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