

Advisory for Human Resource Management of COVID-19

India reported its 1st case of COVID-19 on 30th January, 2020. It was a travel related case from Wuhan, China. Since then (as on 29th March, 2020), 979 confirmed cases and 25 deaths have been reported from 27 States/UTs. Although there is no evidence to widespread community transmission, 20 existing and 22 potential hotspots have been identified. The containment measures to break the cycle of transmission and clinical management of those affected would require large human resource (HR).

Scope of Document

This document provides guidance to the state on the human resource that can be mobilized for COVID-19 management along with possible role assignments and their training requirements.

A. Human Resource

1. The major areas where enhanced deployment of HR is required:
 - i. Surveillance
 - a. Surveillance activities at grass root level.
 - b. Supervisory management of containment operations at grass root level.
 - c. Laboratory testing
 - d. Collection, collation and dissemination of data.
 - e. Risk Communication
 - ii. Clinical management
 - a. Clinical management of Suspect/confirmed cases in isolation wards.
 - b. Critical care management SARI cases in ICUs.
 - c. Patient transportation and referral
 - d. Cleaning, disinfection and waste management.
 - iii. Management of quarantine, isolation facilities, logistics and supply chain management
 - iv. Psycho Social Care:
2. The HR pooled from various sources will be assigned roles to perform in the above mentioned areas.

B. Capacity building

- i. Such identified HR needs to be trained online using online training programs developed by Ministry of Health and Family Welfare (MoHFW).
- ii. These trainings will be designed to suit requirement of each and every section of healthcare worker involved in the containment operations.

- iii. These trainings for different target groups shall cover:
 - a. Field surveillance, contact tracing, data management and reporting
 - b. Sampling, packaging and shipment of specimen
 - c. Hospital infection prevention and control including use of appropriate PPEs and biomedical waste management
 - d. Clinical case management including ventilator management, critical care management
 - e. Training of managers on managing quarantine and isolation facilities
 - f. Community based training in Psycho –social care.
- iv. Each State will identify and designate a Nodal officer for Training who will coordinate all training activities in the State.
- v. MoHFW will conduct trainings of Master trainers of organizations from where field staff is being deployed. Responsibility of further dissemination will be that of concerned institution.
- vi. The concerned organization will create a database of trained person who will disseminate and convey the information to all the districts through MoHFW.
- vii. For COVID-19 management, the district administration will pool-in the requisite human resources.
- viii. Such pooled human resources would stay in the containment zone till the containment operations are over
- ix. Isolation areas: in addition to training all hospital staff, dentists and AYUSH practitioners available should also be trained.
- x. Retired doctors and other healthcare professionals should be identified to work in non-covid areas in hospitals in case of emergencies

C. Suggested numbers of HR

- i. For surveillance activities: Covid Warriors @ 1 per 250 population may be identified and trained.
- ii. Quarantine facilities: these are meant to house asymptomatic cases. The number identified and trained should be equal to the number of Covid Warriors.
- iii. Ventilator use: at least two times the number of ICU beds earmarked for covid-19 patients should be imparted one day training.

Annexure: Training Resources

TRAINING RESOURCES FOR COVID 19 MANAGEMENT

S.No	Role	Category of Health-care Professional	Resource Material for Capacity Building
1	Field Surveillance (Young Personnel preferred)	ANM, ASHA, AWW	<ol style="list-style-type: none"> 1. FACILITATOR GUIDE for Training of ANM, ASHA, AWW https://www.mohfw.gov.in/pdf/FacilitatorGuideCOVID19_27%20March.pdf 2. SLIDES for Training of ANM, ASHA, AWW https://www.mohfw.gov.in/pdf/2COVID19PPT_25MarchPPTWithAnimation.pdf 3. DIGITAL POCKET BOOK for ANM, ASHA, AWW https://www.mohfw.gov.in/pdf/3Pocketbookof5_Covid19_27March.pdf 4. VIDEO TUTORIAL (Hindi) on Infection Control, Personal Protection & Environment Cleaning against COVID https://drive.google.com/file/d/17oCqHqPM4-b23YlW6tVQtUe_dRUh6VmP/view 5. STANDARD OPERATING PROCEDURE for Transporting a Suspect/Confirmed case of COVID-19 https://www.mohfw.gov.in/pdf/StandardOperatingProcedureSOPfortransportingasuspectorconfirmedcaseofCOVID19.pdf 6. GUIDELINES for Home Quarantine https://www.mohfw.gov.in/pdf/Guidelinesforhomequarantine.pdf 7. HEALTH ADVISORY for Elderly Population of India during COVID19 Pandemic https://www.mohfw.gov.in/pdf/AdvisoryforElderlyPopulation.pdf 8. GUIDELINES for Disinfection of Public Places including Offices https://www.mohfw.gov.in/pdf/Guidelinesoninfectionofcommonpublicplacesincludingoffices.pdf
		AYUSH Students	
		NCC Cadets	
		NSS Volunteers	
		NYKS Volunteers	
		IRCS Volunteers	
		CPSE Workers	
		Ambulance Drivers	
		Gram Panchayats / Urban Local Bodies Employees/ Rozgar Sevaks	
		RWA	
All officers generally deployed as micro observers during general elections, including teachers			

			<p>9. GUIDELINES for General Public for using Masks https://www.mohfw.gov.in/pdf/Useofmaskbypublic.pdf</p> <p>10. VIDEO DEMONSTRATION (English) of Hand Washing by AIIMS https://youtu.be/htl6ZUQ-b3Y</p> <p>11. VIDEO DEMONSTRATION (Hindi) of Hand Washing by AIIMS https://youtu.be/8Dt1BTGXn5I</p> <p>12. VIDEO APPEAL (English) to Citizens by Doctors from AIIMS https://youtu.be/yZd8bPTfYog</p>
2	Field Supervision (Experienced Personnel preferred)	<p>PHC doctors</p> <p>Ayush doctors</p> <p>Dental doctors</p> <p>Physiotherapists</p> <p>Ex- Servicemen</p> <p>Veterinary doctors</p> <p>All officers generally deployed as micro observers during general elections, including teachers</p>	<p>1. FACILITATOR GUIDE for Training of ANM, ASHA, AWW https://www.mohfw.gov.in/pdf/FacilitatorGuideCOVID19_27%20March.pdf</p> <p>2. SLIDES for Training of ANM, ASHA, AWW https://www.mohfw.gov.in/pdf/2COVID19PPT_25MarchPPTWithAnimation.pdf</p> <p>3. DIGITAL POCKET BOOK for ANM, ASHA, AWW https://www.mohfw.gov.in/pdf/3Pocketbookof5_Covid19_27March.pdf</p> <p>4. HOW TO USE the Training Toolkit for ANM, ASHA, AWW https://www.mohfw.gov.in/pdf/4FLWToolkitHowtousehetoolkit.pdf</p> <p>5. STANDARD OPERATING PROCEDURE for Transporting a Suspect/Confirmed case of COVID-19 https://www.mohfw.gov.in/pdf/StandardOperatingProcedureSOPfortransportingasuspectorconfirmedcaseofCOVID19.pdf</p> <p>6. GUIDELINES for Home Quarantine</p>

			<p>https://www.mohfw.gov.in/pdf/Guidelinesforhomequarantine.pdf</p> <p>7. HEALTH ADVISORY for Elderly Population of India during COVID19 Pandemic https://www.mohfw.gov.in/pdf/AdvisoryforElderlyPopulation.pdf</p> <p>8. GUIDELINES for Disinfection of Public Places including Offices https://www.mohfw.gov.in/pdf/Guidelinesoninfectionofcommonpublicplacesincludingoffices.pdf</p> <p>9. GUIDELINES for General Public for using Masks https://www.mohfw.gov.in/pdf/Useofmaskbypublic.pdf</p> <p>10. GUIDELINES for COVID Waste Disposal by CPCB (revised 25th March) https://ncdc.gov.in/WriteReadData/1892s/63948609501585568987.pdf</p>
3	Sample Collection, Packaging and Transportation	Lab Technicians B Sc/M Sc Microbiology Students	<p>1. GUIDELINES for Specimen Collection, Packaging and Transport for SARS-CoV-2 https://www.mohfw.gov.in/pdf/5Sample%20collection_packaging%20%202019-nCoV.pdf</p> <p>2. TESTING STRATEGY for COVID-19 by Indian Council of Medical Research (revised 20 March) https://icmr.nic.in/sites/default/files/upload_documents/2020-03-20_covid19_test_v3.pdf</p> <p>3. GUIDELINES for Rapid Antibody Kits for SARS-CoV-2 (28th March) https://icmr.nic.in/sites/default/files/upload_documents/Guidance_on_RapidKits_COVID19_28032020_V1.pdf</p> <p>4. WEBINAR 1 - Infection Control Practices for COVID-19 by AIIMS New Delhi https://youtu.be/BTLGGV3_XnI?t=1771</p>

			<ol style="list-style-type: none"> 5. WEBINAR SCHEDULE for COVID management by AIIMS (Revised) https://www.mohfw.gov.in/pdf/AIIMSCOVIDWebinarScheduleRevised.pdf 6. VIDEO DEMONSTRATION of PPE Donning & Removal by IDSP https://drive.google.com/file/d/1TdaBLvD-73oiN6xuVwbcUgpKt6_auH_o/view?usp=sharing 7. VIDEO DEMONSTRATION of PPE Donning & Removal by AIIMS https://youtu.be/mdrK_zhHD88 8. GUIDELINES for COVID Waste Disposal by CPCB (revised 25th March) https://ncdc.gov.in/WriteReadData/1892s/63948609501585568987.pdf 9. GUIDELINES for COVID-19 Testing in Private Laboratories in India https://www.mohfw.gov.in/pdf/NotificationofICMguidelinesforCOVID19testinginprivatelaboratoriesIndia.pdf
4	Clinical Management in COVID Treatment Facilities		<ol style="list-style-type: none"> 1. GUIDELINES for Clinical Management of COVID-19 (revised 31st March) https://www.mohfw.gov.in/pdf/RevisedNationalClinicalManagementGuidelineforCOVID1931032020.pdf 2. GUIDELINES on Rational Use of PPE https://www.mohfw.gov.in/pdf/GuidelinesonrationaluseofPersonalProtectiveEquipment.pdf
4.1	At isolation facility	Allopathic Doctors	<ol style="list-style-type: none"> 1. GUIDELINES for Setting Up Isolation Facility/Ward https://ncdc.gov.in/WriteReadData/1892s/42417646181584529159.pdf 2. GUIDELINES for Clinical Management of COVID-19 (revised 31st March)
Doctors drawn from Army, Paramilitary and Railways			
Ayush Doctors			
Medical Interns & Final yr MBBS			

		Students Nursing Students (M SC/ B Sc final year)	<p>https://www.mohfw.gov.in/pdf/RevisedNationalClinicalManagementGuidelineforCOVID1931032020.pdf</p> <p>3. WEBINAR SCHEDULE for Physicians treating COVID by AIIMS (Revised) https://www.mohfw.gov.in/pdf/AIIMSCoVIDWebinarScheduleRevised.pdf</p> <p>4. VIDEO PLAYLIST of Telemedicine Sessions for Physicians by AIIMS for COVID https://www.youtube.com/playlist?list=PLRICEuHqjvr6d_YG1D14NRRsD4hFl_Tzd</p> <p>5. WEBINAR SCHEDULE for Nursing Officers caring for COVID by AIIMS https://www.mohfw.gov.in/pdf/COVIDWebinar.pdf</p> <p>6. VIDEO PLAYLIST of Telemedicine Sessions for Nurses by AIIMS for COVID https://www.youtube.com/playlist?list=PLRICEuHqjvr6D6gUSLeex9f5pBuf6fTSK</p> <p>7. VIDEO DEMONSTRATION of PPE Donning & Removal by IDSP https://drive.google.com/file/d/1TdaBLvD-73oiN6xuVwbcUgpKt6_auH_o/view?usp=sharing</p> <p>8. VIDEO DEMONSTRATION of PPE Donning & Removal by AIIMS https://youtu.be/mdrK_zhHD88</p> <p>9. GUIDELINES for COVID Waste Disposal by CPCB (revised 25th March) https://ncdc.gov.in/WriteReadData/1892s/63948609501585568987.pdf</p>
4.2	Intensive care	Anaesthetist/ Respiratory Physician/ Medical Specialist 2/3 yr PG students (MD/ DNB/Diploma)in	<p>1. GUIDELINES on Clinical Management of Severe Acute Respiratory Illness (SARI) in Suspect/Confirmed COVID cases https://ncdc.gov.in/WriteReadData/1892s/96997299691580715786.pdf</p>

		above mentioned subjects	2. VIDEO DEMONSTRATION of PPE Donning & Removal by AIIMS https://youtu.be/mdrK_zhHD88
		GNM Nursing Officers Nursing Faculty Final year BSc/MSc Nursing Students	3. GUIDELINES for COVID Waste Disposal by CPCB (revised 25th March) https://ncdc.gov.in/WriteReadData/1892s/63948609501585568987.pdf
4.3	Infection prevention and Control	All above listed doctors and nurses	1. GUIDELINES for Infection Prevention And Control In Healthcare Facilities https://www.mohfw.gov.in/pdf/National%20Guidelines%20for%20IPC%20in%20HCF%20-%20final%281%29.pdf 2. WEBINAR 1 - Infection Control Practices for COVID-19 by AIIMS New Delhi https://youtu.be/BTLGGV3_Xnl?t=1771
5	Medical care/ nursing care in non-Covid areas.	All doctors/ nurses in service and above 60 or with co-morbidities All retired personnel volunteering to work	1. GUIDELINES for the Use of IEC posters for General Health Facilities and Designated Hospitals https://www.mohfw.gov.in/pdf/Guidelinebook1mb.pdf 2. VIDEO DEMONSTRATION of PPE Donning & Removal by AIIMS https://youtu.be/mdrK_zhHD88 3. GUIDELINES for COVID Waste Disposal by CPCB (revised 25th March) https://ncdc.gov.in/WriteReadData/1892s/63948609501585568987.pdf
6.	Psycho – Social Care	Psycho- Social Teams of psychiatrists / psychologists and Psycho-social workers Community volunteers.	1. Minding our minds - https://www.mohfw.gov.in/pdf/MindingourmindsduringCoronaeditedat.pdf 2. Practical tips to take care of your mental health during the stay https://www.youtube.com/watch?v=uHB3WJsLJ8s&feature=youtu.be
7.	Management		
	ICS	Serving / Retired armed forces officers	1. Training module for Incident response system: Basic and Intermediate https://nidm.gov.in/PDF/modules/irs-1.pdf

	Quarantine facility management	Serving or retired CPSE Officers NDMA/SDMA/ NDRF officers NGO-Consultancy Groups All officers generally deployed as micro observers during general elections, including teachers	1. GUIDELINES for Quarantine facilities COVID-19 https://ncdc.gov.in/WriteReadData/1892s/90542653311584546120.pdf
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Note: The Training Resources in column 4 are being updated regularly as more Resources are becoming available. Also, this list is indicative and State may also use other appropriate training materials available with them.