



## **INSPECTORATE OF GOVERNMENT**

### **COVID19 PREVENTION STANDARD OPERATING PROCEDURES (SOPS)**

#### **1. Introduction**

According to World Health Organization, Coronaviruses (COVID-19) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome and Severe Acute Respiratory Syndrome.

Common signs of infection include respiratory symptoms, fever, cough, shortness of breath, and breathing difficulties. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death.

The spread of COVID-19 between humans is being driven by droplet transmission. The virus is transmitted from a sick person to a healthy person through respiratory droplets when the sick person coughs or talks close to another person. It can also be spread by touching contaminated surfaces or objects, and then touching eyes, nose or mouth. COVID 19 may spread from contact with contaminated surfaces or objects.

The President in his addresses to the Nation on matters of COVID-19 has consistently emphasized the need to ensure strict compliance with COVID-19 prevention measures as stipulated by the Ministry of Health (MOH).

The Covid-19 outbreak calls for intensive COVID-19 prevention standards because of its fast spread. Non-compliance of Covid19 SOPs at the workplace may pose a risk to all staff and may lead to further spread of the infection.

These SOPs are therefore intended to ensure the safety and health of IG Staff, Visitors and the general public during the fight of this pandemic.

The IG is committed to providing adequate and appropriate information, instructions, training and supervision necessary to ensure the safety and health of the staff, and the application and use of occupational safety and health measures.

The IG through internal consultations and engagements with other stakeholders like the Ministry of Health (MOH), Ministry of Gender, Labour, and Social Development (MGLSD) among others, has developed COVID-19 Prevention Standard Operating Procedures (SOPs). These should be adhered to by all IG staff, visitors and any other stakeholders dealing with the IG at all its office premises around the country.

## **2. The COVID SOPs for Inspectorate of Government**

The IG has established a workplace COVID-19 Taskforce committee headed by the DIGG. This Committee is mandated to champion the COVID-19 prevention and control measures at the IG.

At its meeting held on August 31 2020 the IG management resolved that all SOPs that have previously been developed, be consolidated and disseminated to staff and all users of the IG premises for strict adherence.

Below are the IG consolidated COVID-19 Prevention Standard Operating Procedures (SOPs);

- a) Workplace hygiene shall be maintained. Hand washing facilities and alcohol based sanitizers have been put in place for this purpose.

Wash hands with soap and water for at least 20 seconds or use sanitizers provided on all floors, and other IG premises.

- b) Ensure proper signage which includes informative, precaution, mandatory and prohibitive signage on COVID-19 prevention and control measures;
- c) Observe social distancing (maintain a distance of approximately 2 meters) and wear appropriate face masks;
- d) IG will provide necessary tools to the front line workers, training all workers on the COVID-19 prevention, reporting employees and clients who present with symptoms of the COVID-19 to the MoH;
- e) Respect employee rights. Employees suffering from COVID-19 should not be discriminated or stigmatized but instead be supported and rendered the necessary social, spiritual and financial support.
- f) Attendance or organizing of physical Meetings, Workshops, Seminars and Training events in Uganda or abroad by IG members of staff be minimized. Use of online applications to facilitate meetings is hereby encouraged and has been institutionalized.
- g) All investigations, witness inspections, meetings, interviews or research which require staff to have contact with members of the public must be done with maximum compliance with the SOPs. Unless it is absolutely necessary, staff are required to use other forms of communication with their clients other than physical interaction.
- h) Staff who handle big volumes of correspondences and clients such as the Receptionists, Registry , Secretaries and Police guards are required to wear their protective gear full time and wash their hands at the very least every 30 minutes.

- i) Internal face-to-face interactions between staff shall be minimized. All members of staff are encouraged to use the Intercom and Outlook for communication, unless it is absolutely necessary to interact physically and in which case social distance should be maintained;
- j) Members of the general public should use other forms of communication with the IG other than physical visits to the office premises. This includes use of; email, whatsapp, phone calls etc... Only in cases where it is inevitable, will clients be allowed to visit the IG offices both at Head Office and Regional Offices in full compliance with both the MOH and IG Covid19 Prevention SOPs. Personal visitors will not be allowed into the IG premises. IG Staff are advised to meet their personal visitors at the IG Reception areas;
- k) Staff are encouraged as much as possible to serve their own tea while at office. The Office Attendant in charge of each floor will supervise the process to ensure a smooth process;
- l) Sale of fruits, juice, food and other items at the IG offices is suspended.
- m) Staff are advised to avoid crowding in the lifts and consider using stairs. The lifts shall only carry a maximum of five passengers every shift. The Office Supervisor will ensure that the lifts are sanitized and cleaned regularly;
- n) Upon entry and re-entry to the building, all staff are required to make use of the sanitizers already installed at the entry and on each floor or office;
- o) Any staff with flu-like symptoms shall remain at home after notifying his/her supervisor through a phone call, SMS, WhatsApp or letter. He/she should keep his/her supervisor updated;

- p) When a member of staff is confirmed to have Covid19, all staff who have been in contact with the affected Officer shall inform their Director and the HR Unit to be tested and thereafter go into self-isolation;
- q) All Official vehicles should be availed for sanitization at least once a week. This will be done in the Lower Basement Parking and will be supervised by the Assistant Transport Officers. The IG offices at Headquarters will be sprayed/sanitized once every week. Staff should therefore ensure easy access to the offices for this purpose once notified.
- r) The Directors and Heads of Divisions, shall ensure that staff work on rotational basis and are complying with the IG Covid 19 SOPs. Staff who will be in office shall be required as a must to wear face masks all the time;
- s) Avoid hand shaking, touching of the face (eyes, nose and mouth) as well as surfaces or objects in public places;
- t) Each floor will have a cleaner stationed purposely to sanitize the premises with emphasis on door handles, furniture and lavatories;
- u) Police Guards on each floor and at Regional Offices have been detailed to bar entry of staff and visitors who are not adhering to the IG SOPs.

These guidelines and safety measures shall be reviewed from time to time as and when need arises in line with guidance from MOH.

Report any suspicious cases immediately to MoH using toll free **0800-203-033** and **0800-100-066** and notify the IG Human Resource unit

