

Managing COVID-19 Outbreaks Procedure Flow



Supported by the Vulnerable Supply Chains Facility (VSCF), a rapid COVID-19 response facility set up by the UK Foreign, Commonwealth and Development Office (FCDO), and managed by Mott MacDonald Ltd. The Facility partners with 20 UK and international retailers and brands, and 9 not-for-profit organisations, supporting over 100 suppliers across Bangladesh, Ethiopia, Ghana, Kenya, Myanmar, Tanzania, and Zimbabwe. It is providing economic, social, and health benefits to around 1 million women and men directly and indirectly in 2020-21.



The following procedure is provided to guide the manager through the process to follow in the event of a suspected or confirmed case of Covid-19 in the workforce. This guidance focuses on the specific actions required by HR and Medical Facility (if available) in relation to Covid-19.



The process flow is to be communicated to all personnel upfront and on an ongoing basis so that they have a full understanding of what the processes will be prior to anyone being confirmed as positive or an outbreak. All management communication should be regular and messaging across all departments to be consistent. Communication is to be in keeping with the ETI Base code of fairness, transparency and reassuring staff that they will face no discrimination or harassment if they contract Covid-19.

It is important to note that each farm workplace is different and the process flow could differ according to the sites' medical capability and local regulations (relevant to both legal requirements and Covid-19 specific requirements). The below guidelines and documentation are to support management with farm procedures, required management, patient reporting (where applicable) and referral of cases.

The farm preparedness plan is based on three main scenarios:

SCENARIO 1

No Confirmed Covid-19 Case

SCENARIO 2

Suspected or Confirmed Covid-19 Case

SCENARIO 3

When there are more Covid-19 Cases across the workplace

DOCUMENTATION AVAILABLE:

FLOWCHARTS

FLOWCHART 1: FARM COVID-19 CASE MANAGEMENT

FLOWCHART 1A: TEMPERATURE FLOWCHART FOR STAFF

FLOWCHART 2: COVID-19 SUSPECTED CASE GUIDELINES FOR CLINICAL MANAGEMENT

WORKSHEETS

FORM 1: TEMPERATURE CHECK SHEET

FORM 2: FARM SURVEILLANCE CHECKLIST FOR MANAGEMENT

FORM 3: FARM MEDICAL SURVEILLANCE CHECKLIST FOR CLINIC

FORM 4: SUSPECTED CASE REGISTER

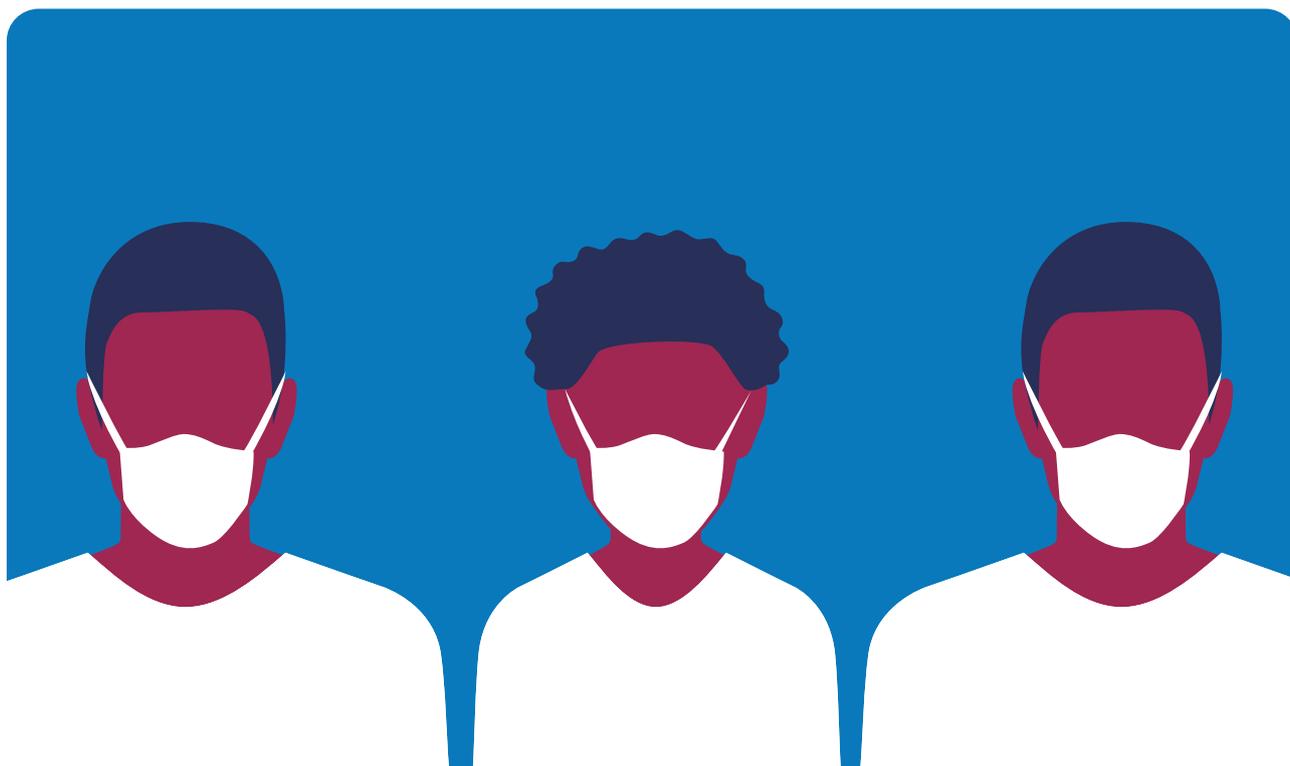
FORM 5: CONTACT TRACING FORM

FORM 6: CONTACT MONITORING FARM

FORM 7: CONTACT MONITORING HOME

FORM 8: PREVENTION CHECKLIST

FORM 9: RISK ASSESSMENT AND MITIGATION MEASURES



SCENARIO 1

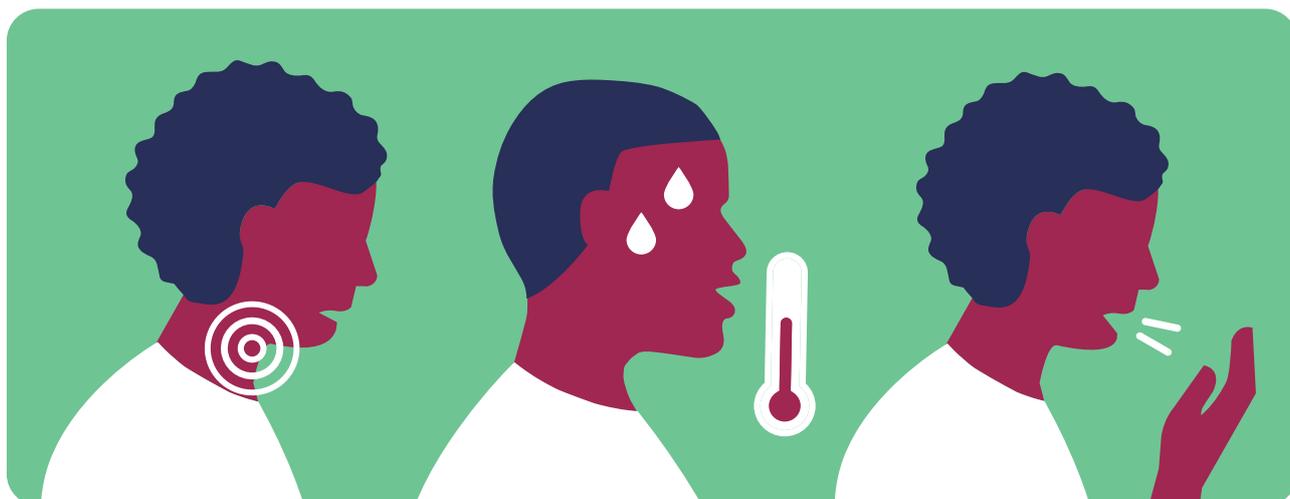
No Confirmed Covid-19 Case

The farm shall be responsible for prevention, mitigation and preparedness including but not limited to:

- + Body temperature checks at all entry points using **FORM 1** and **FLOWCHART 1A** (Temperature Checklist and Temperature Flowchart).
- + Provision of preventative measures (see **PREVENTION CHECKLIST FORM 8**).
- + Promotion and communication of good respiratory hygiene at the workplace such as covering your mouth and nose when sneezing. Use and refer to TOT Material developed (Slides, AV's and Posters).
- + Organising activities on the farm to ensure social distancing of approximately 1.5 meters is observed.
- + Provision of face masks based on risk assessment to all employees.
- + Displaying informative posters on Covid-19 in strategic places at the farm.
- + Establishing a monitoring and evaluation mechanism of the Covid-19 prevention strategies using **FORM 8** and **FORM 9**.
- + Designating a place of isolation.

DOCUMENTATION TO USE

- Utilise **FORM 1** and **FLOWCHART 1A** to monitor temperatures at all entry points.
- **FORM 8**: Farms should have a weekly Covid-19 checklist in place to ensure that all measures identified in the checklist are being adhered to. This checklist will ensure that preventative measures are being followed and will identify the areas requiring stronger oversight and implementation of preventative measures.
- In the event of positive cases, **FORM 9** covers a more thorough risk assessment.



SCENARIO 2

Suspected or Confirmed Covid-19 Case

A suspected case is defined as a person who experiences symptoms of Covid-19 i.e. fever, cough, shortness of breath as well as one of the following criteria:

1. History of travel whether foreign or locally to a high transmission area 14 days prior to the onset of symptoms.
2. Contact with a confirmed or probable Covid-19 case.

If this is established within the farm, the immediate response should be:

- + Prompt patient referral and follow up by the company clinician (**FORM 3**).
- + Enter details into Suspected Case Register (**FORM 4**).
- + Isolation of the identified case at a designated area (agreed by farm management) awaiting referral.
- + Notification of the case to public health officers and the established county referral channels for case evacuation.
- + Tracing of contacts of the suspected case and consequent isolation (**FORM 5, 6 & 7**).
- + Fumigation of the affected areas and social points like the canteen, changing rooms, toilets used by the person identified.
- + Refresher training (Use and refer to TOT Material developed (Slides, AV's and Posters) and psychological support to all employees.

DOCUMENTATION TO USE

- Refer **FLOWCHART 1 FARM COVID-19 CASE MANAGEMENT**
- **FORM 2: FARM MANAGEMENT SURVEILLANCE CHECKLIST**
- **FORM 3: MEDICAL SURVEILLANCE CHECKLIST** (Farm Clinic) – Refer **FLOWCHART 2**
- **FORM 4: COVID-19 SUSPECTED CASE REGISTER**
- **FORM 5, 6, 7:** Tracing of contacts of the suspected case and consequent isolation
- **FORM 8: COVID-19 PREVENTION CHECKLIST** (recommend weekly)
- **FORM 9: RISK ASSESSMENT AND MITIGATION MEASURES**

SCENARIO 3

When there are more Covid-19 Cases across the workplace

A well maintained and updated **FORM 4** will reflect the current status of suspected cases of Covid-19 in the Farm. It is recommended that one designated staff member manages the constant (daily) updating of this form.

If a number of persons infected has risen to a level that maybe difficult to control at the farm, more serious steps may need to be taken to safeguard the health of all employees. This may include:

- + Isolation of vulnerable employees from the workplace. Those who are vulnerable are people over the age of 60 and those with underlying medical conditions (such as cardiovascular disease, diabetes, chronic respiratory disease, and cancer).
- + Ensure that all preventative measures are being adhered to (**FORM 8** weekly checklist).
- + Communication of all measures are incorporated into daily and weekly meetings.
- + Additional cleaning to take place in relevant departments (**FORM 9**).
- + It may be necessary to reallocate alternative work spaces on the farm.
- + It may be necessary to put farm activities on hold to necessitate mandatory quarantine of all employees and fumigation of the entire premise.

DOCUMENTATION TO USE

- Farms should have a weekly Covid-19 checklist (**FORM 8**) in place to ensure that all measures identified in the checklist are being adhered to. This checklist will ensure that preventative measures are being followed and will identify the areas requiring stronger oversight and implementation of preventative measures. **FORM 9** provides additional monitoring and actions in the event of an outbreak.
- **FORM 5,6,7:** Covid-19 Contact Tracing and Monitoring Forms (Farm and Home)

In case of emergency under scenario 2 or scenario 3, the following persons or organisations may be contacted:

Company Clinician: _____

Human Resource Manager: _____

Farm Manager: _____

Ambulance Service: _____

Nearest Government Health Centre: _____

Dial Kenyan MOH Hotline: 719 or *719# or alternatively please contact your relevant national health care department.

ADDITIONAL GUIDANCE

Determining close contacts:

- ▶ Being in close proximity without protective measures or preventative measures being followed.
- ▶ Close contact means being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time.
- ▶ Prolonged period of time is defined as someone who has been face to face for at least 15 minutes, or in the same closed space for at least 2 hours.
- ▶ Close contact also includes having direct contact with infectious secretions of a COVID-19 case (e.g. being coughed on).

Quarantine on the farm or at home:

- ▶ Infected workers shall remain isolated within their individual rooms and not roomed with uninfected workers. Movement shall be restricted from common areas.
- ▶ Do not allow anyone else in the isolation area.
- ▶ Advise all staff to not enter the isolation area unnecessarily.
- ▶ Advise all staff and community members to follow preventative measures.
- ▶ Ensure all PPE items are disposed of in the appropriate biohazard bag and the employee has followed proper hand washing procedures after leaving the isolation area.
- ▶ Regular contact via telephone with the infected individual at various intervals throughout the day shall be established to ensure the patient is comfortable, as required. Farms could consider distribution of medication packs to staff.
- ▶ Advise family and neighbours to deliver meals to the workers room until symptoms have resolved.
 - ▶ Medical advice shall be provided to the personnel attending the room should they require it. Gloves and a facemask shall be worn by staff prior entry into the infected individual's room.
- ▶ Crockery and cutlery to be washed separately with soap.
- ▶ Rooms inhabited by infected workers should not be used by other workers or visitors, unless absolutely necessary.
- ▶ The occupied room must be thoroughly cleaned, regardless of when it is next to be used, with standard infection control practices
- ▶ Where possible:
 - ▶ Create as much ventilation as possible (opening windows and doors).
 - ▶ Move all other people in the vicinity (who have not come in contact with the ill worker) to another area
 - ▶ Should family come to meet other household members, ensure that these meetings take place outside and that social distancing is enforced.