



Forestry and Value Chains Development Programme
Tanzania – Finland Cooperation

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FORVAC INTERNAL GUIDELINES – COVID-19

Updated on 22nd April 2020

In January 2020, the World Health Organization (WHO) declared the outbreak of a new coronavirus disease in Hubei Province, China to be a public health emergency of international concern. As we have seen through the media, the corona virus disease (COVID-19) is rapidly spreading to other countries around the world. We can find the latest information of the spread of COVID-19 here:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports/>.

Transmission of the corona virus

- Through direct contacts with infected persons;
- Through droplets during the patient's coughing or sneezing; and
- By touching contaminated surfaces or objects – and then touching eyes, nose or mouth.

People over the age of 60 as well as people with weakened immune systems and people with diabetes, heart and lung diseases seem to be the most vulnerable to this disease.

Symptoms and signs of coronavirus infection

Some people infected with the virus have no symptoms. When the virus does cause symptoms, common ones include low-grade fever, body aches, coughing, nasal congestion, and sore throat. However, COVID-19 can occasionally cause more severe symptoms like high fever, severe cough, and shortness of breath, which often indicates pneumonia.

To date, 21 April 2020, about 162,956 people have died due to a coronavirus infection around the world.

How we protect ourselves from coronavirus

So far, there is neither vaccine nor treatment for Coronavirus. However, medication is provided to alleviate acute symptoms. In these conditions:

- We wash our hands frequently as per attached instructions. Additionally, we finalize hand washing using sanitizer. When hand washing facilities are not available, we use hand sanitizer.
- We avoid direct hand contact with the eyes, nose and mouth.
- We avoid unnecessary traveling, especially travels using crowded public transport (e.g. busses, flights).
- We maintain physical distance, when possible stay at least 1 m (3 feet) from anyone.
- We do not participate in unnecessary gatherings (of any size) outside of our households.
- We maintain physical distance: no handshaking, hugging or kissing.
- We wear face masks whenever we are in public areas.

Our COVID-19 rules

In addition to protecting ourselves, we must take care of the society we are living with and specifically of the Programme stakeholders at all levels.

- Until further notice, the FORVAC team members will stay in the area of duty, but work from home whenever possible. In HQ one senior member at a time will be present in the office from 9:00 am to 3:00 pm during working days. Cluster Coordinators are also advised to work from home but should remain in the specific duty station till further notice
- Trainings, meetings, events, and workshops are avoided in all areas where the programme is implemented. Support and mentoring will be done remotely through phone and internet. For events permission must be sought, discussed, and approved by the PMT.
- Weekly meetings with the team will be held via Teams or Zoom.
- In case any team members or members of their households feel any symptoms (cough, sneezing, fever), one should not arrive at the office or otherwise take part in any FORVAC funded activity. Instead, self-isolate and immediately contact administration or CTA for further measures.
- If any gatherings are held, we will inform participants before the event or any other Programme supported activity about conditions for participation: e.g. people with cough, sneezing, fever, any flu like symptoms should not participate ***in order to protect others***. If any participant shows these symptoms, he/she will immediately be directed to self-isolate and contact medical facilities.
- If case any events/meetings/trainings are held, we ensure availability of hand washing facilities (soap, water, tissues) and alcohol-based hand rub sanitizer and inform participants on how and when to correctly practice hand hygiene (see attached Swahili language hand washing instructions) and the symptoms for COVID-19.
- Nobody will be allowed to enter the program offices or cars before washing hands and/or sanitizing. All the necessary handwashing equipment are placed at the main gate and doors and cars are equipped with hand sanitizers:
 - Finance and Admin. Department is responsible for HQ.
 - At the Cluster offices, CCs are responsible for availability of necessary facilities/equipment and will communicate with the Financial and Admin. Manager.
 - Hand sanitizers, one bottle per week will be provided to the FORVAC staff for personal use at home.
- The HQ office will be sanitized/disinfected (fumigated) at the end of week.
- We discourage both local and international travel. All meetings, which are possible to be held online, will be held online. Needs for potential field trips will be assessed case by case within the Programme Management Team (PMT). Necessity of CCs travel will be assessed with FME, who will forward the issue into the PMT, if needed.
- In case a need arises for a team member to come to the office, transport will be organized with the programme vehicle from and to their home.
- Office rooms are used only by the designated person. In case of visitors, they will use the conference space.
- Distancing is practised by having only one person per room in the office.
- Office cleaners will only work once a week on Saturday.
- CTA drives himself one project vehicle, but works from home whenever possible.
- To ensure strong internet connection within all areas we work in, portable modems will be purchased for the whole team.
- In addition to this guideline, FORVAC has a guideline for service providers and partners. The SP guideline will be gone through in the initial contracting phase in HQ. CCs make sure that copies are printed out for each field team member and red through before initiation of field activities.

Other

- Workplan up to June 2020 was updated in March 2020. Due to the developments in COVID-19 situation it will be again updated in detail for the next one month and the quarterly work plan and budget estimates for the QR 2/2020 for the months from April to June 2020 will also be reviewed and edited, as seen necessary based on the available information.
- Staff will inform the Programme management of any change in environment and corona cases near or in the area.
- In case there is a suspected COVID-19 case within the household of staff, SP team or any community who we work with in any of the clusters or HQ, inform CTA/FAM immediately for guidance for further measures.
- LU Expert and NJE will be responsible for daily checking MOH and WHO pages and news on COVID-19 situations and inform the rest of the team.
- Both FORVAC Internal COVID-19 Guidelines (this document) and FORVAC COVID-19 Guidelines for Service Providers and Partners will be constantly updated and are available on the FORVAC website.
See <https://forvac.or.tz/publications/covid-19-guidelines/>.

This guideline is valid until further notice and possible further restrictions from MOH or restrictions or procedures agreed within the PMT are updated in this document. We follow the situation and will let you know of any further safety measures. The updated document is always available in the drive: FORVAC MIS System/FORVAC Guidelines and Manuals/Corona Guideline. For more information, advice and guidance from MOH and WHO on COVID-19 kindly visit:

<https://www.moh.go.tz/en/>

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

Stay safe,
FORVAC CTA

Hatua za unawaji mikono

1. Loanisha mikono na maji

2. Paka sabuni sehemu zote za mikono

3. Sugua viganja vya mikono kwa pamoja

4. Sugua nyuma ya viganja vya mikono

5. Sugua viganja huku ukiwa unapishanisha vidole

6. Sugua sehemu za vidole huku vikiwa vimefungamana

7. Sugua kidole kimoja baada ya kingine ukianza na dole gumba

8. Sugua mwisho wa vidole kwenye kiganja cha mkono

9. Suza vizuri mikono na maji

10. Futa mikono yako kwa taulo, tishu au hewa. Sasa mikono yako ni safi na salama

“Mikono safi kwa wote”

AFYA YANGU, MTAJI WANGU!



Wizara ya Afya, Maendeleo ya Jamii, Jinsia, Wazee na Watoto
Kitengo cha Elimu ya Afya kwa Umma

Na: 531

