**Workflow for managing staff unwell outside hospital**

Staff is unwell outside hospital

Unwell staff do not report to work. Staff to seek medical attention immediately

Daily, staff inform ward supervisor or supervisor call the staff. If staff is diagnosed with suspected of being a case.

Ward supervisor to notify HPO, Infection control team, HOD

Yes

No

Follow further instructions from MOH, if any

Staff to take medical/hospitalisation leave as prescribed and return to office only upon doctor’s certification

Diagnosed to have Pandemic Flu