



**National Health Mission**

**SDA Complex, Kasumpti, Shimla-9**

**Himachal Pradesh**

Dated: Shimla-171009, the

MISSION DIRECTOR (NHM)

04 APR 2020

New Shimla-9 (H.P.)

**OFFICE ORDER**

In reference to the Advisory for Human Resource Management of COVID-19 received from Ministry of Health & Family Welfare, Government of India, EMR Division, Dr. Ravi Sharma, Director of Medical Education & Research, H.P. and Dr. Neeraj Mittal, Principal, SIHFW, Parimahal, Shimla are designated as Nodal Officer for training in the department of Medical Education and Health & Family Welfare respectively. They will coordinate for capacity building and all training activities in relation to COVID-19 on behalf of the State Government.

*gcm*  
Additional Chief Secretary (Health) to the  
Govt. of Himachal Pradesh

MISSION DIRECTOR (NHM)

04 APR 2020

New Shimla-9 (H.P.)

**Endst. No. As above Dated Shimla-9 the  
Copy for information and necessary action to:**

1. The Additional Chief Secretary (Health) to the Government of Himachal Pradesh.
2. All Deputy Commissioners, Himachal Pradesh
3. The Director Health Services, Himachal Pradesh
4. The Director of Medical Education and Research, H.P.
5. All the Chief Medical Officers, H.P.
6. All the Principals, Govt. Medical Colleges, H.P.
7. All the Medical Superintendents, H.P.
8. All District Surveillance Officers, Himachal Pradesh

*gcm*  
Additional Chief Secretary (Health) to the  
Govt. of Himachal Pradesh

## **Advisory for Human Resource Management of COVID-19**

India reported its 1<sup>st</sup> case of COVID-19 on 30<sup>th</sup> January, 2020. It was a travel related case from Wuhan, China. Since then (as on 29<sup>th</sup> 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"> <li>1. FACILITATOR GUIDE for Training of ANM, ASHA, AWW <a href="https://www.mohfw.gov.in/pdf/FacilitatorGuideCOVID19_27%20March.pdf">https://www.mohfw.gov.in/pdf/FacilitatorGuideCOVID19_27%20March.pdf</a></li> <li>2. SLIDES for Training of ANM, ASHA, AWW <a href="https://www.mohfw.gov.in/pdf/2COVID19PPT_25MarchPPTWithAnimation.pdf">https://www.mohfw.gov.in/pdf/2COVID19PPT_25MarchPPTWithAnimation.pdf</a></li> <li>3. DIGITAL POCKET BOOK for ANM, ASHA, AWW <a href="https://www.mohfw.gov.in/pdf/3Pocketbookof5_Covid19_27March.pdf">https://www.mohfw.gov.in/pdf/3Pocketbookof5_Covid19_27March.pdf</a></li> <li>4. VIDEO TUTORIAL (Hindi) on Infection Control, Personal Protection &amp; Environment Cleaning against COVID <a href="https://drive.google.com/file/d/17oCqHqPM4-b23YWLW6tVQtUe_dRUh6VmP/view">https://drive.google.com/file/d/17oCqHqPM4-b23YWLW6tVQtUe_dRUh6VmP/view</a></li> <li>5. STANDARD OPERATING PROCEDURE for Transporting a Suspect/Confirmed case of COVID-19 <a href="https://www.mohfw.gov.in/pdf/StandardOperatingProcedureSOPfortransportingasuspectorconfirmedcaseofCOVID19.pdf">https://www.mohfw.gov.in/pdf/StandardOperatingProcedureSOPfortransportingasuspectorconfirmedcaseofCOVID19.pdf</a></li> <li>6. GUIDELINES for Home Quarantine <a href="https://www.mohfw.gov.in/pdf/Guidelinesforhomequarantine.pdf">https://www.mohfw.gov.in/pdf/Guidelinesforhomequarantine.pdf</a></li> <li>7. HEALTH ADVISORY for Elderly Population of India during COVID19 Pandemic <a href="https://www.mohfw.gov.in/pdf/AdvisoryforElderlyPopulation.pdf">https://www.mohfw.gov.in/pdf/AdvisoryforElderlyPopulation.pdf</a></li> <li>8. GUIDELINES for Disinfection of Public Places including Offices <a href="https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf">https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf</a></li> </ol>
		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 <a href="https://www.mohfw.gov.in/pdf/Useofmaskbypublic.pdf">https://www.mohfw.gov.in/pdf/Useofmaskbypublic.pdf</a></p> <p>10. VIDEO DEMONSTRATION (English) of Hand Washing by AIIMS <a href="https://youtu.be/htl6ZUQ-b3Y">https://youtu.be/htl6ZUQ-b3Y</a></p> <p>11. VIDEO DEMONSTRATION (Hindi) of Hand Washing by AIIMS <a href="https://youtu.be/8Dt1BTGXn5I">https://youtu.be/8Dt1BTGXn5I</a></p> <p>12. VIDEO APPEAL (English) to Citizens by Doctors from AIIMS <a href="https://youtu.be/yZd8bPTfYog">https://youtu.be/yZd8bPTfYog</a></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 <a href="https://www.mohfw.gov.in/pdf/FacilitatorGuideCOVID19_27%20March.pdf">https://www.mohfw.gov.in/pdf/FacilitatorGuideCOVID19_27%20March.pdf</a></p> <p>2. SLIDES for Training of ANM, ASHA, AWW <a href="https://www.mohfw.gov.in/pdf/2COVID19PPT_25MarchPPTWithAnimation.pdf">https://www.mohfw.gov.in/pdf/2COVID19PPT_25MarchPPTWithAnimation.pdf</a></p> <p>3. DIGITAL POCKET BOOK for ANM, ASHA, AWW <a href="https://www.mohfw.gov.in/pdf/3Pocketbookof5_Covid19_27March.pdf">https://www.mohfw.gov.in/pdf/3Pocketbookof5_Covid19_27March.pdf</a></p> <p>4. HOW TO USE the Training Toolkit for ANM, ASHA, AWW <a href="https://www.mohfw.gov.in/pdf/4FLWToolkitHowtousethetoolkit.pdf">https://www.mohfw.gov.in/pdf/4FLWToolkitHowtousethetoolkit.pdf</a></p> <p>5. STANDARD OPERATING PROCEDURE for Transporting a Suspect/Confirmed case of COVID-19 <a href="https://www.mohfw.gov.in/pdf/StandardOperatingProcedureSOPfortransportingasuspectorconfirmedcaseofCOVID19.pdf">https://www.mohfw.gov.in/pdf/StandardOperatingProcedureSOPfortransportingasuspectorconfirmedcaseofCOVID19.pdf</a></p> <p>6. GUIDELINES for Home Quarantine</p>

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

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

		Students Nursing Students (M SC/ B Sc final year)	<p><a href="https://www.mohfw.gov.in/pdf/RevisedNationalClinicalManagementGuidelineforCOVID1931032020.pdf">https://www.mohfw.gov.in/pdf/RevisedNationalClinicalManagementGuidelineforCOVID1931032020.pdf</a></p> <p>3. WEBINAR SCHEDULE for Physicians treating COVID by AIIMS (Revised) <a href="https://www.mohfw.gov.in/pdf/AIIMSCoVIDWebinarScheduleRevised.pdf">https://www.mohfw.gov.in/pdf/AIIMSCoVIDWebinarScheduleRevised.pdf</a></p> <p>4. VIDEO PLAYLIST of Telemedicine Sessions for Physicians by AIIMS for COVID <a href="https://www.youtube.com/playlist?list=PLRICEuHqjvr6d_YG1D14NRRsD4hFl_Tzd">https://www.youtube.com/playlist?list=PLRICEuHqjvr6d_YG1D14NRRsD4hFl_Tzd</a></p> <p>5. WEBINAR SCHEDULE for Nursing Officers caring for COVID by AIIMS <a href="https://www.mohfw.gov.in/pdf/COVIDWebinar.pdf">https://www.mohfw.gov.in/pdf/COVIDWebinar.pdf</a></p> <p>6. VIDEO PLAYLIST of Telemedicine Sessions for Nurses by AIIMS for COVID <a href="https://www.youtube.com/playlist?list=PLRICEuHqjvr6D6gUSLeex9f5pBuf6fTSK">https://www.youtube.com/playlist?list=PLRICEuHqjvr6D6gUSLeex9f5pBuf6fTSK</a></p> <p>7. VIDEO DEMONSTRATION of PPE Donning &amp; Removal by IDSP <a href="https://drive.google.com/file/d/1TdaBLvD-73oiN6xuVwbcUgpKt6_auH_o/view?usp=sharing">https://drive.google.com/file/d/1TdaBLvD-73oiN6xuVwbcUgpKt6_auH_o/view?usp=sharing</a></p> <p>8. VIDEO DEMONSTRATION of PPE Donning &amp; Removal by AIIMS <a href="https://youtu.be/mdrK_zhHD88">https://youtu.be/mdrK_zhHD88</a></p> <p>9. GUIDELINES for COVID Waste Disposal by CPCB (revised 25th March) <a href="https://ncdc.gov.in/WriteReadData/1892s/63948609501585568987.pdf">https://ncdc.gov.in/WriteReadData/1892s/63948609501585568987.pdf</a></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 <a href="https://ncdc.gov.in/WriteReadData/1892s/96997299691580715786.pdf">https://ncdc.gov.in/WriteReadData/1892s/96997299691580715786.pdf</a></p>



		above mentioned subjects	2. VIDEO DEMONSTRATION of PPE Donning & Removal by AIIMS <a href="https://youtu.be/mdrK_zhHD88">https://youtu.be/mdrK_zhHD88</a>
		GNM Nursing Officers Nursing Faculty Final year BSc/MSc Nursing Students	3. GUIDELINES for COVID Waste Disposal by CPCB (revised 25th March) <a href="https://ncdc.gov.in/WriteReadData/1892s/63948609501585568987.pdf">https://ncdc.gov.in/WriteReadData/1892s/63948609501585568987.pdf</a>
4.3	Infection prevention and Control	All above listed doctors and nurses	1. GUIDELINES for Infection Prevention And Control In Healthcare Facilities <a href="https://www.mohfw.gov.in/pdf/National%20Guidelines%20for%20IPC%20in%20HCF%20-%20final%281%29.pdf">https://www.mohfw.gov.in/pdf/National%20Guidelines%20for%20IPC%20in%20HCF%20-%20final%281%29.pdf</a> 2. WEBINAR 1 - Infection Control Practices for COVID-19 by AIIMS New Delhi <a href="https://youtu.be/BTLGGV3_XnI?t=1771">https://youtu.be/BTLGGV3_XnI?t=1771</a>
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 <a href="https://www.mohfw.gov.in/pdf/Guidelinebook1mb.pdf">https://www.mohfw.gov.in/pdf/Guidelinebook1mb.pdf</a> 2. VIDEO DEMONSTRATION of PPE Donning & Removal by AIIMS <a href="https://youtu.be/mdrK_zhHD88">https://youtu.be/mdrK_zhHD88</a> 3. GUIDELINES for COVID Waste Disposal by CPCB (revised 25th March) <a href="https://ncdc.gov.in/WriteReadData/1892s/63948609501585568987.pdf">https://ncdc.gov.in/WriteReadData/1892s/63948609501585568987.pdf</a>
6.	Psycho – Social Care	Psycho- Social Teams of psychiatrists / psychologists and Psycho-social workers Community volunteers.	1. Minding our minds - <a href="https://www.mohfw.gov.in/pdf/MindingourmindsduringCoronaeditedat.pdf">https://www.mohfw.gov.in/pdf/MindingourmindsduringCoronaeditedat.pdf</a> 2. Practical tips to take care of your mental health during the stay <a href="https://www.youtube.com/watch?v=uHB3WJsLJ8s&amp;feature=youtu.be">https://www.youtube.com/watch?v=uHB3WJsLJ8s&amp;feature=youtu.be</a>
7.	Management		
	ICS	Serving / Retired armed forces officers	1. Training module for Incident response system: Basic and Intermediate <a href="https://nidm.gov.in/PDF/modules/irs-1.pdf">https://nidm.gov.in/PDF/modules/irs-1.pdf</a>

	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. <a href="https://ncdc.gov.in/WriteReadData/1892s/90542653311584546120.pdf">GUIDELINES for Quarantine facilities COVID-19</a> <a href="https://ncdc.gov.in/WriteReadData/1892s/90542653311584546120.pdf">https://ncdc.gov.in/WriteReadData/1892s/90542653311584546120.pdf</a>
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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.