Stay safe! The COVID-19 virus has been declared a world pandemic by the World Health Organisation (WHO). The virus is spreading widely across the world, Europe is the most affected continent with rapid increase in spread. As at 6:00am 17th March 2020 181,335 cases and 7,130 deaths have been recorded globally; with a daily increase of over 10,000. Of recent concern is the rate of spread in Africa. Since the first case in February 2020, the numbers have escalated to 322 cases and 10 deaths. The Ministry of Health (MoH) has confirmed there are no cases in Zambia yet. MoH is upscaling measures to enhance preparedness, surveillance and response to the COVID-19 threat.

It is very important to get ahead of the situation and be prepared for any eventuality. FSD Zambia has partitioned responses in the following areas:

**Travel and meetings revised rules**

- **No international business travel.** If you go on any personal travel outside Zambia, you MUST self-quarantine for 14 FULL DAYS on return. When on self-quarantine, you will be required to be available for work remotely and adhere to FSD Zambia working hour policy. If you cannot work remotely, ½ number of days will be treated as leave and ½ number of days as sick leave.
• No international consultants inward travel; do work virtually or by videoconference.
• Conference/workshops/visits with more than 15 people should be avoided by FSD staff.
• Zambia field travel is allowed with real preparation:
  a. Before departure ensure you are fully healthy and particularly with no cough, cold, sniffles, fever, stomach problems, or food issues.
  b. Arrange for detailed daily cleaning of surfaces at risk such as meeting rooms, hotels, vehicles, eating places.
• Staff and consultants to be responsible to ensure own spaces are cleaned by/with the cleaning teams.
• No handshakes or physical contact closer than 1 meter.
• Carry sanitiser, suitable gloves, masks, disinfectant wipes for all staff/guards/guests.
• Carry contact information for police, health services, emergencies along with all of the event management team and the Comms Manager as leader.

**Prevention and Protection**

If staff are feeling unwell, especially if the following symptoms are experienced – fever, cough, sneezing, headache and difficulty in breathing – staff must stay at home and immediately contact a medical provider as well as their supervisor.

• Arrange for detailed daily cleaning of surfaces at risk such as desks, chairs, counters, doors and doorknobs, telephones and computers, window handles, office vehicles, bathrooms; staff to be responsible to ensure own workspaces are cleaned by/with the cleaning teams.
• Put up signs reminding of regularly washing hands, staying at home if ill, agreements for working from home if at risk (asthmatic, compromised immunity), no handshakes or physical contact closer than 1 meter.
• Provide sanitiser at office entry and all regular places for staff: entry area, kitchen, eating areas, bathrooms, meeting rooms. Strongly encourage use.
• We will be investigating whether our insurance will cover medical care for staff and immediate evacuation care for any office visitors or consultants. Please ensure the consultants you hire for domestic engagements have their own insurance coverage.
• Share and discuss with our other office partner and security teams for consistent approaches to safety and business continuity.
• Order suitable gloves, masks, disinfectant wipes for all staff/guards/guests if needed and keep stored in a known location.
• With the Communications Manager as lead, Directors, and CEO to be the team responding to emergencies of any kind.
• Ensure everyone has phone numbers and maps with addresses for two ambulance firms, three reliable clinics/hospitals nearby, two police stations nearby, emergency numbers for health or other emergencies, and Government quarantine sites.
• Set up marshals and backups for office for fire and medical emergencies; all staff and spouses to complete Red Cross training in first aid, pool safety, and artificial respiration/cardiac response; all necessary equipment in office, clearly marked and accessible.
• Upgrade internet access and ensure everyone can be paid additional cell funds if needed to access Internet from outside on hotspots.
• Upgrade our communications
• equipment to very high quality to enable effective international videoconferencing, both video and audio connections.

**Communications**

• All official communication will be channelled through the Communications Manager.
• We have a staff WhatsApp which is in daily use.
• Ensure staff know who is on their phone tree and who is on the response committee.
• Set up for all staff to have maps of all staff residences and cell phone/backup phone numbers for everyone.
• The Communications Manager keeps us updated on all key events at least daily and validates information prior to posting.
• Plan to set up a phone tree for notifications and backups.

**Anticipated Responses and Preparation**

• In case we have a situation of a staff tested positive of COVID-19, we will all have to be in quarantine, and it is important to adhere to the above guidelines. In the event we all are in quarantine, all staff to remote work in coordination with the CEO, Directors, and Communications Manager, and the team will set auto-response from the PABX as well as informing CIG Zambia and our security contractor.
• Determine events and conditions which will trigger staff working from home.
• Determine if we need cash, how much and what types, where, how to authorise use
• Determine if we need one quarter advance funds in addition, to hold for emergencies
• Set up and do a practice run for: fire, gas attack, riots outside the office, notice of COVID-19 infected visitor or staff, infection of staff family, any other realistically possible emergency.
• Arrange with security firm if they can pick up and take to their homes staff if an emergency or provide additional guards if the office needs additional security in a key event.
• Determine needs for selective and revalidated access to office files from outside, double validation systems?
• Determine how to make payments securely from outside the office and prevent cyberattacks.
• Determine what types of insurance add-ons for care in case of COVID_19 or other injuries or illness deriving from emergency situations.

**ENEYAH PHIRI**
Communications Manager

Upgrade our comms equipment to very high quality to enable effective international videoconferencing, both video and audio connections.
What else is happening?

Scaling up of Working Capital Access (WCA) and Rural Enterprise Growth

With more areas showing potential for growth for community traders and MSMEs, the Inclusive Enterprise Finance thematic area is scaling up the Working Capital Access (WCA) and Rural Enterprise Growth (REG) pilots in the Eastern part of Zambia.

Inclusive enterprise is next week mobilising local traders in Chipata and conducting an orientation and financial literacy workshop on working capital access (WCA) to onboard the traders to the WCA project. In Katete, the team will conduct an orientation workshop on rural enterprise growth. These two projects aim to address the challenges of growth by increasing the cash flows or working capital of traders using a blend of informal and formal finance mechanisms.

“Quote of the week”

“Believe in your infinite potential. Your only limitations are those you set upon yourself.”

MWELWA CHOKO
Finance Assistant

Highlights from the press briefing – Update on COVID-19; Zambia position

- SI 21 & 22 of 2020 have been signed to facilitate management and control of COVID-19
- Hygiene will be enhanced in all public transportation systems
- All missions abroad will review all visa issuance to travellers from high risk countries including those transiting though those countries
- The president has ordered a scale up of cleaning in all cities and public places
- All schools, universities and colleges to close on Friday, 20th March

Screening process now mandatory and more rigorous

Dr. CHITALU CHILUFYA
Minister of Health

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