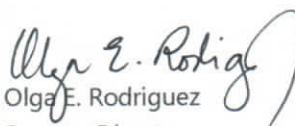


Date : March 13, 2020

For : Country Office – ALL STAFF

From : 
Olga E. Rodriguez
Country Director

Subject : **Memorandum 001 on CO Operations in connection with COVID-19**

This pertains to the COVID-19 pandemic, as classified by the World Health Organization.

Purpose: In order **to ensure coherence and relevance of information**, this memorandum will outline the guidelines to be followed by ALL CO staff, irrespective of workstations or functions. Any other suggestions, unless communicated through an amended memorandum is not official. Such amendments and dissemination of the said document must be communicated only through the Country Director and/or alternate Security & Safety focal point. The Operations Manager is the designated focal point for this matter.

Applicable Mandates and Policies:

1. Crisis Management Team (CMT) Communication as of March 10, 2020
2. Corona Virus Country Guide _March 2020
3. The Sphere standards and the Coronavirus response
4. WHO PHL SitRep – *daily updated document*
5. Executive Order (EO) -Albay Province as of March 12, 2020
6. Key Messages and Actions for COVID-19 Prevention and Control in Schools March 2020

Guidelines on Travel and Self- Quarantine:

1. If staff has travelled outside of Bicol Region, staff shall undergo a self-quarantine of 14 days. Any reason to be in the CO for exigent reasons must be communicated to Country Director and Operations Manager. Work from home shall be imposed and necessary administrative and logistical support shall be afforded to said staff.
2. All work from home shall require the approval of the Country Director, with the submission of detailed deliverables and timeline during the requested dates.
3. All travel to and from Manila shall be banned effective March 15 to April 14, 2020, or until further notice.
4. If staff shall travel outside of Bicol Region for personal reasons, staff are strongly advised to hold such plans until the EO by the Province of Albay is lifted. If staff pursued to travel outside of the region, staff are strictly required to inform the CO of such travels.

5. Educo staff whose permanent home is based outside of Albay are strongly encouraged to return to permanent residence and request for Work from Home approval. If staff, voluntarily would like to stay in Albay, People & Culture Unit must have this decision forwarded in writing.

Guidelines on Program Implementation:

1. All project level trainings, community meetings, and workshops are cancelled. Project staff may complete all pending activity and/or training reports; review activity design; modules, documentation, etc. In addition, to support the Country Programmatic Framework development, staff may be tasked for other related research and preparatory assignments.
2. Internal meetings by Educo Philippines staff are not part of the cancellation.
3. As of the moment, the CO is still under Scenario Green (cases below 200) – CO will consider a shortened work week either prior to or once Scenario Yellow is in place (cases between 200 to 3000).
4. All projects are expected to prepare adjusted Detailed Implementation Plan (DIP) and inform the OIC Program Manager and Country Director for any impact to implementation schedule and objectives. Projects must consider adjustments of about two to three months in the DIP.

Guidelines to Staff in connection to Duties and Commitment as aid worker:

1. Practice frequent and correct handwashing with soap and water; Be an advocate for this practice in your homes, communities and online networks.
2. Strictly follow the mandatory handwashing and temperature check policy in the CO.
3. Stay at home if you are sick; Encourage a colleague to stay home if you have noticed they are sick or not feeling well.
4. Do not propagate the use of face masks – the medical community is experiencing shortage of mask supply. As an aid worker, we must support the health front liners and ensure supplies are made available to them. If we ourselves model inaccurate preventive measures, we are not helping our communities.
5. BE INFORMED from the authorized sources like WHO, CDC, UNICEF, DOH.
6. Do not share information online unless from the authorized sources. If unsure, forward the information to the Operations Manager and he will validate the information with the CMT.
7. Prepare for your families 'needs without resorting to panic buying.
8. Remember to be compassionate during this time. Discrimination against people who are sick or who may appear to be sick is contradictory to our mandate as a humanitarian/development worker.
9. Keep calm and carry on.

Cf: QACU, Memo to File