

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

## Synthesis

# 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**

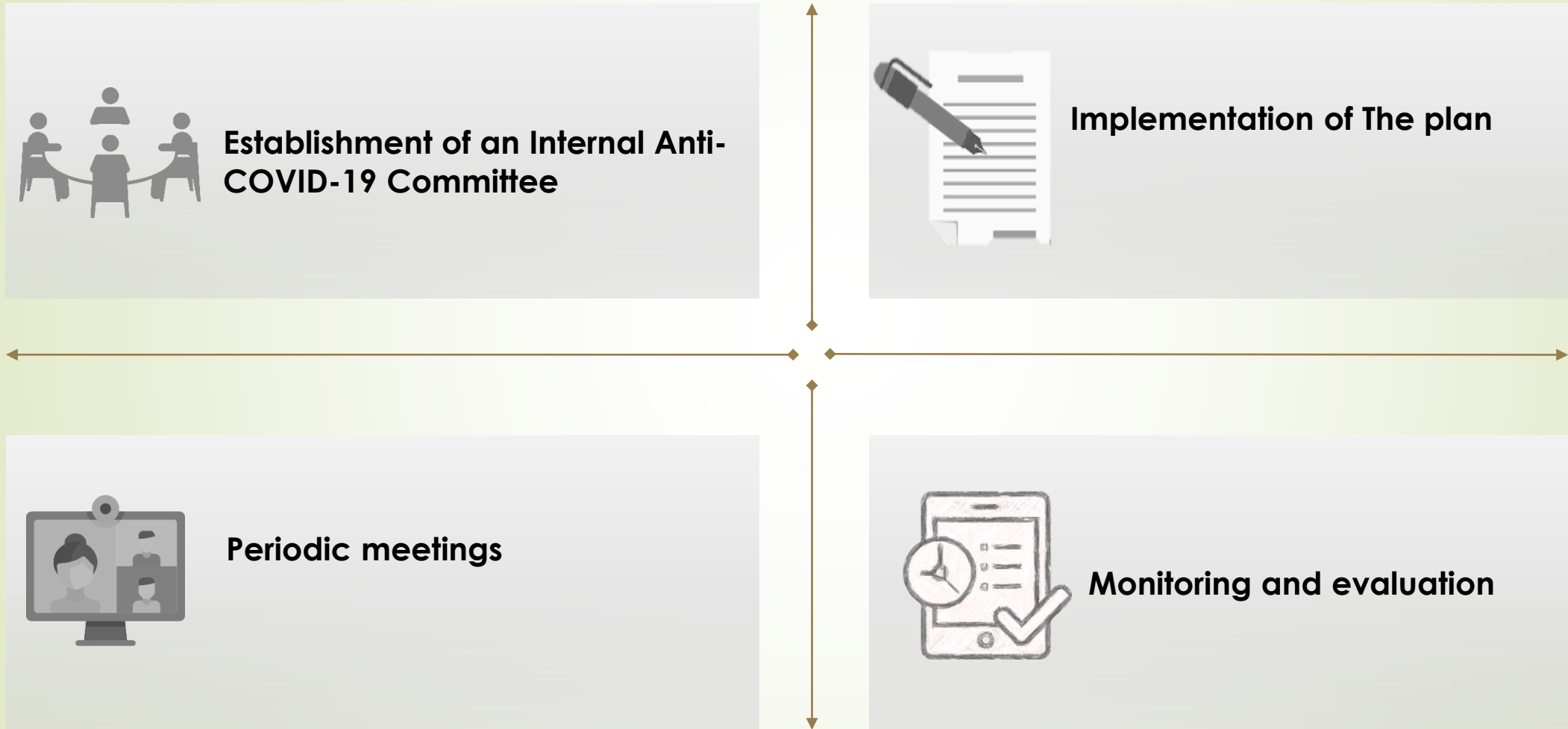
**2- Individual protection measures**

**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



# 1. COLLECTIVE PROTECTION MEASURES

## A- ORGANIZATIONAL MEASURES



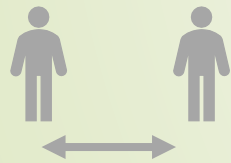
### Work organization

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



### Paper correspondence management

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



### Respect for social distancing

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



### ADA staff professional travel

- Limit the missions within Morocco except for the obligatory cases;
- Postpone the missions abroad unless justified necessity.

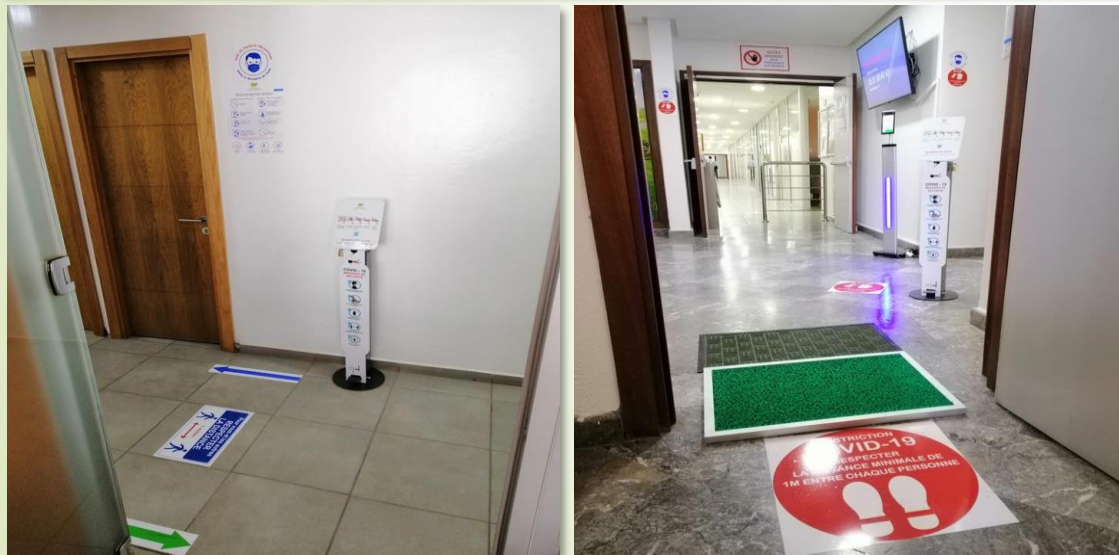


# 1. COLLECTIVE PROTECTION MEASURES

## 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,



# 1. COLLECTIVE PROTECTION MEASURES

## C- MANAGEMENT AND CARE OF A SYMPTOMATIC PERSON

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



### Office ventilation



### Wearing masks



### Prohibit Exchange of supplies



### Hand washing





### 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**

**Distribute masks to staff**



**Equip office bins with plastic bags**

**Provide staff with soap and paper towels (in sanitary)**



## 4. IMPLEMENTATION AND MONITORING OF THE CONTAINMENT POST PLAN



- **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

