



## INTEGRATED DISABLED WOMEN ACTIVITIES

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### COVID-19 Safety Plan

**Name of COVID Safety Officer** (person responsible for overseeing this plan):

**Short description of activity:**

**Date and time of activity:**

**Duration of activity:**

**Location of activity:**

**Number and origin (Village, parish, sub county, town, district) of attendees:**

**National or local authority website to monitor the latest COVID19 regulations:**

**Date of submission to relevant authorities (where required):**

*The table below has two columns. The first column lists the different factors to consider when planning and facilitating a COVID Safe in-person activity. The second column lists possible actions you can implement to promote COVID Safety for everyone. Please choose the actions relevant for your activity and add any others required by your own Government Orders for COVID Safe activities. We encourage you to put Safety first!*

<b>Factors to consider</b>	<b>Actions:</b> Please place an "X" in the space to the left of any actions relevant to your activity. For accessibility, you can also choose to delete the actions that are not relevant and leave the ones that are relevant to your event.
Wellbeing of staff, volunteers, participants, support persons and/or any trainers and consultants	<p><b>Attendance requirements</b></p> <p><input type="checkbox"/> Inform people that if they have any COVID-19 symptoms to stay at home, get tested if unwell and follow your Government of Uganda's regulations regarding management of persons with COVID-19 symptoms.</p> <p><input type="checkbox"/> Before the activity, take time to discuss with participants who will attend in persons and virtually whether support persons, interpreters or other accommodations will be needed for the activity. Identify how these supports can be provided in a way that ensures full and effective participation and maintains COVID Safety for participants, support persons and others who attend. For example, a participant's support person/s remains their support person for the entire activity. No sharing of support persons. Guides might ensure more frequent hand washing/sanitizing and wear masks.</p> <p><input type="checkbox"/> Test everyone's temperature upon entry. If temperature is within normal limits allow participation. If temperature is 100.3 degrees Fahrenheit (37.5 degrees Celsius) or higher, provide the person the necessary support and information to get tested. Where temperature guns/gauges are not available or where required by authorities, arrange for relevant health professionals to be at the event to carry out temperature checks.</p> <p><input type="checkbox"/> Everyone uses hand sanitizer upon entry.</p> <p><input type="checkbox"/> If a person arrives or develops COVID-like symptoms or finds out they tested positive during the activity, advise them to go home immediately and follow your Government of Uganda's regulations regarding management of persons with COVID-19 symptoms. Provide them with a copy of any local</p>

Government regulations and information relating to COVID-19 testing as well as any helpful phone numbers to call for assistance.

\_\_ If a person arrives or develops COVID-like symptoms or finds out they tested positive during the activity is unable to go home immediately, advise them respectfully to move to an isolation room/area to separate them from others until they are able to return home or seek medical assistance.

\_\_ Collect contact details of everyone at the event for your records and to be able to inform them if someone tests positive to COVID-19 in the period of up to two weeks after the event.

\_\_ Choose a staff member or volunteer to be a COVID Safety Marshal during the event. This person is responsible for ensuring everyone implements this plan and stays COVID Safe during the activity, e.g. reminds people to stay 6 feet (1.5 meters) apart or to sit down while eating, checks that hand sanitizer is used and available.

\_\_ Please list other actions.....

**Share Information before, during and after**

\_\_ Provide staff, consultants and volunteers who are supporting the event with information and training on COVID-19, including when to get tested, physical distancing, wearing masks, hand hygiene, cleaning, what to do if someone tests positive for COVID-19 and how to respectfully manage an ill participant/stakeholder.

\_\_ Allocate roles and responsibilities for different parts of the COVID Safety plan to staff and/or volunteers e.g., Who will purchase hygiene equipment, who will be responsible for cleaning, for registering participants, for setting up and controlling the audio-visual equipment and making sure virtual participants are included.

\_\_ Train Staff and/or Volunteers with roles and responsible for COVID Safety Plan implementation on their role, how to use personal protective equipment, how to ensure COVID safety for themselves and others in their duties and equip them with necessary equipment.

\_\_ Ensure all participants and support persons are aware of the COVID Safety plan and actions they need to take e.g., Physical distance, wear masks, maintain good hand hygiene.

\_\_ Share your organization's COVID-19 Protocol (if available) and the COVID Safety Plan for the activity on your website, via social media, and email.

\_\_ Ensure all information and communication about COVID Safety and the activity is available in accessible formats.

\_\_ Have relevant local health information available in accessible formats, such as, what to do and where to go to get tested.

\_\_ Teach and make sure people wear masks correctly over their nose and mouth, only taking it off to eat or drink or for accessibility reasons. Please consider individual health conditions when enforcing masks as some people's health may be affected by wearing a mask.

**Event items: Avoid sharing items**

\_\_ Encourage each person to bring their own water bottle, snacks, pens, notebooks.

\_\_ Where individuals are unable to bring supplies, provide enough for everyone to have one each (no sharing). Supplies should not be returned.

\_\_ If Microphones are being used, have the microphone/s on a stand in an accessible location/s and have participants use the microphone one by one to share their contributions. Make sure people waiting to use the microphone queue 6-feet (1.5 meters) apart from each other.

\_\_ Limit the number of people who handle audio visual equipment and ensure they use PPE.

**Personal Protective Equipment (PPE) to purchase, where available:**

\_\_ Soap

\_\_ Water for hand hygiene (where washroom facilities are not available)

\_\_ Hand Sanitizer

\_\_ Temperature gauge/gun

\_\_ Paper towels

\_\_ Tissues

\_\_ Cleaning supplies and disinfectant, including cleaning wipes

\_\_ Cloth face coverings/masks

\_\_ Gloves

\_\_ Waste disposal bags

	<p>__ Please add more items here....</p>
Venue and Physical distancing	<p>__ Choose a venue that allows all people attending to maintain 6-feet distance apart (1.5 meters). Reduce the number of people attending if needed.</p> <p>__ In indoor areas, increase natural ventilation by opening windows and doors where possible</p> <p>__ Identify and create an isolation room, in case someone arrives at the venue or develops symptoms of COVID-19 and is unable to return home or seek medical assistance immediately.</p> <p>__ Count ALL participants, including staff, volunteers, consultants and support persons, before finding a right-sized venue.</p> <p>__ If the venue is small, ensure that the number of people who will attend are able to maintain 6-feet distance apart (1.5 meters).</p> <p>__ Ensure layout of tables and chairs allows for at least 6-feet (1.5 meters) distancing. Consider accessibility within and around the venue. If mobility of participants requires you to space tables more than 6-feet (1.5 meters) apart, then set tables and chairs at a bigger distance to allow participants space to move.</p> <p>__ Plan for 6-feet (1.5meter) physical distancing at points of mixing or queuing and limit the number of people crowding in spaces such as:</p> <ul style="list-style-type: none"> <li>○ toilets,</li> <li>○ entrance and exit points,</li> <li>○ meal or break areas,</li> <li>○ between seated guests</li> </ul> <p>__ Consider staggering breaks for different groups during the activity to avoid crowding</p> <p>__ Make sure the COVID Safety Marshal is reminding people to move along to their table and out of crowded spaces</p> <p>__ Place markers 6-feet (1.5 meters) apart on the floor at key areas where people crowd to make sure people distance while queuing</p> <p>__ Reduce person to person contact, where possible, except as a reasonable accommodation</p> <p>__ Please list other actions.....</p>
Cleaning	<p>__ Clean the venue, tables and seats with detergent and disinfectant before, during and after the activity.</p> <p>__ Clean frequently touched areas regularly, e.g. Microphone, tables, chairs, door handles.</p> <p>__ Recommend people bring their own items or provide enough for everyone for the activity e.g. Pens.</p> <p>__ If items are shared, e.g. Pens, cutlery to cut cake, ensure cleaning of the item between each person.</p> <p>__ People involved in cleaning or re-organizing furniture should wash hands thoroughly before and after with soap and water.</p> <p>__ If someone develops symptoms of COVID-19 during the activity or finds out they are COVID positive, ensure thorough cleaning and disinfecting of the venue.</p> <p>__ Please list other actions.....</p>
Hygiene	<p>__ Make sure bathrooms are well stocked with hand soap and paper towels or hand dryers</p> <p>__ Place signs up near hand washing areas showing effective hand washing. Please use signs provided by your relevant authorities.</p> <p>__ Raise awareness about good hygiene in accessible formats before and during the activity, including a focus on:</p> <ul style="list-style-type: none"> <li>○ washing hands frequently with soap and water for at least 20 seconds</li> <li>○ closing mouth and nose with a tissue or your elbow when coughing and sneezing and wash hands immediately afterwards</li> <li>○ avoiding person-to-person contact like handshakes, fist bumps, and high-fives. Use smiles and waves instead.</li> </ul> <p>__ Place hand sanitizer in an accessible place:</p> <ul style="list-style-type: none"> <li>○ at the venue entry</li> <li>○ throughout the venue or ground</li> <li>○ in washrooms</li> <li>○ around meal areas</li> </ul> <p>__ Post signs, show videos about COVID Safe hygiene practices as required and preferably in local languages</p>

	<p>__ Please list other actions.....</p>
Catering	<p>__ If catering is planned, have a dedicated person or team responsible for catering and make sure they understand your COVID Safety Plan</p> <p>__ Provide meals and cutlery in individual packages that are disposable where possible (use recycled packaging where possible). No self-serve buffet style.</p> <p>__ Individuals dispose of packaging themselves.</p> <p>__ Have trash bins in accessible locations</p> <p>__ If food is provided or share style:</p> <ul style="list-style-type: none"> <li>○ One person should be allocated to serve food and practice hand hygiene before and after service.</li> <li>○ Food server to wear gloves and wash hands thoroughly before and after.</li> <li>○ Stagger food service so that the food area does not get crowded</li> <li>○ Place markers on floor to guide physical distancing around the food area</li> </ul> <p>__ Please list other actions.....</p>
Transport to and from the activity/event	<p>__ Encourage people to use transport that minimizes contact with others</p> <p>__ Encourage people to wear masks on transport and sanitize hands upon entry to the venue and before going home</p> <p>__ Sit on the back seat and have windows down for air flow if safe to do so and weather allows.</p> <p>__ Remind people to keep 6-foot distance from others where possible when waiting for and when on public transport</p> <p>__ If transport is being provided for a person with COVID-like symptoms or who has tested positive during the activity, ensure the transport operator/driver and passengers are using PPE, where available in country, maintaining physical distance and windows are down where it is safe to do so.</p> <p>__ Please list other actions.....</p>
Payments and cash exchange	<p>__ Where available, encourage contactless payments.</p> <p>__ Limit how many people are responsible for cash exchanges and provide them with PPE (e.g. Gloves, hand sanitizer, cleaning wipes).</p> <p>__ If cash transfer is being made, exchange cash by placing cash on a tray or on the counter/table. Do not exchange cash by hand to avoid direct hand-to-hand contact.</p> <p>__ Ask participants to sign receipts or other proof of payment documentation using their own pen or provide a pen that they keep.</p> <p>__ If pens must be shared, ensure disinfectant is used on shared items between each use.</p> <p>__ Please list other actions.....</p>