



29 April 2009

Dear Valued Clients

### **Summary of Infection Control Measures**

It is our initiative to keep our clients updated so that they can take necessary corporate actions on a timely basis.

According to MOH, Singapore is currently at **Alert- YELLOW**.

**Alert YELLOW (WHO Phase 4)**-This refers to a situation where there are inefficient human-to-human transmissions of influenza caused by a novel virus requiring close and sustained contact to an index case. Further spread can be prevented through public health measures to isolate cases and quarantine contacts. The risk of import into Singapore is elevated. Isolated imported cases may occur but there is no sustained transmission.

You might want to review & implement the recommended infection control measures at your organizations.

They are: -

#### ***a. Policy***

- Carry out risk assessment and consider the need to recall non-critical staff (families and non-critical staff) from affected countries.

#### ***b. Communications/Education***

- Enhance education and strong encouragement of good practice of personal hygiene.
- Monitor media/MOH website for situation updates and health advisories.
- Keep staff informed of situation, disseminate to staff information and material on disease characteristics as advised by MOH. Staff to take heed of health advisories as issued by MOH.



**c. Readiness**

- **Temperature Checks-** Prepare plans, train staff carrying out temperature screening of visitors (how to put on PPE, mask fit test, use ear thermometers covers/wipe with disinfectant wipes between use) to be implemented at higher DORSCON Alert levels, in line with latest MOH advisory.
- **PPE and other requirement-** Determine PPE requirement and other consumables – N95 masks, disposable gloves, thermometers and their covers, disinfectant wipes, surgical masks for sick staff etc.
- **Institutional Contact Tracing-** Prepare plans and training of staff to carry out institutional contact tracing.
- **In-house phone surveillance-** Prepare plans and training of staff for in-house phone surveillance of staff on voluntary HQO, mandatory sick leave, to be activated when required.

**d. Management of symptomatic employee**

- Establish protocol for the management of staff taken ill with flu-like symptoms at work to be implemented at higher DORSCON levels.

**e. Increasing social distance**

- Prepare shift and team system.
- Establish infrastructure for telecommuting and teleconferencing.

**f. Environmental Hygiene**

- Increase cleaning frequency of office areas, common areas, in line with latest MOH advisory.

Should you require any further information or clarifications, please contact our Corporate Services team or account managers for assistance.

Warmest regards,

*Raffles Medical Group*