PLAN OF ACTION FOR PREVENTIVE MEASURES AGAINST THE SPREAD OF THE COVID-19 PANDEMIC

Synthesis

June 2020
THE AGENCY FOR AGRICULTURAL DEVELOPMENT ADOPTS A PLAN TO PREVENT AGAINST THE SPREAD OF THE COVID-19 PANDEMIC, BY ESTABLISHING THE FOLLOWING PROCEDURES:

1- Collective protection measures

2- Individual protection measures

3- Cleaning and disinfection

4- Implementation and monitoring
Governance components of the ADA COVID-19 plan to prevent against the spread of the COVID-19 pandemic

- Establishment of an Internal Anti-COVID-19 Committee
- Implementation of The plan
- Periodic meetings
- Monitoring and evaluation
1. COLLECTIVE PROTECTION MEASURES

A- ORGANIZATIONAL MEASURES

Work organization
- Hold the meetings online or by phone except in exceptional cases
- Adopt the telework for particular cases.

Respect for social distancing
- Respect of the distance of one meter between people, whether it was in the corridors or at the offices

Paper correspondence management
- Use exclusively the mail application (reception and processing).

ADA staff professional travel
- Limit the missions within Morocco except for the obligatory cases;
- Postpone the missions abroad unless justified necessity.
1. COLLECTIVE PROTECTION MEASURES

A- ORGANIZATIONAL MEASURES

**General measures (staff, temporary staff and visitors)**

- Require the passage on the decontamination mat;
- Require the wearing of the mask and taking the temperature;
- Obligatory use of the hydroalcoholic gel at the entrance doors;

**Specific measures for visitors**

**Cases of people bringing paper correspondence**

- Register the visitors in the register kept at the reception.
- Prohibit the access to the Office Order;
- Recover the paper correspondence at the reception by the agent of the Office Order in exchange for the acknowledgment of receipt;

**Cases of other visitors**

- Register the visitors in the register kept at the reception.
- Limit as much as possible the reception of visitors. Remote communication tools are to be preferred;
- Prohibit the access to the staff corridors and the offices;
- Receive the visitors by the requested person at the reception, or in the meeting room, or in their office if necessary.
1. Collective protection measures

B- Traffic flow management

Entrance access management
• Respect the entry and exit doors:

Access to common areas of the building
• Avoid the use of elevators, except when necessary;
• Respect of the social distancing when using stairs and avoid contact with stair railings;

Parking access
• Respect the allocation of vehicle locations;
• Clean and disinfect vehicles regularly.

Management of peak periods / management
• Strict prohibition of regrouping
• Use of meeting rooms in case of duly justified needs,
In case of presence of a symptomatic person (fever, and/or cough, difficulty breathing, speaking or swallowing, loss of taste and smell....)

Isolation in a dedicated room
An office is reserved as an isolation room

Contact of the competent authorities
Called the green number 0801004747 or 141
2. PERSONAL PROTECTION MEASURES

- Gestures barriers
- Wearing masks
- Hand washing
- Office ventilation
  - Prohibit Exchange of supplies
3. CLEANING AND DISINFECTION OF SERVICE PREMISES, EQUIPMENT AND VEHICLES

Cleaning before staff entry (Every day) and During working hours (Every hour)

- Use approved cleaning and disinfection products
- Equip office bins with plastic bags
- Distribute masks to staff
- Provide staff with soap and paper towels (in sanitary)
• **Regular meetings**
Weekly meetings by the internal anti-COVID-19 committee to assess the compliance situation of the measures and making arrangements required to overcome difficulties

• **Weekly reports**
Preparing weekly reports by the internal committee anti-COVID-19 relating to the health status of staff, the implementation of preventive measures and the keeping of the visitor register

• **Update of the prevention plan against the spread of the COVID-19 pandemic**
Adjustment and updating of appropriate preventive measures