

KIS COVID -19 STANDARD OPERATING PROCEDURES

1.0 Introduction

This document provides guidance on the routine preventive measures at all work areas in the context of the current outbreak of COVID-19.

2.0 SCOPE:

Applies to all work areas at all KIS sites, offices, departments, units, vehicles, and equipment.

2.1 Responsibility:

- The HSE officer has the responsibility of ensuring that the SOP is implemented at all sites and adhered to by all KIS staff and all other people accessing KIS facilities.
- KIS covid-19 Management Committee, chaired by the MD, has overall oversight on all the prevention measures

3.0 General

- Follow presidential, ministry of health and KIS covid -19 prevention guidelines
- Wash your hands often with soap and water for at least 20 seconds or use at least a 60 % alcohol-based hand sanitizer
- Do not touch surfaces or objects that you suspect may be contaminated
- Avoiding touching your face (eyes, nose mouth) because contaminated hands may transfer the virus to your body through these openings
- Minimize going out into general population, avoid shaking hands and practice social distancing whenever out in public and when interacting
- When sneezing or coughing, cover your mouth and nose with bent elbow or tissue and immediately dispose of the tissue in an appropriate place
- If possible, avoid public transportation, otherwise, ensure you wear mask, sanitize and space yourself, avoid groups and loud talk while using public transportation
- Avoid crowds and any other situations likely to attract large numbers of people
- Minimize contact with passengers and reduce time in public areas
- Self-monitor your health condition. Follow guidance provided by KIS management
- Immediately report fever, flue- like symptoms or difficulty breathing

4.0 Conduct of work

5.0 4.1 Security check points, the gates and parking areas

- Keep distance (at least 2 meters) from any persons
- Observe client for any visible COVID-19 symptoms
- Avoid crowds/ ensure social distance or spread out while the gates or waiting areas
- Mandatory temperature screening and recording
- Mandatory wearing of masks/face shield. no admittance without masks
- Mandatory hand washing and sanitizing at the gate before accessing facility
- Disinfection of all potential contact areas on the gates, waiting areas, seats, and tables

- Single contact registration
- Reporting all suspected cases and strangers
- Social distancing in the parking areas
- Disinfection of all potential contact areas doors, handles, dash boards

4.2 Technicians/ Field workers and ferry crew

- mandatory wearing of mask
- Hand washing, sanitizing by all employees and clients
- Social distancing and avoidance of contact of all forms
- disinfection of all facilities especially commonly contacted surfaces
- use of PPE such as rubber gloves, safety goggles, face shields etc....
- avoidance of direct engagement/contact with community members

4.3 Billings offices, waiting area and reception

- Not more than two people per seat at the waiting areas
- Mandatory wearing of face masks in this area
- Social distancing of at least 2 meters apart using floor separators for customers in front the billing counter and reception
- Barriers /Mirrors/ face shields while at the reception
- Hand sanitizing at all counters
- Gloves/disinfection before, while and after handling cash

4.4 General Offices, furniture, equipment, and gadgets

- Ensure that all table surfaces, equipment's, and gadgets are sanitized
- Social distancing from one another where appropriate and wearing masks in situations where distancing is not applicable
- Barriers/mirrors/ face shields where communal seating is inevitable
- Use remote communication, printing, and conferences

4.5 Kitchen utensils and dining areas

- Clean- disinfect all potential contact areas around kitchen
- display information posters about covid-19 prominently
- provide handwashing points with soap and water
- keep distance of at least 2 meters in the dining areas
- observe people's health condition for any covid-19 symptoms
- single contact at all storage areas for utensil and food containers

4.6 Doors, handles and fixtures

- Keep high contact doors open during office hours
- Disinfection at least three times a day

4.7 Toilets, showers, and bathrooms

- Provide hand washing and sanitization materials
- Keep doors open to lower rate of contact

4.8 Personal health, hygiene and sanitation and gadgets

- Monitor personal health for any flu like symptoms (flu, cough, sneeze, fever) and if present, stay home and visit clinic
- Inform your supervisor in case of such symptoms above
- Sanitize all personal gadgets, desk, and laptops/computers with guidance from ICT officer.

4.9 staff travel

- Comply to presidential and ministerial directives and guidelines issued on transport in operation
- Ensure you have relevant IDs/ permits/passes required
- Always wear company uniform for easy identification
- Constantly sanitize, wear mask, and ensure social distance while in public transportation
- Avoid loud talk and crowds while traveling by public transportation
- Avoid potential contact while moving by public transportation
- Respect curfew time and half capacity loading directives

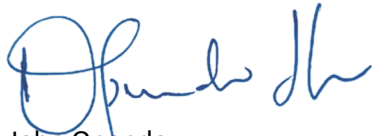
5.0 Isolation facilities

KIS management has put in place isolation rooms and centers for any staff members that may be suspected or affected by COVID -19 and reporting, investigation, emergency medical evacuation guidelines are also in place for more information. refer to KIS self /company quarantine guidelines

6.0 Reporting of emergencies

All emergencies should be reported to KIS toll free line **08002535500**, Kalanagala district COVID-19 task force and ministry of health **0800203033/080010066**

Approved by



John Opondo

MANAGING DIRECTOR

29th June 2020