

## Annexes: CRS Nepal Covid-19 health safety preventive measures<sup>1</sup>

- I. Office safety
- II. Vehicle safety
- III. Field safety
- IV. Mask safety
- V. Responding Covid-19 positive case in workplace

### i) Office safety

Person to ensure following check-list: Admin/COVID-19 Office Safety Focal Point	
PERSON RESPONSIBLE: Security guard	
What	Guidance
Visitor Allowed	Only CRS business purpose visitors with prior-appointment can enter the office premises (i.e. GoN, I/NGO, Partners and Vendors). Visitors will only be allowed to enter office if it is absolutely required. For instance: If visitors have come to office for delivery of items, invoice, letter etc. then visitor will deliver it outside office building. Further, CRS focal person for visitor will complete the task outside office building.
Visitor's Temperature screening	Mandatory
Visitor Wash Hands	Ensure visitor and staff wash hands at least for 20 seconds
Visitor's ID Card Check	Visitor should display form distance
Visitor's/Staff Registration	<b>Visitor:</b> use <i>Visitor Log e-book</i> (which includes details w/photo) through tab and <b>Staff:</b> can share their name & position to guard
Visitor's Signature	Not-required
Physical distance	1.07 meter minimum
Visitor's Waiting Room	Keep visitor at waiting room until staff receive them
CRS Visitor's ID	Not required visitor's logs will be tracked through apps
Document Tray	Keep at the registration desk/guard room
Safety Kits	Each time-Guard should use mask, gloves and closed shoes while conducting the disinfecting process
Jar Water	Replace jar water on water dispenser
Disinfection process	Disinfect using spray bottle on frequently touched surface every hour
PERSON RESPONSIBLE: Admin	
What	Guidance
Deep Clean	Once before office resumed
Hand Washing Station (improvised w/pump)	Ensure a complete set: [1-unit Bucket with cover and tap, 1-unit Bucket for waste water disposal, 1-unit paper dispenser with paper, 1-unit closed dust bin]
Poster display	Hand washing step-by-step process
Disinfection Foot Mat	Ensure disinfection foot mat available at the door step, clean at daily basis and replace when it gets leakage or tear
Waste Container	Ensure one or two containers with closed lid is available before office resumed
Document collection	Collect documents from guard desk and put in a separate clear bag and keep 2-3 days for further internal process
Stationeries/Supplies	Replenish and distribute to staff when needed
Visitor's Waiting Room	Designated area if available, if not install a stall tent with chairs
Orientation	Orient and train guard, driver and office maintenance on safe office use guidance and checklist

<sup>1</sup> Source: Nepal Field Security Plan, updated August 2020)

Desk Size	The desk size must be 4ft2 or 1 m2, see Annex A for detail analysis by office
Lunch Room	Keeping physical distancing, based on room size 2-4 staff allowed, see Annex B for office wise analysis and schedule
<b>PERSON RESPONSIBLE: Office Maintenance</b>	
<b>What</b>	<b>Guidance</b>
Bleach solution	Prepare bleach solution and refill the spray bottle for staffs
Office clean & disinfect	Daily- indoor & outdoor
Frequent disinfecting process	2 times a day (12:00 & 15:00 hours) on frequently touched surface [indoor & outdoor]
Open doors and windows	Daily-morning and afternoon (keep doors open to reduce frequent touch surface disinfection)
Tea/Coffee	Prepare and distributed 2 times a day (10:00 & 14:00 hours)
Safety Kits	Each time- Office maintenance should use the mask, gloves, closed shoes and apron while conducting the disinfection process and properly disinfect after use
Dispose garbage	Clean dust bins and dispose in the garbage in container safely
<b>PERSON RESPONSIBLE: All Staff</b>	
<b>What</b>	<b>Guidance</b>
Wash hands	Staff to wash hands at least for 20 seconds
Cooperate w/guard	Proceed with guard for temperature screening & registration
Disinfect Shoes	Disinfect shoes on disinfection foot mat
Head to room	Staff go to their assigned room
Personal desk space	Should be at least 1.07 meter of physical distance
Desk Cleaning	Staff to clean their desk and belongings using disinfecting spray
AC and Fan Use	Staff to ensure windows and doors are open for sufficient ventilation, we can use Fan for cooling the rooms and do not use AC as it does not recirculate air from outside.
Meeting room	Maintain physical distancing
Smoking break	Maintain physical distancing
Lunch	No lunch at office, staff should bring from home w/utensil and eat out of personal container. Wash at home if at office-use Kitchen and clean sink properly using disinfectant bottle spray
Bathrooms use	Wash hands/use sanitizer before and after use
Limited tolerance	Stay only at assigned room/desk, use Teams/Skype or phone for communication
Respiratory hygiene	Practice respiratory hygiene & avoid touching eyes, noes & mouth
Mask	Use Cloth Mask while taking to visitor
Common useable equipment	Wash hands/Use Sanitizer [printer and papers] and discourage staff to use other staff's tools and space

## ii) Vehicle Safety

**Who to complete check-list:** Driver /चेकलिस्ट भर्नुपर्ने: सवारीचालकले

**Process of making strong (0.5%) chlorine solution: / क्लोरिनको घोल (०.५%) बनाउने प्रकृया: Formula: 9 parts of water and 1 part of bleach.**

**For Bottle (1 liter) spray:** put 100 milliliters Bleach with 900 ml parts of water and mix it. / एक लिटर अट्ने स्प्रे बोतलका लागि: एक लिटर पानीमा 100 ml ब्लिच हाली राम्ररी मिसाउनुहोस् **For Bucket (20 ltr):** put 2 liters Bleach Liquid with 18 Liters of water and mix it /२० लिटर अट्ने बाल्टीनका लागि: २० लिटर पानीमा २ लिटर ब्लिच हाली राम्ररी मिसाउनुहोस्

**When to complete check-list:** Before passengers enter vehicle and after passengers exit vehicle /चेकलिस्ट कहिले भर्ने: यात्रुहरू गाडीभित्र प्रवेश गर्नु अघि र गाडीबाट ओर्लेपछि

**Note:** No third-party waiver for CDO/Government/partner or any other non-CRS personnel are allowed in CRS vehicles. Only exception is CRS staff family members for potential relocation purpose, which requires completion of standard CRS waiver /नोट: सिआरएसको सवारीसाधनमा यात्रा गर्नका लागि प्रजिअ/सरकारी अधिकारी/साझेदार संस्थाका कर्मचारी लगायतका अन्य कसैलाई पनि तेस्रो पक्षका लागि दिईने वेभर (अनुमति) दिईनेछैन । यसको एकमात्र अपवादका रूपमा सिआरएसका कर्मचारीको परिवारका सदस्यलाई सम्भावित रूपमा स्थानान्तरण गर्नुपर्ने अवस्था भएमात्र सिआरएसको सवारीसाधनमा यात्रा गर्ने अनुमति (वेभर) दिईन सकिन्छ र यसका लागि सिआरएसको वेभर फारम भर्नुपर्नेछ ।

**Note:** This completed check-list will be stored in a labelled file kept by admin, if/when needed /नोट: आवश्यक परेको खण्डमा प्रशासन विभागले पूरा गरिएको यस चेकलिस्टलाई नामांकरण गरिएको फाईलमा अभिलेख गरी राख्नेछ ।

**Activity 1: Confirm that all supplies are available in the car [Pre- and Post-trip] /गतिविधि १: गाडीमा सबै सामान भएको कुरा पुष्टि गर्नुहोस् (यात्रा गर्नु अघि र यात्रा गरिसकेपश्चात)**

What/के	Guidance/निर्देशन	Pre-Trip/यात्रा पूर्व	Post-Trip/यात्रा पश्चात
Bleach Liquid and Hand Sanitizer/ब्लीचको घोल र ह्यान्ड स्यानिटाईजर	1 bottle w/ minimum amount of 250 ml each /१ बोतल, कम्तीमा २५० मिलि अट्ने		
Bucket with Lid /ढक्कन लगाउन मिल्ने बाल्टीन	1 bucket w/20-liter size /१ बाल्टीन, २० लिटर अट्ने		
Spray Bottles/स्प्रे बोतल	2 bottles w/minimum amount of 500 ml each /२ बोतल, कम्तीमा ५०० मिलि अट्ने		
Clean Towels (vehicle wash)/सफा तौलिया (गाडी धुने)	2 sheets – disinfected after use / २ वटा, प्रयोग गरेपश्चात डिसईन्फेक्ट (किटाणुरहित पार्ने) गर्नुपर्ने		
Rubber Gloves, Rubber Shoes & Rain Coat (2 pc) / रबरको पञ्जा, रबरको बुट र बर्षादि (२ वटा)	4 pairs/2 pairs/1 set- disinfected after use/४ जोडी/२ जोडी/१ वटा, प्रयोगपश्चात डिसईन्फेक्ट गर्नुपर्ने		
Hand Wash Soap/ हात धुने साबुन	1 bottle or cake/१ बोतल वा एउटा		
Paper Towel/ पेपर तौलिया	2 rolls/२ वटा रोल		
First Aid Bok/ प्राथमिक उपचारसम्बन्धी बाकस	1 box with necessary items/ आवश्यक सामग्री भएको १ बाकस		
IR Thermometer/ इन्फ्रारेड थर्मोमिटर	1 unit/ एउटा		
Zipper Bag (water proof)/ जिप्पर लगाउन मिल्ने ब्याग (वाटरप्रूफ)	1 unit each- (Towel, Rubber Gloves, Rubber Shoes, Rain Coat, Log Sheet)/ प्रत्येक सामग्रीका लागि एक एक वटा (तौलिया, रबर पञ्जा, रबर बुट, बर्षादि, लगशिट)		

**Activity 2: Disinfect the vehicle – external [Pre- trip- Ensure and Post-trip- Disinfect] / गतिविधि २: गाडीलाई डिसईन्फेक्ट गर्ने (किटाणुरहित पार्ने), गाडी बाहिर (यात्रा पूर्व- सुनिश्चित गर्ने, यात्रापश्चात -डिसईन्फेक्ट गर्ने)**

What / के	Guidance / निर्देशन	Pre-Trip/यात्रा पूर्व	Post-Trip/यात्रा पश्चात
Wash hands / हात धुने	For 20 seconds before picking up keys/ साँचो लिनुपूर्व २० सेकेन्डका लागि		
Visibly dirty / देखिनेगरी फोहोर भएमा	If so, wash with soap and water/ साबुनपानीले धुनुहोस्		

Wear gloves, mask & rubber shoes / पञ्जा, मास्क र रबरको बूट लगाउनुहोस्	Disinfect and store after use/ प्रयोगपश्चात डिसईन्फेक्ट गरी भण्डार गर्नुहोस्		
Open all doors / सबै ढोकाहरू खुल्ला राख्नुहोस्	Allow fresh air to circulate / सफा हावा प्रवाहित गर्नदिन		
For Motorcycle: Wipe down handlebars, saddle and other parts / मोटरसाईकलका लागि: ह्यान्डरबार, स्याडल र अन्य पार्टपुर्जा पुछ्नुहोस्	Follow same process as vehicle while disinfecting/ डिसईन्फेक्ट गर्न गाडीलाई गरिने प्रकृया दोहोर्‍याउनुहोस्		
<b>Activity 3: Disinfect the vehicle – internal [Pre- trip- Ensure and Post-trip- Disinfect]/ गतिविधि ३: गाडीलाई डिसईन्फेक्ट गर्नुहोस्, भित्र (यात्रा पूर्व- सुनिश्चित गर्नुहोस् र यात्रापश्चात- डिसईन्फेक्ट गर्नुहोस्)</b>			
<b>What / के</b>	<b>Guidance / निर्देशन</b>	<b>Pre-Trip/ यात्रा पूर्व</b>	<b>Post-Trip/ यात्रा पश्चात</b>
All inside hand holds, seat belts & buckles/ भित्र रहेका सबै ह्यान्डहोल्ड, सिटबेल्ट र बकलहरू	Wipe down before and after vehicle use/ गाडीको प्रयोग अघि र पछि पुछ्नुहोस्		
Steering wheel, gear shift and hand brake/ स्टीयरिङ व्हील, गियर बदल्ने शिफ्ट र ह्यान्डब्रेक	Wipe down before and after vehicle use/ गाडीको प्रयोग अघि र पछि पुछ्नुहोस्		
Arm/head rests, mirror and window controls/ आर्म, हेड रेस्ट, ऐना र इन्ड्याल तलमाथि गर्ने ह्यान्डल	Wipe down before and after vehicle use/ गाडीको प्रयोग अघि र पछि पुछ्नुहोस्		
Pen, logbook/ कलम, लगबुक	Wipe down before and after vehicle use/ गाडीको प्रयोग अघि र पछि पुछ्नुहोस्		
Wear gloves, mask & shoes/ पञ्जा, मास्क र बूट लगाउनुहोस्	Disinfect and store after use/ प्रयोगपश्चात डिसईन्फेक्ट गरी भण्डार गर्नुहोस्		
<b>Activity 4: Ensure physical distancing in seating arrangement [Pre- trip- Orient Passengers and Post trip- Confirm that it was done during trip]/गतिविधि ४: सिट मिलाउँदा भौतिक दुरी कायम हुने कुरा सुनिश्चित गर्नुहोस् (यात्रा पूर्व- यात्रारूलाई बुझाउनुहोस् र यात्रापश्चात- यात्राका क्रममा भौतिक दुरी कायम गरिएको कुरा पुष्टि गर्नुहोस्)</b>			
<b>What / के</b>	<b>Guidance / निर्देशन</b>	<b>Pre-Trip/ यात्रा पूर्व</b>	<b>Post-Trip/ यात्रा पश्चात</b>
Maximum of 3 passengers excluding driver/ सवारीचालक बाहेक अधिकतम ३ जना यात्रु रहने	1 Passenger: In rear seat diagonal from driver/१ यात्रु: सवारीचालकको पछाडिको सिटमा तेर्सो हुने गरी 2 Passengers: Both in back seat, each against a window/२ यात्रु: दुबै पछाडीको सिटमा, इन्ड्यालसँगै 3 Passengers: Two in back each against a window & one in the front/३ यात्रु: दुईजना पछाडी इन्ड्यालसँगै र एकजना अगाडी		
<b>Activity 5: Remind staff of rules for the journey [Pre- trip- Orient Passenger and Post trip- Confirm that it was done during the trip]/ गतिविधि ५: कर्मचारीलाई यात्राका नियम सम्झाउनुहोस् (यात्रापूर्व- यात्रारूलाई बुझाउनुहोस् र यात्रापश्चात- यात्राका क्रममा नियम पालना गरिएको पुष्टि गर्नुहोस्)</b>			
<b>What / के</b>	<b>Guidance / निर्देशन</b>	<b>Pre-Trip/ यात्रा पूर्व</b>	<b>Post-Trip/ यात्रा पश्चात</b>
Driver-Open/close doors/first aid kit & fill up logbook/ सवारीचालकले ढोका खोल्ने र बन्द गर्नुपर्ने, प्राथमिक उपचारको बाक्स जाँच गर्नुपर्ने र लगबुक भर्नुपर्ने	Mandatory/ अनिवार्य		
Drive with the windows open / इन्ड्याल खुल्लै राखी गाडी चलाउनुहोस्	Where this is safe/ सुरक्षित अवस्थामा		
If you must close windows:/ इन्ड्याल बन्द गर्नुपरेमा	Do not recirculate air in the cabin while using a/c / एसी चलाएको खण्डमा क्याबिन भित्र हावा पुन प्रवाहित नगर्नुहोस्		
Ensure temperature screening is conducted/ ज्वरो नापिने कुरा सुनिश्चित गर्नुहोस्	Before field movement and entering in vehicle/ फिल्ड जानुअघि र गाडीभित्र प्रवेश गर्नुअघि		
All passengers and drivers to wash hands and wear mask/ सबै यात्रु र सवारीचालकले हात धुनुपर्ने र मास्क लगाउनुपर्ने	Before re-entering vehicle/ गाडीभित्र पुन प्रवेश गर्नुअघि		

Driver to pay & get receipt for toll/road fee/ सवारीचालकले टोल शुल्क तिरी रसिद लिनुपर्ने	Use a closed clear bag, store for more than 24 hours, disinfect hands/ क्लियर ब्यागको प्रयोग गर्नुहोस् र २४ घण्टाभन्दा बढीको अवधिसम्म रसिद सुरक्षित राख्नुहोस्		
<b>Activity 6: End of the Journey [Pre- trip- N/A and Post trip- Perform the activity mentioned in guidance]/ गतिविधि ६: यात्राको अन्त्यमा (यात्रापूर्व- लागु नहुने र यात्रापश्चात्- निर्देशिकामा उल्लेख गरिएका गतिविधि गर्नुहोस्)</b>			
<b>What/ के</b>	<b>Guidance / निर्देशन</b>	<b>Pre-Trip/ यात्रा पूर्व</b>	<b>Post-Trip/ यात्रा पश्चात्</b>
If heavily soiled/ अत्यधिक रूपमा फोहोर भएमा	Wash exterior of vehicle with soap and water/ गाडीबाहिर साबुनपानीले धुनुहोस्	N/A/ लागु नहुने	
Putting vehicle away/ गाडीलाई थन्क्याउने	Activity 2 & 3/ गतिविधि २ र ३	N/A/ लागु नहुने	
Wipe keys/ साँचो पछिने	When handing them back after use/ प्रयोग पछि फिर्ता दिने क्रममा	N/A/ लागु नहुने	
<b>Driver Confirmation/ सवारीचालकले गर्नुपर्ने प्रमाणीकरण</b>			
<b>Vehicle Number Plate:/ सवारीसाधन नम्बर प्लेट:</b>	<b>Destination/route:/ गन्तव्य/बाटो:</b>	<b>Date/ मिति</b>	<b>Time/समय</b>
<b>Driver Name:/ सवारीचालकको नाम:</b>	<b>Signature:/ हस्ताक्षर:</b>		
<b>Passenger Name:/ यात्रुको नाम:</b>	<b>Signature:/ हस्ताक्षर:</b>		
<b>Passenger Name:/ यात्रुको नाम:</b>	<b>Signature:/ हस्ताक्षर:</b>		
<b>Passenger Name:/ यात्रुको नाम:</b>	<b>Signature:/ हस्ताक्षर:</b>		

### iii) Field safety

This Checklist is prepared based on the 'CRS-Guidance on Preventive Measures for Staff-Partner-Volunteer' to mitigate the transmission for COVID-19 through exposure from the daily activities and movement in field. The following checklist should be followed by each responsible individual who are on field visit. The following checklist should be completed by individual after returning from field visit and submitted to respective supervisors along with field trip report.

S. N.	Check Points	Status (Y/N) (NA)	Remarks
1.	Informed Security focal person about the detailed travel plan		
2.	Field Travel Plan Updated in One Drive		
3.	Assessed field situation before Travel		
4.	Vehicle Checklist Completed by Vehicle Operator		
5.	No. of Passengers in the Vehicle is not more than 3		
6.	Temperature Screenings conducted before travel		
7.	Staff Health Kits Received (Mask, pocket hand sanitizer)		

8.	Brought Your Own Food/Snacks/Water		
9.	Well- Informed on Hotels identified by Operation Team		
10.	Safety Informative panels/banners regarding COVID-19 installed to make recommendations visible on site/event venue		
11.	Short Orientation conducted on COVID-19 at site/event		
12.	Handwashing Facility Available at Distribution/ Construction Site		
13.	Maintained Physical Distance & ensured the participants and communities to do the same		
14.	Visitors Logbook Maintained at Construction Site by the Supervisor/Trainer		
15.	Disinfected items brought back from work/travel		

Checklist Completed By:

Signature:

Date:

**iv) Mask safety**

**How to Use a Mask?**

- Wash hands with alcohol-based hand rub or soap and water before putting on the mask.
- Cloth face coverings should fit snugly but comfortably against the side of the

face and be secured with ties or ear loops.

- Replace the mask with a new one as soon as it is damp.
- Avoid touching the mask while using it, if you do clean your hands with alcohol based hand rub or soap and water.

**How to safely remove a used Mask?**

- Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.
- Wash hands with alcohol-based hand rub or soap and water after removing the mask.

**Why to wear Non-medical mask/Cloth Mask?**

- To slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others.
- The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue be reserved for healthcare workers and other medical first responders.

**What type of Non-medical mask/Cloth Mask should be used?**

- Including multiple layers of fabric
- Allowing for breathing without restriction
- Able to be laundered and machine dried without damage or change to shape

**When to wear Non-medical mask/Cloth Mask?**

- In public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

**Who should not wear Cloth Mask?**

- young children under age 2
- anyone who has trouble breathing or is unconscious.
- anyone incapacitated or unable to remove the cloth face covering without assistance

**Who should wear Medical Masks?**

- Anyone confirmed or suspected of COVID-19
- Healthcare Worker in a Healthcare setting
- Caregiver for a confirmed or suspected COVID-19 case

**Should Mask be washed or otherwise cleaned regularly? How regularly?**

- Yes, Cloth mask should be washed after each use in public settings, washing at the end of every day is recommended.
- No, medical mask such as KN95, N95, blue/green surgical medical mask cannot be washed and should be discarded after one-time use in public.

**How does one safely clean and sterilize/disinfect a cloth mask?**

- A washing machine or proper handwash with use of detergent and air/sun drying after wash will suffice to clean and sterilize a cloth mask.
- For best sterilization, it is recommended to let the used cloth mask sit in boiling water for five minutes. The downside is that depending on the cloth your mask is made of, a few rounds of boiling could damage it or affect breathability.

## Responding to a Positive COVID-19 Diagnosis in the Workplace

- Step 1: Timeline for responding to COVID-19 infection report
- Step 2: Discussion with diagnosed staff
- Step 3: Notification to all staff members
- Step 4: Notification to Partners or third business parties

### General information: CRS Nepal adopts the global CRS practices based on U.S. Centers for Disease Control and Preventions (CDC), Government of Nepal Ministry of Health and Population (MOHP) as well as the World Health Organization (WHO).

- CRS will always take steps to ensure the health safety of all staff, business partners, and their families. We are proud of our workforce and offer our whole-hearted support of and continued commitment to everyone's health and safety in these unprecedented times.
- If a CRS staff who has been in the office/in the field is confirmed with COVID-19 infection, CRS Nepal will inform relevant staff of their possible exposure to COVID-19 in the office/in the field.
- Importance of staff personal responsibility to self-monitor and share COVID-19 symptoms (e.g., fever, cough, or shortness of breath).
- CRS will follow cleaning and disinfections standard measures to be taken in the office per this link; <https://bit.ly/38vSJB5>
- CRS and staff will follow Covid-19 guidance from CRS/WHO/Ministry of Health/local public health authorities on how best to slow the spread of this disease and protect workers, customers, clients, and the general public.
- CRS Nepal is requesting all staff to download google *Hamro Swasthya* application to be aware of cases in proximity to your home and other destinations visited.
- CRS is permitted to ask staff if they are experiencing COVID-19 symptoms, including fever or chills and a cough or sore throat.
- CRS staff are required to declare personal underlying health conditions as well as underlying health conditions of sharing the same living space. CRS will maintain all information about staff/dependents illness as a confidential medical record.

### STEP 1: Timeline for responding to COVID-19 infection report

#### Immediately

- CRS handles this situation to avoid exposure to others, while protecting the dignity and privacy of the individual at the same time.
- If the staff is currently in the office/project area, quickly determine a strategy to contact Covid-19 designated hospital and inform family member/s, including key contact information with locations here for easy reference within Nepal:
  - ✓ <https://covid19.mohp.gov.np/>
  - ✓ <https://heoc.mohp.gov.np/>
  - ✓ <http://www.edcd.gov.np/>
  - ✓ <https://www.facebook.com/mohpnep/>
  - ✓ Hotline Numbers: 1133 (24/7), 1115 (6AM to 10PM), 9851255837, 9851255834 (8 AM to 8 PM)

#### Within 2 Hours



- Conduct urgent RMT meeting on what's app or teams, including immediate supervisor of staff.
- Assess & confirm whether to send other staff for testing and close the office.
- Assign one key staff member get the additional information on corona positive staff – could be supervisor, HR or other - and his/her recent activities, preparing the list of likely individuals to have had close contact with positive staff.
  - ✓ Work schedule & area visited in the past 14 days (areas/locations)
  - ✓ Name other staff, colleagues, locations visited in the past 14 days
  - ✓ Time spend in any community in the last 14 days
  - ✓ Meeting with any donors/visitors/vendors or other business partners in the last 14 days

#### **Within 5 Hours**

- Transition to working remotely and inform CRS staff of likelihood to return to the office after 10 to 14 days.

#### **Within 24-48 Hours**

- Open outside doors and windows to increase air circulation in the area.
- COVID-19 Focal Point for Office Safety to arrange for thorough cleaning/disinfecting per CRS/WHO guidance.
- Consult with CRS ASIA region.
- HR provides support to staff and family for regular and COVID-19 insurance reimbursements, sharing any expenses not covered by insurance with SMT.

#### **STEP 2: Discussion with diagnosed staff**

- If the Staff is onsite when the diagnosis is revealed, S/he immediately should be isolated in an enclosed space, such as a conference room or office.
- The staff should be advised to seek medical attention immediately and assisted leave the workplace for Covid-19 designated hospital/safer place.
- Covid-19 hospitalization/isolation will be in reference to WHO/Ministry of health regulation.
- The Government of Nepal requires that covid-19 positive staff need to be admitted in designated Covid-19 hospitals only (Please note: all clinics or hospitals do not accept Covid-19 patients)
  - ✓ <https://covid19.mohp.gov.np/>
  - ✓ <https://heoc.mohp.gov.np/>
  - ✓ <http://www.edcd.gov.np/>
  - ✓ <https://www.facebook.com/mohpnep/>
  - ✓ Hotline Numbers: 1133 (24/7), 1115 (6AM to 10PM), 9851255837, 9851255834 (8 AM to 8 PM)
- Discuss and confirm sick leave to be taken for 14 days of isolation/quarantine (to be reviewed).
- Discuss and address transition of work plan during isolation/quarantine period.

#### **STEP 3: Notification to all associated staff members (staff that have interacted with infected staff member)**

- Recommend or assist other associated staff members for testing to nearby Hospital or Covid-19 Health facility.

- In the event that other associated staff member is found positive, further essential steps will be taken as above.
- Office remains closed. Only staff with prior written authorization will be permitted access to the facility, only if necessary.

**STEP 4: Notification to associated partners and third business parties (partners and vendors who interacted with infected staff member)**

- CRS prioritize all partners & third business parties to be aware of this situation so that one can self-monitor for development of symptoms and, if necessary, self-isolate and/or seek medical attention.

**STEP 5: Media notice (only if appropriate or applicable)**

- Any notice to media outlets requires careful consideration and balancing of the need to provide notice with privacy and confidentiality concerns.
- Ideally, no public notice should be warranted or needed. If, however, the need for public notification is desired, no contain on personal detail and information is provided.  
*(Community may see positive cases people differently even s/he is completely healed).*

\*COVID-19 Medical Evacuation (MEDEVAC) organized by World Food Program (WFP) is a *possible* service for staff who tested positive for COVID-19 with serious cases as medical evacuation is a last resort. This service will likely not cover staff dependents. This service will be available when CRS Nepal United Nations activates the system and inform officially to INGOs.