

## **Building Foundation for Development - BFD**

### **Standard Operating Procedures in the context of the COVID-19 outbreak**

#### **Recommendations for implementation of Food Assistance for Assets (FFA), Food Assistance for Training (FFT), Cash for work and related cash distributions.**

As the Novel Coronavirus (COVID-19) continues to spread unpredictably it presents a growing risk to the general population, beneficiaries, BFD personnel, Service Providers (SP), and authorities. Social distancing and hygiene measures have been found to be the most adequate measures for minimizing the spread of COVID-19. Crowded locations are normally considered to be risk areas for transmission of COVID-19.

This document aims to guide the implementation of FFA and FFT activities and distributions in the COVID-19 context, to minimize the risk of exposure of beneficiaries, BFD personnel, and service providers. These SOPs are a living document and will be aligned with specific guidance shared by the relevant health authorities and partners (e.g. Ministry of Health, WHO, WFP), as and when issued.

#### **RECOMMENDED ACTIONS**

##### **1. Rely on community committees to minimize COVID-19 risks**

- Ensure that local community committees are aware of all COVID-19 information and prevention measures and can spread awareness within the community and among beneficiaries.
- Ensure that local community committees are active to detect and report lack of observation of these SOPs.

##### **2. Manage training and work sites**

- For Food Assistance for Training (FFT), suspend activities held in educational facilities if educational facilities have been closed based on requests from national and local authorities. Seek alternative ways to deliver and complete the trainings through WhatsApp sessions, YouTube or sharing paper-based lessons and exercises with beneficiaries. In case authorities authorize the meeting of students.
- If educational facilities are open or alternative learning rooms can be identified, trainings can resume if social distancing and minimum prevention measures described in this document are taken. This includes keeping a distance of 1 to 2 meters between each beneficiary, avoiding any physical contact between beneficiaries and teachers, ensuring beneficiaries understand how COVID19 can spread and providing hand-washing stations at the site of the training.

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- Adjust asset creation and rehabilitation work sites to meet the following requirements:
  - Collect WHO and local authority guidance on COVID-19 and display it at FFA work sites.
  - Share basic COVID-19 awareness information from official sources (WHO, national or local authority) with asset site supervisors and ensure their ability to share this information with FFA participants and monitor the adherence of participants to the recommended prevention actions.
  - Reduce the number of participants per group to maximum 20 people (preferably 10 people).
  - Reduce the working hours per group to maximum 4 hours per day to ensure adequate group alternation.
  - Ensure 1 to 2 meters distance between each participant in the work site.
  - Ensure that all participants use and wash the provided gloves and masks and have functioning individual tools (no tool sharing allowed). If tools must be shared among participants, ensure that they are adequately cleaned with chlorinated water.
  - Provide where possible handwashing stations and/or hand sanitizers on site.
- 3. Review distribution plan and stagger distributions across several days**
- Distributions will be staggered, and the distribution period determined by BFD will allocate 10 minutes per person, and only 50 people will be served per day. The supervision team will have to organize beneficiaries per group and call different groups for each distribution day.
  - Inform beneficiaries about these changes and the schedule of staggered distribution 2-3 days in advance, so beneficiaries understand its purpose and do not show up to distribution points outside of their scheduled distributions.
  - BFD's financial team may request the exchange agents to prepare cash in envelopes to reduce waiting time and contact.
- 4. Distribution Staff and Community Sensitization**
- Use any possible means such as radio, SMS, messages at Mosque to disseminate messages related to distribution and awareness of COVID-19
  - Display banners/posters approved by MoPHP/WHO at distribution points on how to maintain hygiene standard and distribution arrangement
  - Whenever possible, arrange audio-messages on crowd control, distances between beneficiaries, flow of the distribution and broadcast during the distribution
  - Seek support of local authorities on community sensitization and crowd control measures
  - Disseminate information related to the exceptional distribution arrangement as described under 7.
  - Brief all staff on procedures and roles/responsibilities.

**5. Organize and clearly mark the allocated spaces at the distribution site**

*(see Annex 1: Sample site plan for distribution sites in the COVID-19 environment)*

- Reception point, (identity) verification point, collection point and exit to channel off traffic and allow for personal space of at least one meter between each beneficiary.
- Set up hand washing areas with adequate supply of hand washing solution (0.05% bleach solution - see Annex 2 for details) and water. Alternatively use hand sanitisers whenever available.
- Allocate areas for body temperature checks by health officials. (if such requirements are communicated by authorities)
- Establish sheltered/covered area for beneficiaries that do not receive clearance at the body temperature check point. The allocated area should be spacious enough to allow beneficiaries to sit/stand at least one meter apart from each other.
- Ensure that there are clearly marked entrance and exit points in the distribution area.

**6. Do not allow crowding around the distribution point**

- Instruct beneficiaries to maintain a distance of one (1) metre from each other throughout the distribution process.
- One-meter area around the desk to be cordoned off (with a rope or tape) at the collection point if possible. This will ensure that the collection point is accessible to only one beneficiary at a time.

**7. Manage the flow of traffic at the distribution site**

- Upon arrival at the distribution site, direct beneficiaries to the hand washing area.
- Instruct beneficiaries to maintain a distance of one (1) metre from each other throughout the distribution process. Beneficiaries should not pass through the distribution point more than once.

**8. Consider hygiene and sanitation measures**

- There should be no physical contact between Workers, Service Providers staff and beneficiaries or between beneficiaries.
- Project staff should perform beneficiary identity check without touching ID card of beneficiaries. Project could consider placing their staff, in charge of verification, behind a glass protected window in order to avoid contact with beneficiaries.
- Project staff/exchange agent at the collection point should place the envelope/cash on table at the distribution point and step back, permitting the beneficiary to collect their entitlement.
- Following the collection of their assistance beneficiaries are to be directed to exit and encouraged to depart the distribution site immediately.

**SPECIFIC INSTRUCTIONS FOR PROJECT STAFF AND SERVICE PROVIDER STAFF AT THE DISTRIBUTION SITES** (*Reception point staff, Queue Management staff and Distribution Point Staff r etc.*)

- Coordinate with local authority to explain the approved measures to be followed during the distribution.
- Ensure continuous announcement with sensitization messages at the centre through loud speakers.
- Monitor the entry of beneficiaries into the distribution point channel.
- Instruct beneficiaries to maintain a distance of one-meter at all points during distributions.
- Engage WASH cluster partners and seek advice on proper management of waste water.
- Ensure that the hand washing point is supplied with appropriate quantities of hand wash solution and water (see Annex 2 how to prepare hand wash solution).
- Every day monitor the health conditions of the distribution and storage staff by checking the virus symptoms such as flu, sore throat, coughing and fever.
- All Project staff at distribution sites to be wearing masks and gloves at all times during the distributions.
- Instruct the beneficiaries to leave the distribution site immediately after the collection of their assistance
- On completion of distribution, ensure that the distribution point is swept clean and sprayed with disinfectant (0.5% solution- see Annex 3 on how to prepare cleaning solution). Once dry, the tarpaulin should be folded away for storage/transportation. The broom may be used again after bleach spraying to remove any debris.
- Remove all tapes, ropes and signage.
- Clear hand wash station and remove/store hand washing solution.
- It is mandatory that all staff at the distribution site perform hand sanitation and follow general hygiene practices.

**HYGIENE AND SANITATION**

**Hand wash solution (0.05% bleach solution)** can be made from a variety of chlorine bases available in the market. *Washing hands with clean water and soap is mandatory for all BFD staff, CP and Service Provider's personnel, beneficiaries as well as any other party involved in the process/present at the distribution site.*

**Instructions for making mild hand wash solution (0.05% chlorine solution) are provided in Annex 2**

**Instructions for making soapy water are provided in Annex 3**

**Disinfectant solution (0.5% bleach solution)** can be made from a variety of chlorine bases available in the market. All washing and disinfecting solutions must be prepared prior to dispatching to distribution point and marked clearly.

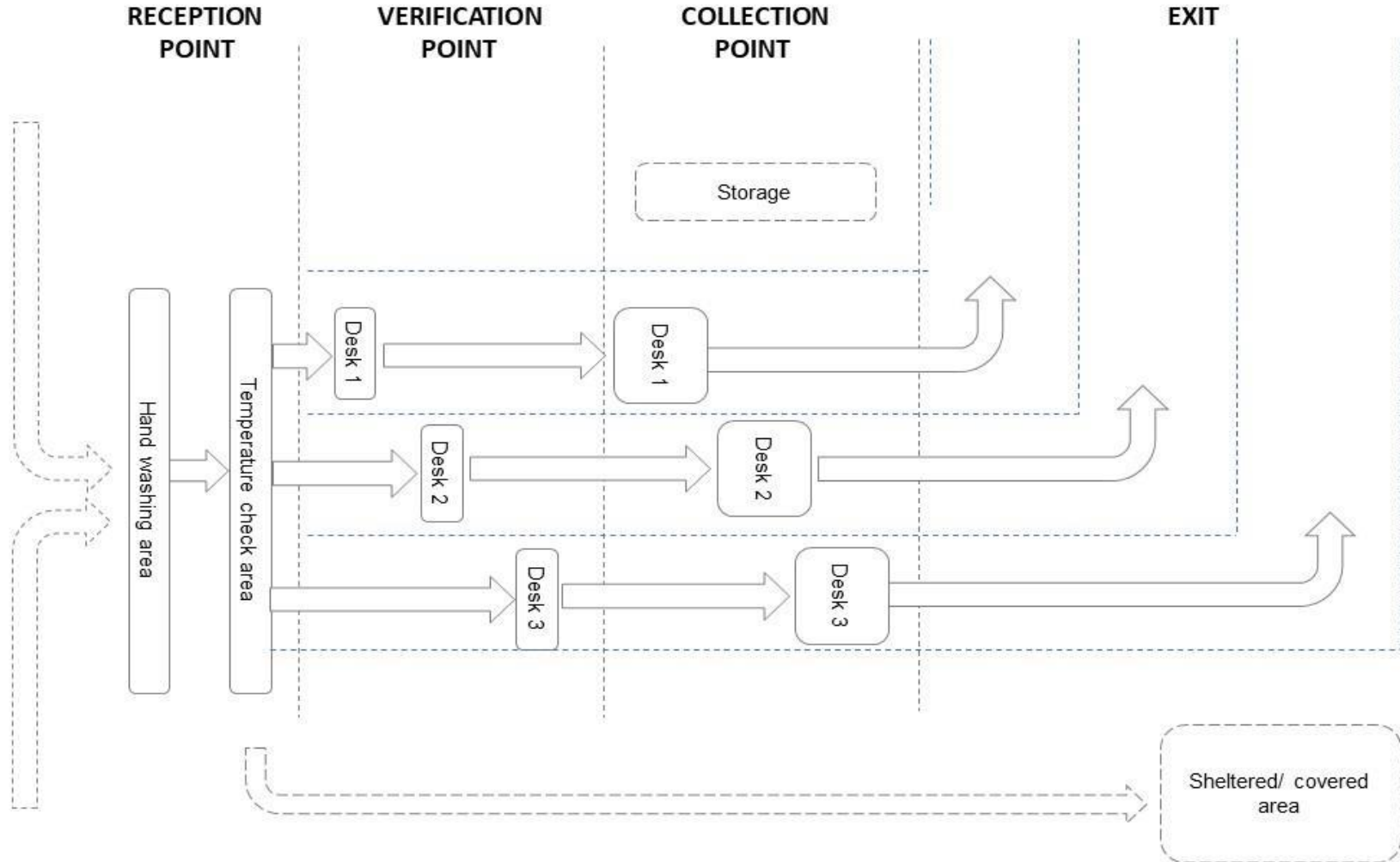
**Instructions for making disinfectant solution (0.5% bleach solution) from liquid bleach are provided in Annex 4**

☞ Concentrated chlorine and bleach are highly toxic substances that can cause irritation and inflammation to eyes, throat and nose. When mixing and using 0.5% disinfecting solution, appropriate PPE (including impermeable coverall, apron, N95 mask, goggles and double glove ie. inner disposable latex gloves and outer heavy-duty latex gloves) must be worn.

**Important Note:** All BFD personnel, and Service Providers are responsible for complying with all aspects of the SOPs described above. If any individual (BFD personnel, and SP staff) demonstrates symptoms of COVID-19 they should avoid contact with beneficiaries and not be present at the distribution site.

**ANNEX 1**

*Annex 1: Sample site plan for Food distribution sites in the COVID-19 environment*



ANNEX 2

## How to Make Mild (0.05%) Chlorine Solution

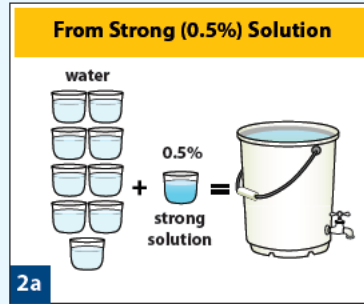
Use mild (0.05%) chlorine solution to wash ungloved hands.

**Make new mild (0.05%) chlorine solution every day.** Throw away any leftover solution from the day before.



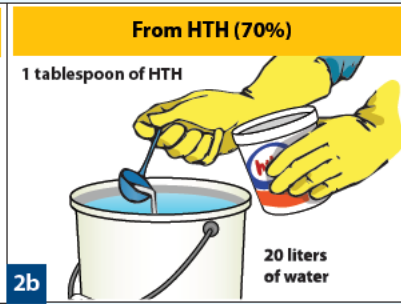
1

Make sure you are wearing **extended PPE**.



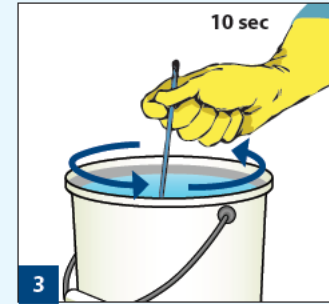
2a

Pour 9 parts water and 1 part strong (0.5%) solution into a bucket. Repeat until full.



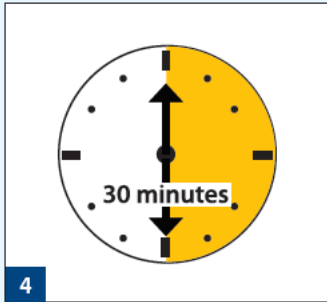
2b

Add one tablespoon of HTH (70%) to 20 Liters of water in a bucket.



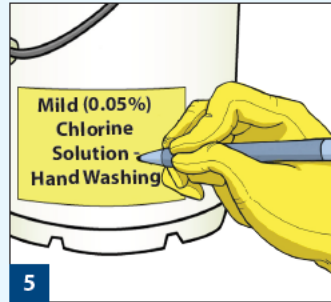
3

Stir well for 10 seconds, or until the HTH has dissolved



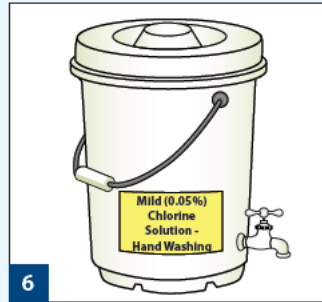
4

Wait 30 minutes before use.



5

Label bucket "Mild (0.05%) Chlorine Solution - Hand Washing."



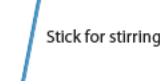
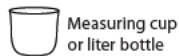
6

Cover bucket with lid.



7

Place at hand washing stations.



Supplies Needed



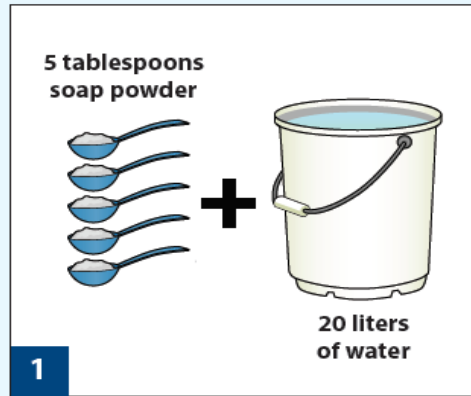
**WARNING**

Do NOT drink chlorine water.  
Do NOT put chlorine water in mouth or eyes.

ANNEX 3

## How to Make Soapy Water

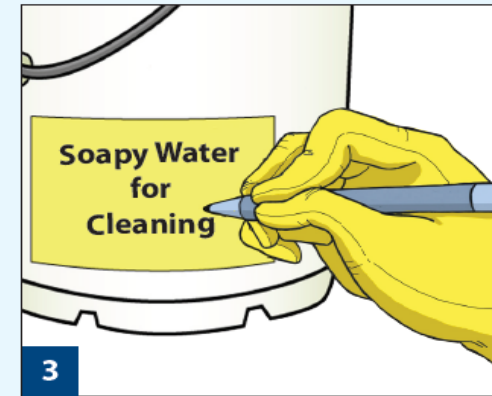
Use soapy water to clean and disinfect surfaces, objects, and body fluid spills.  
**Make new soapy water every day.** Throw away any leftover solution from the day before.



Add 5 tablespoons of soap powder to 20 liters of water in a bucket.



Stir well until suds form.



Label bucket "Soapy Water for Cleaning."



Powder soap or  
powdered laundry  
detergent



Bucket  
with lid



Water



Stick for stirring



Label

### Supplies Needed



ANNEX 4

## How to Make Strong (0.5%) Chlorine Solution from Liquid Bleach

Use strong (0.5%) chlorine solution to clean and disinfect surfaces, objects, and body fluid spills.

**Make new strong (0.5%) chlorine solution every day.** Throw away any leftover solution from the day before.

<p><b>1</b></p>	<p><b>From 1.25%</b></p> <p><b>2a</b></p>	<p><b>From 2.6% or 8° chlorum</b></p> <p><b>2b</b></p>	<p><b>From 3.5% or 12° chlorum</b></p> <p><b>2c</b></p>	<p><b>From 5%</b></p> <p><b>2d</b></p>
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Make sure you are wearing **extended PPE**

Pour 2 parts liquid bleach and 3 parts water into a bucket. Repeat until full.

Pour 1 part liquid bleach and 4 parts water into a bucket. Repeat until full.

Pour 1 part liquid bleach and 6 parts water into a bucket. Repeat until full.

Pour 1 part liquid bleach and 9 parts water into a bucket. Repeat until full.

<p><b>3</b></p>	<p><b>4</b></p>	<p><b>5</b></p>	<p><b>6</b></p>
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Stir well for 10 seconds.

Label bucket "**Strong (0.5%) Chlorine Solution - Cleaning.**"

Cover bucket with lid.

Store in shade. Do not store in direct sunlight.

**Supplies Needed**

- Measuring cup or liter bottle
- Bucket with lid
- Water
- Liquid bleach
- Stick for stirring
- Label

**WARNING**  
Do NOT drink chlorine water.  
Do NOT put chlorine water in mouth or eyes.



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Building Foundation For Development

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