



# Resource Pack Guidance Sheet

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.



## Background:

The ETI and Partner Africa have been working to provide technical assistance support to African agricultural suppliers and their workers who have been negatively impacted by the COVID-19 pandemic. This has been through the Vulnerable Supply Chains Facility (VSCF) which is a rapid COVID-19 response fund 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 7 not-for-profit organisations, supporting over 100 suppliers across Bangladesh, Ethiopia, Ghana, Kenya, Myanmar, Tanzania, and Zimbabwe. It will provide economic, social, and health benefits to around 1 million women and men directly and indirectly.

### WHY HAS THIS PACK BEEN DEVELOPED?

As part of the programme, ETI and Partner Africa conducted a rapid needs assessment of 12 African agricultural suppliers. One of the key findings of the need's assessments was that many suppliers felt they were unequipped to deal with a potential or suspected COVID-19 outbreak. This digital resource pack includes several tools and documents that managers can apply as part of their Outbreak Standard Operating Procedure (SOP), to responsibly manage and mitigate outbreaks of COVID-19 in the workplace.

### WHO IS RESOURCE PACK FOR?

This digital resource pack is aimed at farm/ packhouse managers or agri-business owners.

### HOW CAN MANAGERS USE THE PACK?

The resource pack can be used by managers to develop a Standard Operating Procedure's around managing COVID-19 outbreak's or it can supplement existing SOP's on managing outbreaks. The documents and tools can either be printed and used as a paper copy, or it can be used digitally on any compatible device. Managers should read through the Managing COVID-19 Outbreaks Procedure Flow first, to get an overview of the COVID-19 outbreak procedure steps. From there managers should read through the rest of the resource pack and use whichever tools are necessary for their business.



## WHAT IS IN THE PACK?

There are a number of documents and tools in the pack, which support suppliers to responsibly deal with suspected COVID-19 outbreaks.

1

There is a combined workbook tool which includes several useful sheets that managers can use, these are:

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

2

There are three flowcharts, first being **FLOWCHART 1** which provides insight on Case management, then **FLOWCHART 1A** which outlines best practice when taking temperatures, and lastly **FLOWCHART 2** which provides case guidelines for clinical management.

FLOWCHART 1: FARM COVID-19 CASE MANAGEMENT

FLOWCHART 1A: TEMPERATURE FLOWCHART FOR STAFF

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

3

There is a procedure flow document, which outlines the steps managers should follow in the event of a suspected or confirmed case of Covid-19 in the workforce and the specific actions required by HR and Medical Facility (if available) in relation to COVID-19 using the tools in the pack.

MANAGING COVID-19 OUTBREAKS PROCEDURE FLOW

4

There are useful posters and videos in four different languages that you are encouraged to use throughout your farm to aid in educating staff to the procedures and guidelines to protect themselves against COVID-19.

**All resources are available at [bit.ly/CV19pack](https://bit.ly/CV19pack)**