**COVID-19 Resurgence “Spike” Checklist**

This Checklist is intended to be an easy reference tool for the Management Team to rapidly check whether the organization, and each of its projects, is prepared to maintain operationality in the event COVID-19 cases increase at short and lockdowns are instituted in those locations, as has been the case in several countries across the globe.

It is suggested that departmental and project managers think back to the onset of the COVID-19 lockdown across the country and recall the actions, changes and adaptations that were taken by each section/project to ensure that operations and processes could continue in a safe manner, despite the lockdown and curfew imposed. Then, note these actions and or decisions down in the task table provided so that it will be easy for managers to implement these actions immediately.

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| **Achieved, or in place** |
| **Under development** |
| **Not existing, incomplete** |

**Executive Office (CEO)**

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| **No** | **Tasks** |  |  |  |
| 1. | Organization-wide communication system (e-mail, WhatsApp Group, etc.) | X |  |  |
| 2. | Communication channel with Board of Directors | X |  |  |
| 3. | Facility (e.g. Zoom) to hold meetings remotely in place and operational  | X |  |  |
| 4. | Ensure availability of cash for activities in coordination with finance dept. | X |  |  |
| 5. | Ensure governmental approvals for movement exemptions  | X |  |  |
| 6. | Provide guidance to departments heads on the new regulation during lockdown and the procedures need to be enforced. | X |  |  |
| 7. | Discuss and approve with the concerned parties in the organization on the schedule of staff attending to the office according to essential needs.  | X |  |  |
| 8. | Work with logistic and warehouse departments to ensure the safety of goods and materials in the organization warehouses | X |  |  |

**Programs Department**

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| **No** | **Department-wide Tasks** |  |  |  |
| 1. | Initiate daily connection with program managers, field coordinators, and center managers | X |  |  |
| 2. | Make the necessary changes to the programs activities that would be affected by COVID-19  | X |  |  |
| 3. | Work on the amendment of the proposals, workplans, and budgets according to the new situation  | X |  |  |
| 4. | Re-train or offer refresher training to staff on the new platforms like Zoom, WebEx, and Google meet. | X |  |  |
| 5. | Conduct close monitoring on new methods of training and activities expenditures. | X |  |  |
| 6. | Develop and implement site visits plan to the projects location to provide guidance and implement M&E activities. |  |  | X |
| 7. | Ensure the availability of PPE materials for all staff and beneficiaries during program implementation.  |  | X |  |
| 8. |  |  |  |  |

**Operations Department**

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| **No.** | **Department-wide Tasks** |  |  |  |
| 1. | Prepare staff attendance schedules  | X |  |  |
| 2. | Prepare the financial requirements for the activities | X |  |  |
| 3. | Develop a new system to replace the need for live signatures of PR, PO, and other procurement documents. | X |  |  |
| 4. | Prepare a plan for safeguarding the organization assets | X |  |  |
| 5. | Initiate a continuously open channel of communication between the CEO, procurement staff, and finance. | X |  |  |
| 6. | Find new vendors who can supply goods and materials during lock down | X |  |  |
| 7. | Take actions to ensure the organization assets safety  |  |  |  |

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| **No.** | **Logistics/IT Section** |
|  | **Task** |  |  |  |
| 1. | Arrange the drivers’ attendance  | X |  |  |
| 2. | Arrange the guards’ attendance schedule | X |  |  |
| 3. | Prepare the required access to Zoom or any other application links to ensure uninterrupted communication between staff  | X |  |  |
| 4. | Make back-up for all the computers in coordination with the staff |  |  | X |
| 5. | Coordinate with the warehouse staff to ensure the safety of organization assets | X |  |  |
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| **No.** | **Procurement Section** |
|  | **Task** |  |  |  |
| 1. | Find new vendors who can supply goods and materials during lock down | X |  |  |
| 2. | Ensure a safe and accessible place for saving procurement documents  | X |  |  |
| 3. | Coordinate with finance dept. and management to cover the raised prices.  | X |  |  |
| 4. | Coordinate with logistics to ensure the availability of transportation of the procured materials. | X |  |  |
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| **No.** | **Warehouse Section** |
|  | **Task** |  |  |  |
| 1. | Develop an attendance plan for warehouse keepers. | X |  |  |
| 2. | Prepare a contingency plan for emergency situations | X |  |  |
| 3. | Update the list of stocked materials  | X |  |  |
| 4. | Use an online surveillance system to ensure continuous monitoring of the warehouse |  | X |  |
| 5. | Develop a visitation plan to the warehouse for follow up.  | X |  |  |
| 6. |  | X |  |  |

**Administration Department**

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| **No.** | **Department-wide Tasks** |  |  |  |
| 1. | Partial office staff attendance trigger/threshold | X |  |  |
| 2. | Complete office staff remote working trigger/threshold | X |  |  |
| 3. | Remote working procedures and announcements in place | X |  |  |
| 4. | All staff members have laptops and internet connections at home | X |  |  |
| 5. | Visitor’s sign in sheets, temperature and contact information procedure in place | X |  |  |
| 6. | Ensure the use of masks and sanitizers for all the staff and visitors when attending to office. | X |  |  |
| 7. | Establish a Viber group for all staff to ensure sound transfer of information and instructions.  | X |  |  |
| 8. | Discuss and add any revisions that should be included in the policy due to COVID-19 situation |  |  |  |

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| **No.** | **Finance Section** |
|  | **Task** |  |  |  |
| 1. | Ensure the availability of cash in the safe to cover the immediate needs of programs and operation |  | X |  |
| 2. | Ensure good documents saving place and procedures | X |  |  |
| 3. | Continuous coordination with the bank regarding the working hours and limitation of cash. | X |  |  |
| 4. | Prepare an attendance plan for the financial officer and his replacement to ensure their continuous availability.  | X |  |  |
| 5. | Make sure that cheques and finance software are safe and accessible for the finance staff only.  | X |  |  |
| 6. | Prepare contingency plan for action if banks are closed and lockdown is enforced. |  | X |  |

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| **No.** | **Human Resources Section** |
|  | **Task** |  |  |  |
| 1. | Partial office staff attendance trigger/threshold  | X |  |  |
| 2. | Complete office staff remote working trigger/threshold | X |  |  |
| 3. | Remote working procedures and announcements in place | X |  |  |
| 4. | Coordinate with government entities for exchange information and get approvals | X |  |  |
| 5. | Coordinate with other NNGOs for information exchange and discuss any access restrictions. | X |  |  |
| 6. | Coordinate with program coordinators for any needs they ask for | X |  |  |
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**M & E Department**

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| **No.** | **Department-wide Tasks** |  |  |  |
| 1. | Postpone non-imperative data collections to later | X |  |  |
| 2. | Shift to remote data collection to limit person-to-person contact | X |  |  |
| 3. | Identify level of risk for teams and communities and stop all “risky” data collections | X |  |  |
| 4. | Adopt one of the virtual platforms for communication with field staff and donors. | X |  |  |
| 5. | Check with program coordinators on the activities that will be changed or put on hold due to the COVID-19 | X |  |  |
| 6. | Update the M&E plans according to the new inputs | X |  |  |
| 7. |  |  |  |  |