

**Dear Country Directors and Security Focal Points,**

Given that the situation has evolved in the last few days regarding COVID 19, we held today a CMT (Crisis Management Team) meeting where we agreed the following:

1. **All country offices must organise their IMT meeting regarding coronavirus by the end of this week** (13<sup>th</sup> of March) and build a plan considering the guide that was shared last week, the minutes must be saved on the Security space on TEAMS
2. To date, the only EDUCO Country Office with more than 1.000 confirmed cases is Spain (today +1600), followed by India with only 56 cases.
3. For this reason, **we have suspended all travels from and to Spain until further notice**, exceptions will need approval from the CMT and only upon Country Director request.
4. **We have defined 3 possible scenarios** where countries can put themselves given certain indicators (see the COVID 19 – COUNTRY SCENARIOS on the page below)
5. **All country offices must be prepared for all three scenarios** (considering the programmatic, financial, HR and other potential issues compromising EDUCO business continuity in the country)
6. **All country offices must identify the current scenario where they are and be ready to change to the following scenario**
7. All country **offices must promote active hygiene** within their teams (hand washing, safe practices...). For instance, in all EDUCO premises posters recalling active hygiene to all staff will need to be distributed.
8. All country **offices must communicate regularly to the staff the current situation and prepare them for the situation to evolve** and possible measures that could be implemented (office closure, work from home, etc.)

Regarding **hygiene**, it is very important for all staff to be aware of the following:

- Regular hand washing
- Avoid crowded areas or big events
- Avoid touching your face with your hands
- In case of having symptoms or having contact with infected persons, follow the national authorities' advice

Today the situation is concerning mainly our staff in Spain, but the situation may be similar soon in other countries. We must be prepared, well-informed, and avoid unnecessary panic.

With these measures we aim to:

- Ensure our business continuity maintaining our mission for Children and Adolescents
- Minimize the potential impact that the COVID-19 outbreak, and related restrictions, could have on our projects,
- Facilitate our duty of care to our traveling staff;
- Reduce the risk of spreading the virus in the communities where we work

Do not hesitate to get in touch in case of doubts.

Best regards,

EDUCO's Crisis Management Team

<b>COVID 19 – COUNTRY SCENARIOS*</b>			
<b>Scenario</b>	<b>Local limited transmission – CONTENTION</b>	<b>Local sustained transmission - MITIGATION</b>	<b>Local widespread transmission - GENERALISATION</b>
<b>Countries (as of 10/03/2020)</b>	<ul style="list-style-type: none"> <li>Other countries</li> </ul>	<ul style="list-style-type: none"> <li>Spain</li> <li>France</li> <li>Germany</li> <li>Japan</li> <li>US</li> </ul>	<ul style="list-style-type: none"> <li>China</li> <li>Italy</li> <li>South Korea</li> <li>Iran</li> </ul>
<b>Description</b>	Those countries without cases or with low confirmed number of cases, where local transmission is limited	Countries with many cases (201-3,000). One or more sources of transmission in the country. Source identification is difficult. Health system heavily loaded but still operational.	Countries with high numbers of infected (+3000). Collapsed or very saturated health system. Possible case with contact close to someone from the office.
<b>Indicators</b>	<ul style="list-style-type: none"> <li>Between 0 and 200 cases</li> <li>No / few event restrictions</li> <li>Most cases are imported</li> <li>Few people in quarantine</li> <li>Moderate control at airports and entry restrictions in some countries</li> </ul>	<ul style="list-style-type: none"> <li>Between 200 and 3000 cases</li> <li>Event restrictions</li> <li>Most cases are of local transmission</li> <li>Specific restrictions on educational activity</li> <li>Localized confinements</li> <li>Possible contagion of EDUCO personnel</li> </ul>	<ul style="list-style-type: none"> <li>More than 3000 cases</li> <li>Confinement of cities and / or entire country</li> <li>Educational activity suspended</li> <li>High probability that an EDUCO worker is infected (or close person)</li> <li>Difficult supply of food</li> </ul>
<b>Actions</b>	<ul style="list-style-type: none"> <li>IMT summoned to prepare the Country Office for the next possible scenarios</li> <li>Prevention measures: hygiene, information, briefings</li> <li>Analyze possible negative consequences at a programmatic, personal, financial level, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Activate crisis management protocol</li> <li>Highly recommended work from home</li> <li>Travel suspension (national and international), with exceptions validated by Country Director and subsequently CMT (Crisis Management Team at headquarters)</li> <li>Weekly communication &amp; update to employees</li> <li>Preparation for next scenario</li> </ul>	<ul style="list-style-type: none"> <li>Total suspension of international and national trips</li> <li>Mandatory work from home if possible / office closure / home hibernation</li> <li>IMT and CMT meetings via Skype</li> <li>Daily communication to employees</li> <li>Recommendations on hibernation at home (supply)</li> </ul>

This table includes guidance for EDUCO Country Offices. However, countries offices may adapt measures to the specific circumstances in each country or area. All countries must follow the evolution of this crisis and prepare for the worst possible scenario, and follow authorities' recommendations and restrictions.

Contact the Global Security Manager in case of doubt.