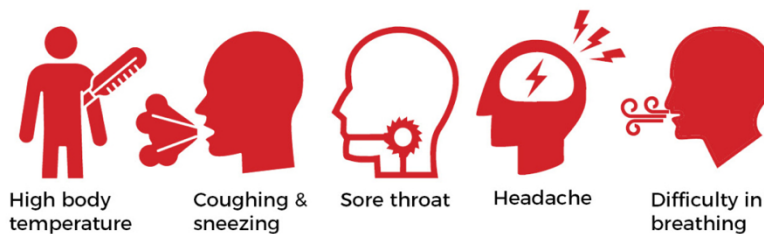

GUIDELINES FOR THE PREVENTION AND MANAGEMENT OF COVID-19 IN CONSERVANCY HEADQUARTERS AND SCOUT OUTPOSTS

*Adapted from the Government of Kenya's directive and
including guidance from the Kenya Ministry of Health*

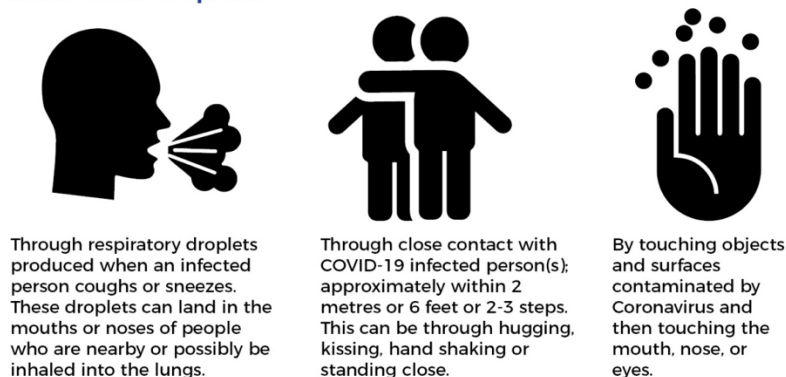
WHAT IS CORONAVIRUS (COVID-19)?

- It is an **infectious disease** that can affect your **lungs and airways**.
- It **spreads primarily through droplets of saliva** or discharge from the nose when an infected person coughs or sneezes.
- Symptoms include a **fever, tiredness, and cough**.
- **Most people infected with the COVID-19 virus will recover** without requiring special medical treatment. But older people, and people with some other medical problems, are more likely to become very sick if they have COVID-19. They might require hospital care.

What are the signs and symptoms of COVID-19?



How is COVID-19 spread?





THE BEST WAYS TO STOP IT SPREADING AND SAVE LIVES

- Wash hands frequently with soap and water (or hand sanitizer if available) for at least 30 seconds.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.
- Contact your nearest health facility if you have a cough or symptoms like the flu.

How is COVID-19 prevented?



- Wash hands regularly with soap and running water or boiled and cooled water, or using an alcohol-based hand sanitizer,
- Cough or sneeze into a disposable tissue or bent elbow, and wash hands immediately. Dispose the tissue in a trash or burn it
- Maintain a distance of at least 2 meter (6 feet) between yourself and anyone who is coughing or sneezing.
- Avoid shaking hands, hugging or kissing with people with flu-like symptoms.
- Stay home and avoid travelling when you have flu-like symptoms.
- Persons with a cough or sneezing should stay home or keep a social distance, and avoid mixing with others in a crowd.
- Maintain good respiratory hygiene by covering your mouth and nose while coughing and sneezing with a handkerchief, tissue, or into flexed elbow.



PREVENTION: RECOMMENDATIONS FOR CONSERVANCIES

Keep clean. Keep distance. Reduce movement. Be prepared.

Keep clean

- Put **hand washing stations** at the entrance to the ranger's accommodation, office, toilets/showers.
- Washing stations should have soap, extra water containers for hand-washing, hand sanitizer (if available), disinfectant, and rubber gloves for cleaning
- Communal areas – offices, showers/toilets, kitchens, meeting areas – should be **cleaned twice a day using disinfectant**.
- Scouts must keep their rooms clean.
- Rubber gloves should be provided for cleaners.
- All staff should have their own cup, plate, utensils, and water bottle – **no sharing**.
- Vehicles must be kept clean and should have hand sanitizer (if available), disinfectant, rubber gloves (for cleaning), and face-masks (if available).

Keep distance

- All staff meetings should be held outside, with people sitting 2 metres apart.
- Staff should avoid congregating in small areas, and where people are together, they should keep a distance of 2 metres from each other.
- There should be **no visitors** at HQ/outposts unless approved by Manager/Warden.
- Vehicles should carry the driver, a maximum of 1 passenger in the front, 2 passengers on the back seat, and 2 passengers standing in rear of vehicle. **Do not over-crowd vehicles.**

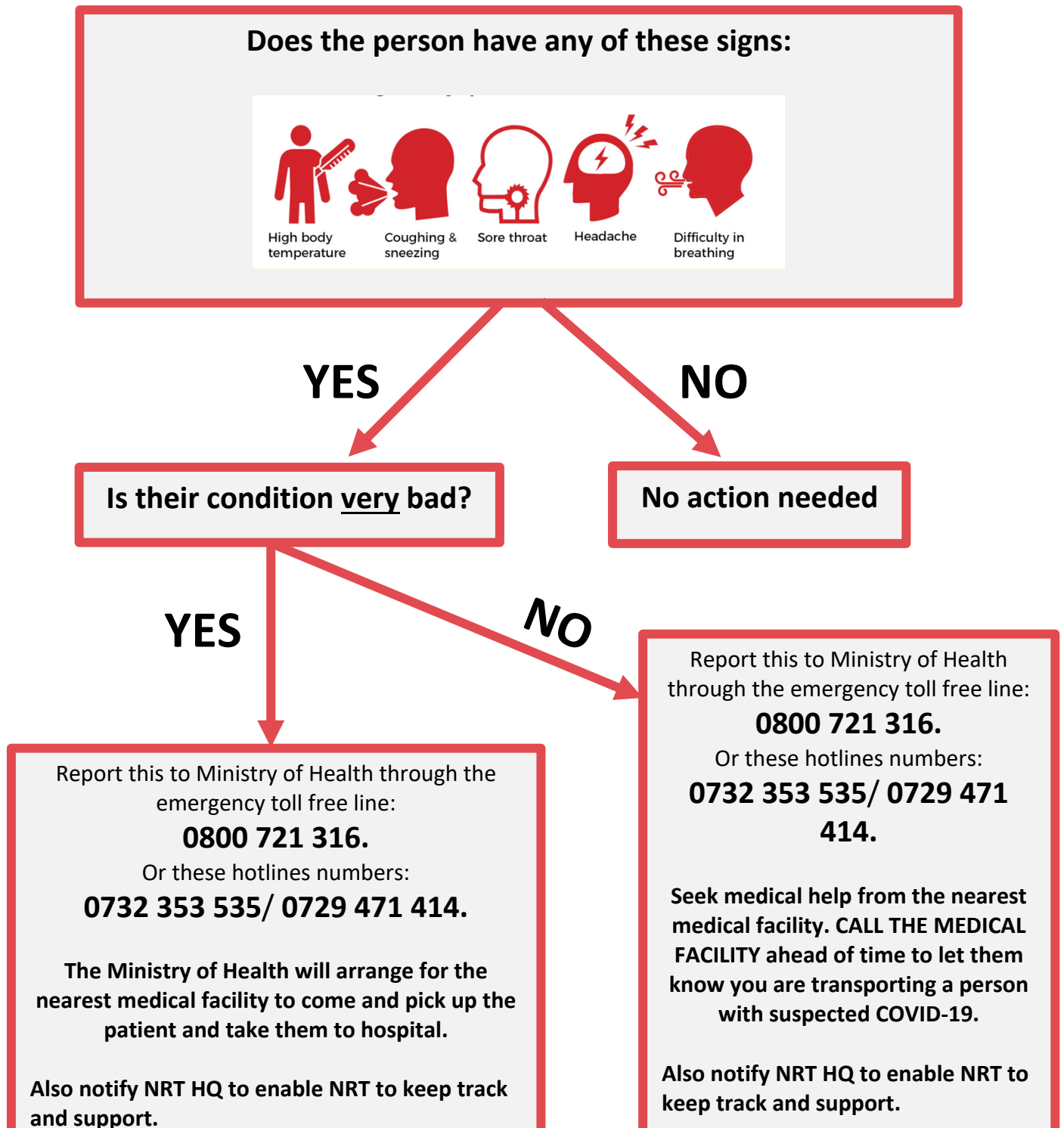
Reduce movement

- Staff are required to remain working at their duty station unless on authorized off by Manager/Warden.
- Staff should not to travel home or to villages unless authorized.
- Leave schedule should be amended to reduce the movement of staff.

Be prepared

- Identify a room and toilet/bathroom that will be used for self-isolation in case someone becomes infected with COVID-19.

MANAGEMENT OF SUSPECTED COVID-19 CASE IN CONSERVANCIES





What should happen to a person with mild symptoms when they seek medical attention:

1. He or she will be isolated when they get to the hospital.
2. The patient's samples will be taken for testing
3. If negative, the patient will go home
4. If positive, he/she will be isolated and treated.

IMPORTANT TRANSPORT GUIDELINES:

In many cases, Conservancy vehicles are the only ones available to communities. It is likely that conservancies may be called upon to assist in transporting community members with suspected COVID-19. The conservancy may decide to have a policy that it **WILL NOT CARRY COMMUNITY MEMBERS WITH SUSPECTED COVID-19**, but if this cannot be avoided, follow these guidelines:

- The patient must travel alone in the back of the vehicle and wear a face-mask if available.
- The driver should be alone in the front, wearing a face mask if available.
- Drive directly to hospital. Do not stop at any other place on the way to hospital.
- The Ministry of Health states that the vehicle will be fumigated by the health facility after transporting the patient. If this does not happen, the vehicle must be disinfected.

In the event of a suspected/confirmed case of COVID-19 among conservancy staff all staff will be required to quarantine at HQ/outpost for 14 days. Staff must not travel back to their homes, villages, and patrols should immediately stop within the area for 14 days to minimise contact. The Ministry of Health will advise on quarantine measures.

If staff need to self-isolate 14 days this means:

- They must not come in contact with any other person for 14 days, and must stay in a separate room and use a separate bathroom if available.
- Food is to be provided to the person within the room. All cups/plates/utensils that they use are to be washed with boiling water and disinfectant (using gloves).
- They may use Panadol to manage their symptoms.

If additional supplies are needed – NRT can be called upon to assist with bringing additional rations/supplies.