

## **DAI Partner Organization COVID 19 Operating Guidelines**

### **Required procedures for ACEBA project grantees, subcontractors and training providers to observe in order to regulate their operating environment and prevent the spread of Coronavirus Disease (Covid-19)**

Organizations operating in Afghanistan must abide by the Government of Afghanistan's policies, regulations, and decrees related to COVID 19. Covid-19 mitigation measures to be implemented by the grantee/beneficiary organization prior to commencement of an ACEBA funded activity include:

- 1) Ensure that provisions are made to prevent crowding or gather of people at entrances to areas within buildings/offices/training facilities.
- 2) Ensure that the number of workers, trainees, or apprentices does not exceed the capacity of the work or training area to accommodate people with two meter distancing between persons.
- 3) Consider staggered operating times for entry/registration of people to avoid crowding.
- 4) Avoid using fingerprint systems or other systems for recording attendance that are not touch free.
- 5) Provide for the health and safety of all persons engaged in the activity by making available hand washing stations at the entrances of buildings or work areas, sterilizers, hand sanitizer, masks.
- 6) Ensure that all offices, common areas, toilets and work equipment are sanitized frequently. This applies to dormitories and accommodation if workers, apprentices, or trainees stay in accommodation provided by the partner.
- 7) Ensure that cleaners that carry out cleaning and sanitizing are properly trained and supplied with disinfectant, gloves, and proper cleaning tools and materials.
- 8) Ensure persons maintain two-meter distancing (circles marked on the floor, or assigned seats/desks)
- 9) Ensure that equipment such as desks, computers, machinery, equipment are not shared by persons unless absolutely necessary for the accomplishment of work or training, and that any shared items are sanitized between each use.
- 10) Avoid designing activities that will require serving lunch or refreshments to participants, and do not allow dining in common areas. Refreshments may only be served in single use containers (bottled water in individual bottles or example, or individually wrapped packets of biscuits).
- 11) Instruct employees/trainees to avoid exchanging greetings by either shaking hands or kissing.
- 12) Instruct employees /trainees to maintain a distance of two meters between them throughout any training activity unless training requires close instruction.

Partner Organizations MUST report any suspected or confirmed cases of COVID-19 to ACEBA. ACEBA may offer assistance to restructure the activity to reduce transmission risks, or advise temporary postponement of the activity. Please be advised that for any activities that involve a moderate to high risk of transmission of COVID-19, ACEBA may require modification of activities or grants either pre or post award.