

This manual has been designed to guide the Seychelles Islands Foundation employees on the best health and safety practices in the work place in view of the COVID-19 pandemic. The SIF management would like to stress on the importance of abiding to these health and safety measures and guidelines.

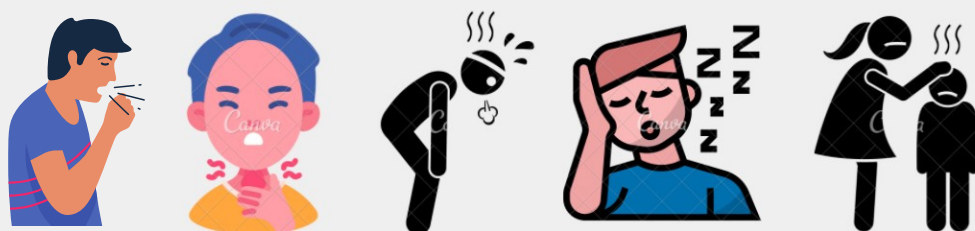
What is Covid-19?

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. It is a new strain of coronavirus first identified in Wuhan City, China in January 2020 and has since then spread across many countries with Seychelles not being an exception. Currently, the incubation period of COVID-19 is assessed to be between 2 and 14 days.

What are the signs and symptoms of COVID-19?

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

- dry cough
- sore throat
- difficulty in breathing
- tiredness
- fever



Generally, these infections can cause more severe symptoms in people with weakened immune systems, e.g. elderly people.

How COVID-19 is spread?

There are two main routes by which people can spread COVID-19:

- Infection can be spread to people who are nearby (within 2 metres) such that droplets could be inhaled into the lungs.
- It is also possible that someone may become infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching door knob or shaking hands then touching own face)

SIF will put in place the following facilities and measures:

- Ensure clean and hygienic environment working environment by cleaning and disinfecting surfaces and objects frequently.

Surfaces:

Desks



Tables



Service counters



Door knobs



Light switches



Objects:

Telephone



Calculators



Keyboards



Tills



Stationaries



Point of Sale (POS)



- Ensure that all common areas of the premises including toilets are cleaned after each day of use & entrance areas sterilized daily. In the cease of Vallée de Mai, cleaning and disinfecting should be done regularly throughout the day.
- Sensitize cleaning personnel to thoroughly and frequently disinfect handled surfaces (door knob, hand railing, phones, office items such as staplers, perforators, etc.), and to make available gloves and masks to personnel when performing cleaning duties.
- Sensitize personnel that all personnel protective equipment (PPE) should be removed carefully to avoid contamination of the wearer and the surrounding area.
- Reorganise seating arrangement in offices and common areas to ensure a 1 metre distance is being maintained.
- Promote regular hand washing and ensure that there is adequate supply of liquid soap and paper towels at wash basins.
- Ensure a supply of portable hand sanitiser for logistic staff working outside of SIF's premises.
- Promote regular hand sanitising by customers and visitors and ensure that hand sanitisers are available and accessible to visitors.

- Put visible demarcation in place for visitors and customers to maintain at least 1 metre distance in queues and from service desks/ counters.
- Provide employees with a log book to keep daily log of clients and their contacts (in case there is a need for contact tracing). In the case of head office, this will be done at the reception desk and for Vallée de Mai, this will be done via admin office and or souvenir shop.
- All employees/visitors displaying signs of coughing or sneezing are mandated to wear masks at all times in the office from entry and non-compliance will lead to denial of entry of the office.
- Premises is to be kept well ventilated; doors and windows should be left open where and when possible and the use of fans is encouraged.
- More regular servicing on air condition will be conducted for closed rooms with air-condition facility.



Hygiene, cleaning procedures and guidelines:

The below table is to be respected and enforced to avoid cross contamination from high risk area to low risks.

Colour coded equipment to avoid cross contamination:

Mop & bucket colour	Area of use
Red	Toilet, changing room
Green	Deck area and entrance
Blue	Canteen and staircase up to admin office
Wooden design (only mop)	Admin Office



Additionally, all departments have their own mop and broom and at no time can any staff change the use of a mop.

Mop & bucket colour	Area of use
Red	Souvenir shop
Green	Café
Blue	Ticket booth

Cleaning clothes	Strict area of use
Red & Green	Visitors surface areas (counter tops, balustrade, door handles etc.)
Yellow + Purple	Offices/general use electrical equipments (printer, clock machine, door handles etc.)
Blue	Toilets/shower room
Orange	Canteen



Cleaning of electronic equipment:

For electronics, such as tablets, touch screens, keyboards, remote controls, and Point of Sale (POS) machines:

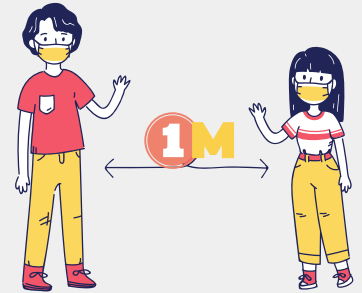
- Consider putting a **wipeable cover** on electronics.
- Follow manufacturer's instruction for cleaning and disinfecting.

If no guidance, use alcohol-based wipes or sprays containing at least 60% alcohol. Dry surface thoroughly.



Employee's responsibilities to maintain good hygiene at the work place:

- Wash hands regularly and thoroughly for at least 20 seconds using soap.
- Keep work area clean and tidy.
- Dispose paper towels and tissues properly.
- Refrain from grouping and keep at least 1 metre distance at all time.
- Refrain from touching your face.
- Refrain from handshakes or other contact greeting.
- Avoid sharing equipment that are near mouth and nose (headsets, radios, phones) and disinfect frequently in between shifts (research staff/security officers).
- Limit eating and drinking to designated areas and stagger lunch/tea breaks so that common areas are not overcrowded to meet the physical distancing requirements.
- Do not share utensils and food items. Staff are encouraged to bring their own water bottles.
- Staff must inform Assistant Administrative and Accounts Officer (AAAO)/Site Manager in the Vallée de Mai and Human Resource management at Head Office if unwell, to stay at home and follow Department of Health directives.



Dealing with customers and receiving visitors:

- Advise/convey the organisation's policies and procedures to customers and visitors.
- Staff to advise and remind customers and visitors to perform hand hygiene upon entering and leaving the premises/offices and in the event of non-compliance, customers will be denied entry to offices/premises.
- Staff should perform hand hygiene after serving each visitor and customer, especially after handling money, debit cards or other potentially contaminated objects/items.
- Encourage non-contact transactions where possible.
- Encourage customers to use electronic payments rather than paying by cash (make available a credit card machine at Head Office).
- Staff to advise customers to book appointments for face-to-face services.
- Staff to advise customers and visitors to reschedule or defer visits if they have a cough or runny nose or are feeling unwell (to follow list of COVID-19 symptoms).



Meetings and training in the workplace:

- Virtual meeting, teleconferencing or other online modalities are being encouraged for meetings; however if there is a necessity for face-to-face meetings, the number of participants should be limited to 5 people only, the size of the room should be large enough for the participants to maintain 1 metre distance from each other and the duration of the meeting should be a maximum of 1 hour.

Seating arrangements will be reorganised to ensure adequate social distance between participants during meetings or training.

- Meeting venue to be kept well ventilated.
- Participants should contact AAO (Vallée de Mai), Human Resource management (Head Office) if they develop symptoms within 14 days of the meeting and should not report to work.
- A log of contact details of participants should be retained.



Standard Operating Procedures

1. Should a member of staff develop symptoms at work:

- The staff will be taken to the isolated room; meeting room (Head Office) and designated isolation area (Vallée de Mai).
- Focal person will contact Health Authority (141) to receive medical advice.
- Staff will only be able to return to work when clearance is given by Department of Health.
- Close off the isolation area for cleaning and disinfecting as well as any other areas, surfaces and objects used by the person who is sick.
- Continue routine cleaning and disinfection



2. IF a member of staff develops symptoms at home:

- Staff should inform focal person (Head Office - Samia, Vallée de Mai - Catherina)
- Seek medical advice by calling 141
- Staff should stay at home until clearance is given by MOH

3. Handling incoming supplies:

- Incoming supplies/containers to be stored off site (Fond Bóffay main store for Vallée de Mai and Head Office - to be identified) over 24 hours.
- Supplies/containers will be thoroughly cleaned and disinfected prior to being transported to Head Office/Vallée de Mai for use or storage.
- Suppliers to deliver their products every (Tuesday?) between (9 am - 12 pm) at the SIF Providence store on Mahé and every (?) between (?) on Praslin.
- All suppliers will be informed of the new delivery arrangement (day, time and venue).
- Perishable goods should be cleaned/washed and stored in proper facilities immediately upon purchase.

4. New measures and procedures for visiting Vallée de Mai:

- An online booking system has been set up to log and manage visitation requests
- Individuals or groups who wish to visit the park will have to make their booking online by emailing vdmadmin@sif.sc or by phone on 2595400. More information can be found on the SIF website.
- The number of people (individuals/groups) will be limited to 4 persons in the forest at one given time and this will be controlled at the monitoring gate. Given the dynamic situation, this is subject to change and SIF will do so with verification from relevant government bodies.
- Booking should be made one working day (8 am - 4 pm) prior to the date of visit during weekdays and bookings for weekend visit should be made by Friday 12pm.
- Follow SIF's social media pages (Instagram, Twitter and Facebook) and check out our website for updates

Thank you

SIF management team

