

**GOVERNMENT OF ANDHRA PRADESH  
HEALTH MEDICAL & FAMILY WELFARE DEPARTMENT**

Order No.77/COVID-19/2020,

Date:7.08.2020

**COVID Instant Order-77**

Sub: HMFWD – COVID-19 – assigning of duties to the Nodal Officers designated to COVID Hospital - Orders – Issued

Ref: COVID Instant Order No.72, Dated: 31.7.2020

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Vide reference cited, District collectors were directed to designate nodal officers for each COVID hospital and to assign duties. Subsequently nodal officers are appointed for all COVID Hospitals. In addition to the duties assigned in the COVID Instant Order No. 72, the following duties are also assigned to the Hospital Nodal Officer:

**Supervision of Help Desk Management :**

- To ensure that
  - Help Desk is functioning 24 X 7
  - Help Desk Managers are available in 3 shifts
  - Hospital representatives are available at Help Desk in 24 X 7 in three shifts
  - Functioning land line connections are available (two)
  - Help desk staff (3 X 3) are provided masks and sanitizers
  - Help desk is sufficiently protected by social distancing and also a physical barrier
  - Help desk is functioning with Computer, Printer with Internet Connection

**CCTV Management :**

- To ensure that
  - All the wards are covered with CC TV system and feeds are given in the hospital control room
  - CCTV feed is available at collectorate and State head quarters by duly coordinating with Hospital Superintendents
  - Hospital Nodal Officer shall physically be present at the location of the CCTV feed given and shall examine the following :
    - a. Whether the doctors and nurses are frequently visiting the wards and taking care of patients
    - b. Whether the wards are thoroughly cleaned twice a day at 8 AM and 4 PM everyday
    - c. Whether the toilets are cleaned 4 times a day at 5 AM, 8AM, 11 AM & 4 PM everyday.

d. Whether food is being supplied at the stated time and he/she shall also check the food for quality at all three times.

He / She shall furnish the daily report to Commissioner, Health & Family Welfare in the attached format by 8 PM everyday.

  
Spl. Chief Secretary to Govt.

To  
All the Collectors & District Magistrates in the State  
All the DM&HOs in the State

## COVID Hospital Nodal Officer Daily Reporting Format

District :

Name of the Hospital :

Address of the Hospital :

Sl.	Issues to Monitor	Yes / No	If No Reasons
1	Help Desk established		
2	Black Board with present Bed Availability		
3	Help Desk Managers available in 3 shifts		
4	Hospital Representatives available at Help Desk in 3 shifts		
5	Two landlines available at Help Desk		
6	Computer with Internet & Printer available at Help Desk		
7	Help Desk is sufficiently protected		
8	Masks, Sanitizers, Drinking water and Food available for Help Desk Staff		
9	CCTV feed available at Hospital		
10	CCTV feed available for Collector		
11	CCTV feed available for State Head Quarter		
12	Whether Senior doctors are sitting in Hospital control room & viewing CCTV feed		
13	Whether doctors are visiting the wards frequently		
14	Whether nurses are visiting the wards frequently		
15	Whether wards are cleaned at 8 AM		
16	Whether wards are cleaned at 4 PM		
17	Whether toilets are cleaned at 5 AM		
18	Whether toilets are cleaned at 8 AM		
19	Whether toilets are cleaned at 11 AM		
20	Whether toilets are cleaned at 4 PM		
21	Whether Beds available shown on Website & physical availability are same		
22	Whether N95 & PPE sufficiently Available		
23	Whether sufficient Manpower is available		
24	Time of Supply of Morning Tea / Drink	Time:	Quality (Good / Satisfactory / bad)
25	Time of Supply of Breakfast	Time:	Quality (Good / Satisfactory / bad)
26	Time of Supply of Lunch	Time:	Quality (Good / Satisfactory / bad)
27	Time of Supply of Dinner	Time:	Quality (Good / Satisfactory / bad)
Any other specific issues to be brought to the Notice of Higher Authorities :			

**Nodal Officer**

**District Collector**