

A Laboratory-Confirmed COVID-19 Infection: Flow Chart For Field Response Activities

(A) The Respective District Health Office (PKD):

- Activation of the District Operations Room: (Refer to CPRC SOP)
- Establishment of the PHE (Public Health Emergency) Task Force. (Refer to Disaster Management Guidelines)
- To key-in data in e-COVID19
- To compile, update and analyze the data / information received from the field response activities.
- Risk Communication activities.
- To submit reports to JKN:
 - a) **DAILY** report: on daily basis (i.e. by 10:00 am) **throughout 2 (two) incubation period** from the date of the last laboratory-confirmed COVID-19 case.
 - b) **FINAL** report: to be submitted **after completion of 2 (two) incubation period** from the date of the last laboratory-confirmed COVID-19 case.

(B) The Rapid Assessment Team (RAT) & The Rapid Response Team (RRT):

- Consistently apply appropriate infection prevention and control measures (Annex 8)
- To conduct contact tracing and field investigations. (Refer Annex 2i; investigation form, **Annex 12** for management of close contacts)
- To input the findings obtained into e-COVID19
- To submit **DAILY** reports to the PKD (i.e. by 9:00 am) **throughout 2 (two) incubation period** from the date of the last laboratory-confirmed COVID-19.
- The specimens taken from the close contacts, to be sent to the NPHL Sg. Buloh, Selangor / PHL Kota Kinabalu/Ipoh/Johor Bharu/Kota Bharu ;
- To trace results from SIMKA and update the database.
- Follow up patient status and update in report
- To monitor health status of the personnel using the monitoring format as described in **Annex 21**.
- Risk Communication activities.

The Infection Prevention & Control Team / The Public Health Unit (of the Respective Hospital):

- Consistently apply appropriate infection prevention and control measures (refer **Annex 8**).
- To monitor health status of the relevant personnel using the monitoring format as described in **Annex 21**.
- Refer **Annex 12** for management of personnel who provided care / handles the relevant specimens while not wearing the recommended PPE.
- To input the findings obtained to the database (refer **Annex 16**)
- To submit **DAILY** reports to the PKD (i.e. by 9:00 am) **throughout 2 (two) incubation period** from the date of the last laboratory-confirmed COVID-19 case, mainly reporting on the status of the personnel.
- The specimens taken from the personnel, to be sent to the NPHL Sg. Buloh, Selangor / PHL and IMR; respectively.
- To trace results and update the database.

The Respective State Health Department (JKN):

- To verify and validate the information received
- To submit reports to the National CPRC:
 - **DAILY** report: on daily basis (i.e. by 12:00 noon) **throughout 2 (two) incubation period** from the date of the last laboratory-confirmed COVID-19
 - **FINAL** report: to be submitted **after completion of 2 (two) incubation period** from the date of the last laboratory-confirmed COVID-19.
- To facilitate and supervise PKD for capacity surge and logistic matters.
- Risk Communication activities.

The National Public Health Laboratory (NPHL) Sg. Buloh, Selangor / The Public Health Laboratory (PHL) / Designated Laboratory Identified:

- Management of the specimen collected from field investigations.
- To inform the following regarding the lab result obtained:
 - The requester (Clinic/hospital)
 - The respective District Health Office (PKD), the respective State Health Department (JKN) and the National CPRC.
- **(ALL RESULT NEED TO KEY-IN INTO SIMKA)**
- If **POSITIVE** result was obtained from any of the samples:
 - **IMMEDIATE** dissemination of the result to the requester, respective PKD, JKN and the National CPRC.
- Input of the result obtained into the database (Annex 16).
- Consistently apply appropriate infection prevention and control measures (refer **Annex 8**).
- To monitor health status of the relevant personnel using the monitoring format as described in **Annex 21**. until two incubation period (28 days) after the date of last exposure to positive specimens

The National CPRC:

- To verify and validate the information received.
- To analyse the database and information at national level
- To plan and coordinate for data collection & information
- To notify National IHR Focal Point (NFP) for further action.
- If needed, to involve **OTHER** JKN for contact tracing activity.
- To coordinate the capacity surge and logistic matters.
- To conduct and monitor the prevention and control activities centrally.
- Risk Communication

