-PHU) and/or the Local Government Unit (LGU).

College/Unit: _____ Department/Institute: _____

Name: _____ Body Temperature: _____

Please check the appropriate answers.

1. In the past 14 days, I have experienced

- body pains
- headache
- sore throat
- fever
- diarrhea
- cough
- colds
- shortness of breath
- loss of taste
- loss of smell
- none of the above

2. I have stayed in the same close environment with a confirmed COVID-19 case in the past 14 days.

- Yes
- No
- I am not aware.

3. I have had contact with somebody with body pains, headache, sore throat, fever, diarrhea, cough, colds, shortness of breath, loss of taste, or loss of smell for the past 14 days.

- Yes
- No

4. When did you last report for work? _____

5. Since then until today, I have been to the following places (besides my home):

6. I have had Rapid-Antibody Test.

- Yes (Result: _____ Date done: _____)
- No

7. I have had RT-PCR Swab Test.

- Yes (Result: _____ Date done: _____)
- No

Signature: _____ Date: _____

Health Screening

Name: _____ Date _____

Temperature: _____

Yes No 1. Do you have any history of exposure to COVID-19 patient in the last 14 days?
(Ikaw ba ay may nakasamang may COVID-19 sa nakaraang 14 na araw?)

Yes No 2. Do you have history of travel to an area with high COVID-19 transmission?
(Kayo po ba ay nanggaling sa lugar na may mataas na bilang ng COVID-19?)

Yes No 3. Do you have any symptoms such as sorethroat, body pains, headache, fever and flu like symptoms (cough, colds, fatigue) in the last 14 days?
(Mayroon po ba kayong masakit na lalamunan pananakit ng katawan, sakit ng ulo, lagnat at trangkaso (ubo, sipon, pagkahapo) sa nakaraang 14 na araw?)

Name and Signature
(Pangalan at lagda)

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Name and Signature
(Pangalan at lagda)

UNIVERSITY OF THE PHILIPPINES
Diliman COVID-19 Task Force

MGA GABAY SA HOME QUARANTINE (KUWARANTENA SA TAHANAN)

Ang gabay na ito ay para sa mga sumusunod:

- a) nag-positibo sa COVID-19
- b) naging close contact ng isang taong nag-positibo sa COVID-19
- k) naghihintay ng resulta ng test, may sintomas man o wala
- d) nagbyahe mula sa ibang lugar at kailangang tiyaking wala itong madedebelop na sintomas

1. Manatili sa tahanan.

Iwasan ninyo ang mga aktibidad sa labas ng tahanan, maliban sa pagpapagamot ng karamdaman. Huwag munang pumasok/pumunta sa trabaho, paaralan o pampublikong lugar, at huwag sumakay sa pampublikong transportasyon o mga taxi.

2. Ihiwalay ang sarili sa ibang tao sa inyong tahanan.

Hangga't maaari, manatili sa kuwarto na hiwalay sa mga tao sa inyong tahanan. Bukod dito, gumamit kayo ng hiwalay na banyo, kung mayroon.

3. I-monitor ang temperatura tatlong beses sa isang araw.

4. Tumawag muna bago bumisita sa inyong doktor.

Kung kayo ay magkalagnat (may temperaturang 38°C o higit pa), o magkaroon ng mga respiratoryong sintomas, tumawag sa UP Health Service (UPHS) emergency room upang ipaalam sa kanila na ikaw ay pupunta sa UPHS upang magpasuri.

5. Isuot ang face mask.

Isuot ang inyong face mask kung kayo ay nasa loob ng kuwarto kasama ang ibang tao at kung kayo ay bibisita sa tagapagbigay ng pangangalagang pangkalusugan. Kung hindi makakapagsuot ng face mask, ang mga taong kasama ninyo sa tirahan ay kinakailangang magsuot ng face mask habang kasama ninyo sila sa iisang kuwarto.

6. Takpan ang ubo at bahing.

Takpan ang inyong bibig at ilong ng tisyu kung kayo ay uubo o babahing, o maaari kayong umubo o bumahing gamit ang manggas ng inyong damit. Itapon ang tisyu sa basurahang may supot sa loob (line trash can), at agad na hugasan ang inyong mga kamay ng sabon at tubig nang hindi bababa sa 20 segundo.

7. Maghugas ng mga kamay.

Hugasan ang inyong mga kamay nang madalas at lubusan gamit ang sabon at tubig nang hindi bababa sa 20 segundo. Maaari kayong gumamit ng alcohol-based sanitizer kung walang sabon at tubig na magagamit at kung hindi ganoon kadumi ang inyong mga kamay. Iwasang hawakan ang inyong mga mata, ilong at bibig ng maruruming mga kamay.

8. Iwasang maghiraman ng gamit sa bahay.

Huwag ipahiram ang mga pinagkakainan, iniinumang baso, tasa, kagamitan sa pagkain, tuwalya, sapin sa higaan o iba pang mga kagamitan sa ibang tao sa inyong tahanan. Matapos gamitin ang mga ito, hugasang mabuti ng sabon at tubig.

9. I-monitor ang mga sintomas.

Humingi ng agarang atensiyong medikal kung lumalala ang inyong sakit (hal. nahihirapang huminga). Bago magpunta sa UPHS, tumawag muna upang ipaalam sa kanila na ikaw ay naka-quarantine sa inyong tahanan para sa pagmo-monitor ng mga sintomas ng COVID-19. Makatutulong ito sa doktor ng UPHS upang mapaghandaan ang inyong pagdating.

Mga Numero ng Telepono:

UP Health Service: 8981-8500 loc 111
8928-3608

UP Campus Barangay Health Emergency Response Team (BHERT): 8426-9779

COVID-19 RISK INDEX

Know Your Risk During COVID-19



WORKER EXPOSURE RISK TO COVID-19 (OSHA)

Classifying Worker Exposure to SARS-CoV-2

Worker risk of occupational exposure to SARS-CoV-2, the virus that causes COVID-19, during an outbreak may depend in part on the industry type and need for contact within 6 feet of people known to have, or suspected of having, COVID-19.

OSHA has divided job tasks into four risk exposure levels, as shown below. Most American workers will likely fall in the lower exposure risk (caution) or medium exposure risk levels.

Occupational Risk Pyramid for COVID-19

VERY HIGH EXPOSURE RISK

Jobs with a high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers include:

- Healthcare and morgue workers performing aerosol-generating procedures on or collecting/handling specimens from potentially infectious patients or bodies of people known to have, or suspected of having, COVID-19 at the time of death.

HIGH EXPOSURE RISK

Jobs with a high potential for exposure to known or suspected sources of COVID-19. Workers in this category include:

- Healthcare delivery, healthcare support, medical transport, and mortuary workers exposed to known or suspected COVID-19 patients or bodies of people known to have, or suspected of having, COVID-19 at the time of death.

MEDIUM EXPOSURE RISK

Jobs that require frequent/close contact with people who may be infected, but who are not known or suspected patients. Workers in this category include:

- Those who may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings), including individuals returning from locations with widespread COVID-19 transmission.



The four exposure risk levels represent probable distribution of risk.

CASE

- Someone who has COVID 19 and has a positive RTPCR test for SARSCOV2
- A **SUSPECT OR A PROBABLE CASE** is someone exposed to a case who develops symptoms even if they have not had a test yet.

CONTACTS

- Someone who had contact with a case while they were infectious during their illness and 2 days before their illness began.

CLOSE CONTACTS

- Someone who may not have had any physical contact at all but was close to the person who's infectious.
- They were within 6 feet of the person for at least 15 mins or more (without proper protection). 6 ft is the distance that respiratory droplets can travel.

Physical contact

- Anyone who had direct physical contact with someone who is infectious is at risk of infection.

Proximate contacts

- People who have been in the same room for extended period, maybe an hour or more with an infectious person, but they were more than 6 feet away.
- They have had contact with the same surface

ISOLATION

- Keeps sick people separate from healthy people.
- Restricted to home or hotel
- Separate space in hospital to limit contact for the duration of infectiousness.
 - 2 days before onset
 - At least 10 days after onset of symptoms must be improving and no fever within 24 hrs

QUARANTINE

- Restricts movement and contact of healthy people who have been exposed
- For 14 days since the last contact with the person who is infected.

Calculating the isolation and quarantine period

| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|-----|-----|-----|-----|-----|-----|-----|
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |

How to Quarantine for close contacts

- Try to not to have contact with other people, except if you need to see a doctor. If you live with other people , try to find another place to stay; or use your own bedroom and bathroom. If you can't avoid being around other people, you should always wear a face mask. The mask should be completely cover your nose and mouth. You must complete the 14-day quarantine period.
- Quarantine restricts movement of healthy people who have been exposed.
- Quarantine duration is for 14 days since the last contact with the person who is infected.



Daily COVID-19 Status Report

UNIVERSITY OF THE PHILIPPINES HEALTH SERVICE

GABAY SA PAGLILINIS AT PAG-DISINFECT NG MGA OPISINA

Ang pagdi-disinfect ay isang proseso o paraan nang pagtanggap ng mga mikrobyo upang hindi ito maging sanhi ng pagkakasakit ng mga tao. Para maging epektibo, kinakailangan na ang mga gamit at ibabaw (surface) ay nalinis muna nang mabuti gamit ang tubig at sabon. Pagkatapos nito, isusunod ang pag-disinfect gamit ang sodium hypochlorite (Zonrox para sa puti).

Sa pag-disinfect ng mga dingding, muebles at equipment, ang tamang sukat ay 1:100 ng sodium hypochlorite (Zonrox). Ibig sabihin, sa bawat 100 baso ng tubig ay magdadagdag ng isang (1) basong Zonrox. Sa pag-disinfect ng sahig, ang sukat ay 1:10 dilution, o sa bawat 10 baso ng tubig ay magdadagdag ng isang baso ng Zonrox.

Narito ang mga steps sa paglilinis at pag-disinfect.

1. Tanggalin ang mga beddings, kurtina at anupamang labahin. Ilagay sa plastic bag at dalhin sa laundry.
2. Simulan ang paglilinis gamit ang maligamgam na tubig + detergent solution. Sundan ito ng 10 ml Zonrox solution + 99- ml tubig. Linisin ang mga curtain rods, frames ng bintana, upuan at electric fans.
3. Linisin ang mga dinding magmula sa itaas pababa.
4. Linisin ang kama (una: warm water + detergent solution, at sundan ng Zonrox solution.
5. Linisin ang mga furniture (lockers, la mesa, upuan, etc.)
6. Linisin ang toilet (lababo, salamin, toilet bowl, door handle)
7. Linisin ang sahig gamit ang Zonrox solution (100 ml Zonrox + 900 ml tubig). I-mop mabuti ang sahig pagkatapos bigyan ng 30 minutes contact time.
8. Banlawan ang mop head. I-mop muli ang sahig gamitin ang malinis na mop head.
9. Pagkatapos maglinis: tanggalin ang mop head at hugasan ito sa isang timba na may sabon at tubig.
10. Maghugas maigi ng kamay sa tubig at sabon. Tuyuin.
11. Buksan ang mga bintana at isara ang pinto.