

NB: This checklist was developed on February 27, 2020 by the OFDA-funded READY Initiative for Outbreak Preparedness Planning Workshops conducted at regional and country levels. It is iterative and will be updated to reflect updates in Covid-19 guidance.

## **V1. Checklist on Staff Safeguarding COVID-19**

1. Has your organization developed /adapted COVID-19 Staff Health Guidance?  
Completed  
In Progress  
Not started
2. Does your organization have a team/department dedicated to address staff safeguarding concerns?  
Yes  
No
  - a. Did all staff, including consultants and visitors received COVID-19 basics sensitization briefing in the last month?  
Yes  
No
3. Has your organization decided which safety measures to activate and where?  
Completed  
In Progress  
Not started
  - a. Have these measures been activated both national and local levels?  
National  
Local
  - b. Is there an emergency contact/focal point in all project sites at national and local level?  
Yes  
No
4. Have the following been communicated/shared with all staff?
  - a. Contact details of key staff – Including role and responsibilities.  
Yes  
No
  - b. COVID-19 guidelines  
Yes  
No
  - c. Decision on restriction of movement for business purposes from and to COVID-19 epicenter(s)  
Yes  
No

## **Checklist on Staff Safeguarding COVID-19**

5. Have referral health facilities been identified and assessed for symptomatic staff and family members in all project sites?  
 Completed  
 In Progress  
 Not started
6. Does your organization ensure that the sub-national teams/projects get adequate support/reinforcement if needed?  
 Completed  
 In Progress  
 Not started
7. Does your organization have clearly defined communication procedures to ensure safety of staff?  
 Yes  
 No
  - a. Does staff have access to communication equipment such as mobile phones, satellite phones, HF and VHF radio, etc.?  
 Yes  
 No
  - b. Are there standard emergency communications protocols in place?  
 Completed  
 In Progress  
 Not started
8. Has your organization conducted or is planning to conduct a COVID-19 disease outbreak simulation exercises?  
 Yes  
 No
9. Does your organization have procedures on duty of care for all staff carrying out activities in affected communities?  
 Yes  
 No
  - a. Do they include frontline health staff providing care in hospitals, health facilities and/or community outreach sites?  
 Yes  No
  - b. 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

## **Checklist on Staff Safeguarding COVID-19**

10. 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

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

Yes

No

b. Does this include procedures for safe transfer of cash?

Yes

No

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

Completed

In Progress

Not started

a. Do they include protocols for quarantine?

Yes

No

b. Do they include protocols on emergency medical evacuation?

Yes

No

c. Do they include protocols to address loss of life?

Yes

No

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

Yes

No

a. Does this cover the cost of emergency medical evacuation?

Yes

No

b. Does this cover treatment cost for COVID-19?

Yes

No

13. Does your organization provide access to PPE for staff responding to COVID-19? Or have prepositioned PPE material for staff?

Completed.  In Progress  Not started

## **Checklist on Staff Safeguarding COVID-19**

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

Yes

No

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

Completed

In Progress

Not started

a. Have role and responsibility for the closure exercise been established?

Completed

In Progress

Not started

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

Completed

In Progress

Not started