**Staff Safeguarding Operational Checklist for COVID-19**

1. Has your organization developed /adapted staff health guidance specific for COVID-19?

 Completed

 In Progress

 Not started

1. Does your organization have a team/department dedicated to addressing staff safeguarding concerns?

 Yes

 No

* 1. Did all staff, including consultants, and visitors receive a COVID-19 basic sensitization briefing in the last month?

  Yes

  No

1. Has your organization decided which safety measures to activate and where?

 Completed

 In Progress

 Not started

* 1. Have these measures been activated at both national and local levels?

 National

 Local

* 1. Is there an emergency contact/focal point in all project sites at national and local levels?

 Yes

 No

1. Have the following been communicated with all staff?
	1. Contact details of key staff – Including role and responsibilities.

 Yes

 No

* 1. COVID-19 guidelines

 Yes

 No

* 1. Decision on movement restrictions for business purposes to and from COVID-19 epicenter(s)

 Yes

 No

1. Have referral health facilities been identified and assessed for symptomatic staff and family members in all project sites?

 Completed

 In Progress

 Not started

1. Does your organization ensure that the sub-national teams/projects get adequate support/reinforcement if needed?

 Completed

 In Progress

 Not started

1. Does your organization have clearly defined communication procedures to ensure safety of staff?

 Yes

 No

* 1. Do staff have access to communication equipment such as mobile phones, satellite phones, HF and VHF radio, etc.?

 Yes

 No

* 1. Are there standard emergency communications protocols in place?

 Completed

 In Progress

 Not started

1. Has your organization conducted a COVID-19 disease outbreak simulation exercises?

 Yes

 No

 Planning to conduct

1. Does your organization have procedures on duty of care for all staff carrying out activities in affected communities?

 Yes

 No

* 1. Do they include frontline health staff providing care in hospitals, health facilities and/or community outreach sites?

 Yes  No

* 1. Do they include all other staff working in affected communities, such as those visiting schools or households to carry out other thematic or operational work?

 Yes  No

1. Has your organization put in place procedures to ensure staff salaries can be paid in case bank or other services are closed due to COVID-19?

 Completed

 In Progress

 Not started

* 1. Does this include procedures on storage of cash, cheque, credit card, etc.?

 Yes

 No

* 1. Does this include procedures for safe transfer of cash?

 Yes

 No

1. Does your organization have procedures for staff exposed to COVID-19?

 Completed

 In Progress

 Not started

* 1. Do they include protocols for quarantine?

 Yes

 No

* 1. Do they include protocols on emergency medical evacuation?

 Yes

 No

* 1. Do they include protocols to address loss of life?

 Yes

 No

1. Does your organization provide medical insurance coverage to employees working in the context of COVID-19?

 Yes

 No

* 1. Does this cover the cost of emergency medical evacuation?

 Yes

 No

* 1. Does this cover treatment cost for COVID-19?

 Yes

 No

1. Does your organization provide access to PPE for staff responding to COVID-19, or have prepositioned PPE?

 Completed.  In Progress  Not started

1. Does your organization provide access to psychosocial support and other mental health services?

 Yes

 No

1. Does your organization have policies and procedures on emergency closure of projects due to COVID-19?

 Completed

 In Progress

 Not started

* 1. Have roles and responsibilities for the closure exercise been established?

 Completed

 In Progress

 Not started

* 1. Has a communication plan to inform key stakeholders (local/national authorities, beneficiaries etc.) been developed?

 Completed

 In Progress

 Not started