

	ORDER OF DISCALCED CARMELITES DURUELO HOSPEDERIA PROTOCOL FOR CARE OF PATIENTS IN ISOLATION BY SARS-CoV2	
VERSION: 01	CODE: PR-SG-042 APPROVAL DATE: 04/30/2021	STATUS: A



Elaborated: <hr/> Firm	Revised: Names: Position: <hr/> Firm	Approved: General manager <hr/> Firm
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1. OBJECTIVE

Establish care measures for our guests who are diagnosed with SARS-CoV2 generator of (COVID-19) and are diagnosed once Hospedería Duruelo is found.

2. REACH

Applies to guests who, once they have checked in and informed about their state of health, the symptoms occur in their accommodation at the Hospedería facilities. Duruelo.

3. RESPONSIBILITIES

- Management Systems Manager.
- Head of Human Resources.



4. Guest service

- Maintain a minimum distance of one and a half meters (1.5m) with the patient. • Do not shake hands or physical contact. • Perform hand washing: before and after coming into contact with the guest and after being in contact with potentially infectious material, before and after entering confirmed or suspected patient rooms or areas. • Perform hand washing before putting on and after removing personal protection elements (PPE). Failure to do so nullifies the effectiveness of all protocols.
- Avoid touching your eyes, nose and mouth during the entire cleaning process of the guest's room. • Use PPE according to the specifications defined in the safety procedures. biosecurity.
- Signal and inform which are the areas that can be occupied during the duration of the quarantine.
- Indicate and inform about the measures adopted by the hotel to receive it while the quarantine lasts. • Deliver preventive information upon arrival.

5. Measures to be taken with the guest

- Asymptomatic without PCR: home isolation for 14 days from the moment of exposure, if no symptoms develop, social and labor reinstatement.
- Asymptomatic with positive PCR: isolation for 10 days from taking the sample. shows.
- Make recommendations for the management of home isolation. • Order immediate and permanent use of a surgical mask for the time of home isolation.
- Follow-up and active communication with the respective territorial health entity (San Francisco Hospital).
- If the person presents any symptoms during the following 14 days, they should contact the telephone line defined by the person responsible for patient care or the coronavirus care line defined by the Territorial Health Entity for further guidance.
- Consider performing IgM/IgG serological tests 14 days after isolation according to the treating physician's criteria.

6. Cleaning and recommendations

- Recommend the use of a surgical mask by the isolated guest, with or without without symptoms.
- Place the patient in a single, well-ventilated room (closed door and open window).
- Limit the movements of the guest within the facilities of Hospedería Duruelo and reduce common areas to a minimum, guaranteeing in all cases that they are well ventilated.
- A minimum distance of two meters must be maintained with the guest, delimit the areas.
- Limit the number of caregivers. If possible, the patient should be cared for by a person who is in good health and who does not have chronic conditions or conditions that affect their immune response.
- Restrict the entry of visitors until the guest has recovered completely and is free of signs or symptoms.
- Apply hand hygiene measures after any type of contact with sick guests or with their immediate environment, as well as before and after room service.
- To dry your hands after washing them with soap and water, it is preferable to use disposable paper towels.
 - When in the same room as the guest, caregivers should wear a well-fitting surgical mask that covers the mouth and nose. The mask must not be touched or manipulated during use. If it becomes wet or stained with secretions, it should be replaced immediately with a new dry mask. To remove the mask, an appropriate technique will be used that avoids touching its front part. Immediately after that, the mask should be discarded and hand hygiene measures applied.
 - Direct contact with body fluids—particularly oral and respiratory secretions—should be avoided.
- Disposable masks should NOT be reused.
- The sheets, towels, plates and cutlery used by the patient should not be shared with other people. These items do not need to be thrown away, but they do need to be washed with soap and water after use.
- If you are washing bedding, such as sheets and blankets, or towels, avoid "hugging" the clothes and use a laundry basket or bag while carrying them to the laundry area to avoid possible contagion.
- In the stay of the sick guest, it is necessary to clean and disinfect daily surfaces with which there is frequent contact (such as the nightstand, the bed frame and other furniture) on a daily basis. After an initial cleaning with ordinary household soap or detergent, and once the product has been rinsed, a usual type of disinfectant will be applied.

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- Bathroom and toilet surfaces should be cleaned and disinfected at least once a day. After an initial cleaning with soap or detergent and a usual type disinfectant will be applied.
- The patient's dirty clothes, sheets and towels must be separated and machine washed according to the instructions in the laundry area and allowed to dry completely. Dirty laundry should not be shaken and should be prevented from coming into direct contact with the skin.

7. Waste management in isolation.

- The waste generated in the environment of the isolated person, such as: gloves, surgical mask and disposable or cloth handkerchiefs, among others, will be handled differently from the other waste from Hospedería Duruelo.
- Allocate in the room an exclusive pedal container for opening, with a lid and equipped with a black bag, which, once it reaches $\frac{3}{4}$ full or capacity, must be closed before leaving the room and being introduced in a second bag of the same color. For a better identification of the bag by the staff, it is suggested that it be identified, for which white insulating or masking tape may be used.
- In waste storage areas, they should NOT be mixed or placed together with usable waste, in such a way as to limit the possibility that they can be manipulated in search of usable material.
- People who handle the waste generated in the patient's environment must have personal protection elements such as face masks and gloves.
- If in Hospedería Duruelo there are several patients in the isolation phase, a differentiated internal collection route can be established, the management will be following the established instructions.

8. The person who develops your isolation process must take into account:

- Maintain contact with family and friends by phone or through mail email or social media.
- Learn about the coronavirus and talk to others.
- When making contact with young children, reassure them using age-appropriate language.
- If possible, maintain normal daily routines, such as eating and doing exercise.
- Do activities that help you relax, use isolation as an opportunity to do activities that you usually don't have time for.

- Individuals who have been asked to self-isolate and have completed their 14-day period without showing signs or symptoms of COVID-19, they can return to their daily activities

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- If you develop flu-like symptoms shortly after leaving isolation, consult your health service. Your doctor will be able to advise you on steps you need to take to get better and may test you for a number of respiratory infections, including coronavirus, if medically necessary.

9. Care and follow-up of collaborators with symptoms associated with SARS CoV2.

When the collaborator shows symptoms associated with the SARS-CoV2 virus from the SG SST, the preventive isolation of the collaborator must be requested.

If possible, send him to his residence or home to do the isolation.

Manage the test with your EPS or manage with Management to authorize cost.

Take the test.

When knowing results, inform the patient and his immediate superior.

POSITIVE: continue mandatory isolation at home. Carry out periodic monitoring (every day) to know its evolution.

Manage with ARL for tracking and monitoring.

Support you with information on safe and responsible isolation, waste management, home care.

When the isolation ends, he must be assessed by the occupational doctor and know his diagnosis to return to his functions.

NEGATIVE: monitor the following 72 hours to know its evolution.

10. MONITORING.

The monitoring of symptoms and professional support is carried out by the Hospital San Francisco de Villa de Leyva while the patient is in preventive isolation at home, in case of hospitalization it is the responsibility of the health entity directly.

11. CLEANING AND DISINFECTION PROTOCOL FOR ISOLATION AREAS OF SUSPECTED OR CONFIRMED SARS-CoV2 PATIENTS.

1. Hospedería Duruelo has a room/area for preventive isolation of guests and a room/area for preventive isolation of collaborators, locked from Zeus for this purpose.
2. PPE: double surgical mask or surgical mask and corporate mask, vinyl or rubber gloves.
3. The waste must be disposed of in a double black bag and managed with the MAREES company, as biological waste.
4. The site must be empty for cleaning and disinfection.
5. Upon entering, perform disinfection with disinfectant alcohol solution in mode drizzle from inside to outside in all spaces of the room.
6. Open windows and ventilate for at least 24 hours.
7. After 24 hours: enter the room by spraying type drizzle with disinfectant alcohol from outside to inside in all spaces.
8. Pack clothes and linen for washing. It is always recommended to wash at more than 60°C prefer drying in the open air or places with enough ventilation.

