

## **PREVENTION PROTOCOL-PANDEMICS: Coronavirus Case**

### **RACI – ARGENTINE NETWORK FOR INTERNATIONAL COOPERATION**

Last modified: March 11th, 2020

Due to the growing number of cases worldwide of COVID-19 - also known as Coronavirus – RACI’s Executive Direction met in order to address concerns about the advance of Coronavirus, and to find the best way to deal with the situation.

In this way, in order to preserve the integrity and well-being of all those who make up RACI’s daily ecosystem - especially the Executive Committee, the staff, the volunteers, and interns - facing this pandemic, RACI will adhere to the prevention protocol<sup>1</sup>, contemplating the following guidelines and actions to be carried out by all the people mentioned above, with the aim of preserving our work space and well-being.

#### **1- Executive Committee:**

- In the case of traveling abroad, the Executive Committee shall inform the rest of the Committee and the Executive Direction of the route it plans to take, detailing the countries it will be visiting before doing so.
- If the case of having travelled to one of the regions where the pandemic is concentrated, their obligations or responsibilities shall be absorbed by other members of the Executive Committee. Furthermore, face-to-face participation will be replaced with virtual participation.
- If a member of the Executive Committee or someone in their inner circle has been in personal contact with someone who may have been affected by the virus, it is their responsibility to quarantine for 14 days.

#### **2- Staff:**

##### **2.1 Work Trips**

- RACI will suspend trips until further notice- depending on how the virus evolves - to Asia, Europe, and the United States.
- Work trips to the main affected areas are forbidden: China, South Korea, Italy, Iran, France, Germany, Spain, United States and Japan.

##### **2.2 Vacations**

- In case of traveling abroad, the staff must inform their superior of the route they plan to take, detailing the countries they will be visiting before doing so.

<sup>1</sup> In line with the preventive measures carried out by CIVICUS, the United Nations Human Rights Council, the United Nations Women’s Status Commission, the recommendations of the Ministry of Labor of the Nation and other global agencies to keeping our communities safe.

- In case of a change of route during the trip, upon return, the employee must inform about the countries he or she finally visited.
- If any member of the staff travels on their own for vacation to any of the affected areas/countries, upon their return, they must stay and work from home during two weeks in order to preserve the integrity of the rest of the people present in the office, and inform if they present any symptom.

### **2.3 Contact**

- If a member of the staff or someone in their inner circle has been in personal contact with someone who may be affected by the virus, they will have to quarantine for 14 days.
- The quarantine must be respected in the following circumstances:
  - If a member of the staff or someone with whom they have been in close contact with have travelled to any of the following places during the last 14 (fourteen) days: China, South Korea, Italy, Iran, France, Germany, Spain, United States, and Japan.
  - If they have been in close contact with any person that has travelled to China, South Korea, Italy, Iran, France, Germany, Spain, United States, and Japan during the last 14 days.
  - If they have been in close contact with someone, including a family member, who is suspected of having Coronavirus or diagnosed with the virus, whether they have travelled or not.

### **2.4 Working Habits**

- It is recommended to avoid physical contact within the office as well as in any external place attended (daily habits linked to greetings, mate sharing, handshakes, etc. should be modified). In addition, it is recommended to reinforce the following actions:
  - Frequent hand washing with soap and water;
  - Covering nose and mouth with elbow crease, or using disposable tissues, when coughing or sneezing;
  - ventilating the rooms;
  - frequently cleaning surfaces and objects (keyboards, cell phones, telephones, door handles, etc.);
  - the presence of any symptoms, such as fever, respiratory symptoms (sore throat or shortness of breath) or general physical pain, should be communicated immediately and he/she should not attend the office.
- In the event that the presence of the disease in our country becomes more severe, it will be evaluated to carry out a remote working mode (home office), depending on the news.
- Regular meetings held by RACI will also be carried out virtually: monthly member meetings, the Assembly and Executive Committee meetings.
- Meetings that are requested to the RACI staff, both from members and allies, as well as any other external actor, will also be held virtually.
- RACI's institutional attendance at mass events (such as annual galas, project events, presentations, etc.) will be evaluated duly to avoid the unnecessary exposure of the staff.

- External collaborators (e.g. cleaning, systems, or accounting staff, etc.) are also included in this protocol.

### **3- Interns/Volunteers:**

- The registration of new volunteers will be canceled until June of the current year, while monitoring the evolution of the pandemic.
- All active RACI volunteers to date will go on collaborating remotely (from their homes) from Friday, March 13th until June this year, monitoring the evolution of the pandemic
- Likewise, if an intern or volunteer or someone in their inner circle has been in personal touch with someone who may be affected by the virus, they have the responsibility to notify RACI's Volunteer Area Coordinator, and quarantine for 14 (fourteen) days.

### **APPROVED PROTOCOL**

This policy was approved by RACI's Executive Committee on March 12th, 2020. This policy can only be modified with the approval of the Executive Committee.