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

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

page2image2331907472 Completed

page2image2331907472 In Progress

page2image2331907472 Not started

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

page2image2331907472 Yes

page2image2331907472 No

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

page2image2331907472 Yes

page2image2331907472 No

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

page2image2331907472 Completed

page2image2331907472 In Progress

page2image2331907472 Not started

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

page2image2331907472 National

page2image2331907472 Local

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

page2image2331907472 Yes

page2image2331907472 No

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

page2image2331907472 Yes

page2image2331907472 No

* 1. COVID-19 guidelines

page2image2331907472 Yes

page2image2331907472 No

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

page2image2331907472 Yes

page2image2331907472 No

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

page2image2331907472 Completed

page2image2331907472 In Progress

page2image2331907472 Not started

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

page2image2331907472 Completed

page2image2331907472 In Progress

page2image2331907472 Not started

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

page2image2331907472 Yes

page2image2331907472 No

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

page2image2331907472 Yes

page2image2331907472 No

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

page2image2331907472 Completed

page2image2331907472 In Progress

page2image2331907472 Not started

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

page2image2331907472 Yes

page2image2331907472 No

page2image2331907472 Planning to conduct

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

page2image2331907472 Yes

page2image2331907472 No

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

page2image2331907472 Yes page2image2331907472 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?

page2image2331907472 Yes page2image2331907472 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?

page2image2331907472 Completed

page2image2331907472 In Progress

page2image2331907472 Not started

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

page2image2331907472 Yes

page2image2331907472 No

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

page2image2331907472 Yes

page2image2331907472 No

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

page2image2331907472 Completed

page2image2331907472 In Progress

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* 1. Do they include protocols for quarantine?

page2image2331907472 Yes

page2image2331907472 No

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

page2image2331907472 Yes

page2image2331907472 No

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

page2image2331907472 Yes

page2image2331907472 No

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

page2image2331907472 Yes

page2image2331907472 No

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

page2image2331907472 Yes

page2image2331907472 No

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

page2image2331907472 Yes

page2image2331907472 No

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

page2image2331907472 Completed. page2image2331907472 In Progress page2image2331907472 Not started

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

page2image2331907472 Yes

page2image2331907472 No

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

page2image2331907472 Completed

page2image2331907472 In Progress

page2image2331907472 Not started

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

page2image2331907472 Completed

page2image2331907472 In Progress

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

page2image2331907472 Completed

page2image2331907472 In Progress

page2image2331907472 Not started