**PDF ADVISORY and PROCEDURE**

**COVID-19 PANDEMIC**

*MARCH 20, 2020*

# CURRENT CONTEXT

On 30 January 2020, WHO announced that the COVID-19 outbreak was a Public Health Emergency of International Concern (PHEIC) is now a widespread, global pandemic. As of 4 March 2020, cases of COVID-19 have been reported in 77 countries. To date, most cases were reported from China with cases in some other countries among individuals with travel history to China. In February 2020, the number of cases in China declined while the number of cases and countries reporting cases increased.[[1]](#footnote-1) (World Health Organisation)

Several countries have demonstrated that COVID-19 transmission from one person to another can be slowed or stopped. These actions have saved lives and have provided the rest of the world with more time to prepare for the arrival of COVID-19: to ready emergency response systems; to increase capacity to detect and care for patients; to ensure hospitals have the space, supplies and necessary personnel; and to develop life-saving medical interventions. Every country should urgently take all necessary measures to slow further spread and to avoid that their health systems become overwhelmed due to seriously ill patients with COVID-19.[[2]](#footnote-2) (World Health Organisation)

In the Pacific, most Pacific Island Countries and Territories (PICTs) have not registered any confirmed cases of COVID-19. However, as of 11 March 2020, the first case of COVID-19 in the Pacific Island Countries and Territories (PICTs) were reported in French Polynesia. The case reported travel history to Paris. As of 20 March 2020,

March 2020, there are 510 confirmed cases in Australia, New Zealand have reported 20 cases and two cases were reported in Hawaii as of 13 March, 2020.[[3]](#footnote-3) (Engineering) Guam reported three cases of COVID-19 on 16 March 2020 with the first two patients, who are related, having travelled to the Philippines and return to Guam on a United Airlines flight on 02 March, while the third patient has no known travel history, with a family member who had recently travelled to Japan.[[4]](#footnote-4) (TIMES). On, Thursday, the 19th of March, Fiji confirmed its first case of COVID-19.

With the outbreak of COVID-19 governments in the region are implementing measures to ensure that the lives of their people and its citizens are protected and saved from the outbreak. These measures include the activation of National Health Emergency Response, putting in place travel bans, establishing quarantined hospitals, minimising social gatherings and educating people to be aware of the outbreak and take necessary precautions.

# PURPOSE

This document sets out clear direction of PDF’s response to COVID 19, both immediately and in case of a Suva containment or national lock down. The various categories of response will be reviewed weekly in light of the national (Fiji) situation and as things evolved.

# PDF’s COVID 19 Response Priorities

PDF will continue to implement precautionary measures to help minimise the risk of COVID-19 exposure amongst staff as well as their families and therefore our priorities in responding to COVID-19 are:

1. Ensuring the health, safety and well-being of all staff while at work in the office
2. Where decision is made for staff to work from home, their health, safety and well-being will be their responsibility
3. Ensuring that we continue to deliver tasks whether in the office or remotely from home
4. Closely monitoring and assessing the impact of COVID-19 amongst the staff and the community and identify ways to safely support those in need.
5. Taking actions to support the working environment for staff in the office

As the nature of the COVID-19 evolves with more confirmed cases in Fiji, it will also heighten anxiety, panic and fear amongst communities which will equally affect staff and their families. PDF as an organisation will action the following and monitor closely the situation to ensure that staff are well informed of measures taken.

PDF will treat all information with utmost privacy and confidentiality pertaining to staff’s well-being, including their families, should they be showing symptoms, isolated or being treated for COVID-19. This will ensure the dignity and well-being of staff is upheld.

# DIFFERENT STAGES OF ACTION

PDF will have different levels of action to guide the different responses.

**LEVEL 1 - Monitoring and sharing of information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What** | **Who**  | **How**  | **By When**  | **Status**  |
| Team to set communication procedures, dissemination and actions  | MPERU | Email In-house meetings  | From March \_\_ and ongoing  | Commenced  |
| Communication with DPOs on basic advocacy message  | PDF COVID19 Response team\*  | Email Phone calls  | From March 20th and ongoing  | Commenced  |
| Monitoring regional Ministry of Health and WHO notice  | PDF COVID19 Response Team\* | Collating and daily review of Ministry of Health notice as well as Official Statements  | From March 20th  | Commenced  |
| Setting up of an Information Centre in the Office – Board Room | COVID Response Team |  | March 20th | Commenced |

\*Refers to Planning team (3 staff) , Program team (4 staff) and PERU team (4 staff)

**LEVEL 2 – Alert**

These are actions to be undertaken during this period until there is a Suva containment and National lock down

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| What | Who  | How  | By when? | Status |
| Gathering information from news sources for daily updates  | MPERU/Kata | From official notices – Ministry of Health Official statements  | 3 times a week – By 11am (Monday, Wednesday and Friday) \* | On-going  |
| Dissemination of information to staff  | PRC/Solo or Manager PERU/Kata  | Email  | Daily | On-going |
| Roster for the COVID response team to collate information for management decision  | MPERU/Kata | Email |  |  |
| Hand wash or use of the hand sanitiser upon arrival in the office  | All staff and visitors  | Email communication reminder In-house meeting  | As soon as staff arrive in the office in the morning and when visitors arrive  | On-going  |
| Cleaning of staff work station – staff to wipe down their work station upon arrival in the morning  | All staff  | Email In-house meeting  | As soon as staff arrive in the morning  | On-going  |
| Visitors to the office to be informed to self- disinfect upon arrival and wait at the reception  | Office Assistant/Admin team  | In-house meeting Email  | When visitors arrive in the office/reception  | On-going  |
| No in-person external meetings held in the Boardroom. Requests for meetings will be cancelled apart from the in-house meeting.  | * Public Relation & Communication Officer
* CEO
* Four Managers
 | Email  | From March 20th  | March 20th  |
| Office cleaning to be done twice weekly – thorough cleaning of the office |  | Email  | From March 20th  | On-going  |
| Development of ToR, staff protection guidelines and budget for Activation skeleton staff | * CEO
* Manager Finance & Corporate
* Manager PERU
 |  | Email |  |
| Mental well-being and psychosocial support (self- care)  | * PERU/Training Specialist
 | In-house  | Twice weekly  | On-going  |

**LEVEL 3 – Activation**

This refers to when staff will need to work remotely from home. Communication support to be put in place as well as a clear guideline on how staff will report to their Supervisors daily and or work to be monitored. The Activation mode is in two levels, (3a will operate concurrently)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| What? | Who  | How  | By when? | Status  |
| 3a.Decision to work remotely from home.  | **Program Team** – Team Leader and the three Program Staff **Planning Team** – Two staff Corporate & **Finance Team** – four staff  | Email from line Managers to the staff Collective zoom meeting  | One Confirmed case in the greater Navua-Suva-Nausori areas  | As soon as a case is confirmed  |
| 3a. Presence of skeleton staff in the Office Functions and activities.  | * PERU Team (Manager and three staff)
* Manager Finance & Corporate
* Manager Planning Policy and Advocacy

CEO |  | One Confirmed case in the greater Navua-Suva-Nausori areas | As soon a case is confirmed  |
| 3b. Office Shut down – for Suva containment or National lock down | Everyone will work virtually from home  |  | Suva containment and nationwide lock down | As soon as the official notice for – Suva lock down  |

**Reopening the Office**

The management will monitor and continue to have constant communication to access the situations until a decision is made to reopen and recall staff back to the office. Those staff that have been treated for COVID-19 must provide medical clearance to their line manager to return to work. Those staff that have been exposed to COVID-19 must have self-quarantined for 14 days before returning to work. This will be done through an email and phone calls to all staff. Staff are expected to have their phone working and available at all times.

# STAFF SHOWING SYMPTOMS

Staff should be vigilant to identify symptoms (coughing, shortness of breath, fever and headache) and proactive to contain the spread of the disease.

|  |  |  |  |
| --- | --- | --- | --- |
| What | How | Who  | Status  |
| Staff showing – at home  | Stay at home Inform line manager Line Manager inform CEO  | Staff  | As soon as possible  |
| Staff showing symptoms in the office  | Leave the office immediately Inform line manager Line Manager inform CEO | Staff  | As soon as possible  |

# COST

PDF will use its existing funds under the Core funding to support staff cost to work from home, and put in place necessary protection measures for skeleton staff for communications in particular.

# IMPLICATION TO PROGRAMS AND PROJECTS IMPLEMENTATION.

PDF is aware that the urgency and the impact of COVID-19 in Fiji and its impact in the region will significantly affect implementation of the activities across PDFs programs. It is to be noted that implementation of activities will be reviewed once the current pandemic stabilises with official statement from the Fiji Government. Following this, PDF will reorganise its workplan and inform partners and donors accordingly.

PDF will inform partners and donors as at **Friday, 20th March 2020** on the delay of all implementation of activities including reporting obligation.

END.

1. Critical preparedness, readiness and response actions for COVID-19. [↑](#footnote-ref-1)
2. Critical preparedness, readiness and response actions for COVID-19. [↑](#footnote-ref-2)
3. <https://gisanddata.maps.arcgis.com/apps/opsdashboard/index.html#/bda7594740fd40299423467b48e9ecf6> [↑](#footnote-ref-3)
4. PACNEWS as of 10am, 16, March, 2020 [↑](#footnote-ref-4)