

# Recommendations to prevent and manage health risks related to the transmission of COVID-19 in development projects funded by the IDB

Juan Carlos Vásquez

Environmental and Social  
Solutions Unit

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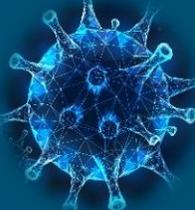


**Author Team:** This technical note was prepared under the leadership of Joseph Christofer Milewski, Head of the Environmental and Social Solutions Unit (VPS/ESG) of the Inter-American Development Bank. This document was written by Juan Carlos Vásquez Castro, environmental specialist, occupational health and safety in VPS/ESG. It was reviewed by a team of environmental and social specialists from this unit. The contributions of the review team are greatly appreciated.

**Publication and update:** This document will be published on the IDB website as a technical note with recommendations of good practice to assist Project Executing Units and contractor companies to prevent and manage the transmission of COVID-19 between workers and to and from the population during the implementation of projects financed by the IDB in the context of COVID-19. This document may be regularly reviewed and updated to incorporate recommendations from good practices based on the evolution and knowledge of the characteristics of the virus, as well as to be consistent with other Bank documents.

**About the Author:** Juan Carlos Vásquez is a Senior Environmental, Occupational Health and Safety Specialist, with 12 years of experience in the preparation, execution and supervision of development projects, implementing the safeguard policies of Multilateral Banks in Latin America and the Caribbean. He has a Master Degree in Occupational Health and Safety and a Specialty in Workplace Safety, from the University of Murcia and Polytechnic of Cartagena, Spain. He also has a Masters in Environmental Management and Quality in Business, from the European Postgraduate and Business Center (CEUPE), Spain. He is an advisor in design and implementation of Occupational Safety and Health Programs (OSH) and Lead Systems Auditor of OSH Management. He is accredited as a Supplier of Industrial Health and Safety Services in the Dominican Republic, among other accreditations.

Mr. Vásquez is currently a Senior Environmental, Occupational Health and Safety Specialist in the Environmental and Social Solutions Unit (ESG) of the Inter-American Development Bank (IDB) and is an ESG "Champion" providing advice on redesign and implementation of Performance Standard #2 "Work and Labor Conditions" of the new Environmental and Social Safeguards Policy Framework of the IDB. He leads environmental, social, and OSH issues during the preparation and execution of complex projects with high and substantial risk in multiple sectors and countries of Latin America and the Caribbean, ensuring that these projects are approved by the Bank's Executive Board and are executed in compliance with the safeguards of the IDB.



# Recommendations to prevent and manage the health risks related to the transmission of COVID-19 in development projects financed by the IDB



## EXECUTIVE SUMMARY

Development projects in the LAC region are exposed to the risk of the transmission of COVID-19. With this in mind, this technical note proposes recommendations to guide the Project Executing Units and the contractor companies to prevent and manage the transmission of COVID-19 between workers and to and from the population during the implementation of projects financed by the IDB in the context of COVID-19.

The note includes eight (8) main recommendations to prevent, respond to, and manage the risk of the transmission of COVID-19<sup>1</sup> in development projects in the context of the virus. The note proposes an indicative table of contents for the Project Continuity Plan to be prepared by the Project Executing Units. It also defines recommendations for the continuity, restart or start of project activities, as well as during their execution. In addition, it provides recommendations for developing communication plans with communities in the context of COVID-19 and recommends keeping a record related to COVID-19 for the projects. Finally, it proposes the content that should be included in the Plan for Prevention and Response to COVID-19 that must be prepared by contracting firms.

## INTRODUCTION

The presence of COVID-19 is a latent reality in the countries of Latin America, the Caribbean, and the world. As a result, the development projects financed by the Inter-American Development Bank (IDB) in the region are exposed to the risks of the disease. Project Executing Units (PEUs) and companies related to the execution of IDB-financed projects must manage and prevent the transmission of the virus from projects to communities and vice versa as well as in the workplace to ensure safe and healthy working conditions for all workers.

## OBJECTIVE

The main objective of these recommendations is to propose solutions to the Project Executing Units and contractor companies to prevent and manage the transmission of COVID-19 in workers, from and to the population, during the implementation of IDB-financed projects in the context of COVID-19.

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<sup>1</sup> **COVID-19:** COVID-19 is a respiratory infectious disease caused by a new coronavirus detected in China. The WHO declared the disease a pandemic in March 2020. The disease is currently under investigation and at the time of writing this document, according to the WHO, the virus can be transmitted in two forms, (i) from person to person through respiratory droplets that occur when an infected person coughs or sneezes and these droplets contact another person through the eyes, mouth, and nose, and (ii) through contact with contaminated surfaces or objects if a person touches a surface or object that has the virus and then touches their mouth, nose, or eyes.

## SCOPE

These recommendations are intended for Project Executing Units (PEUs) financed by the IDB. They are not mandatory and do not replace compliance with applicable national environmental, social, occupational health and safety rules nor of IDB safeguards policies for Bank-financed projects. They are also not a substitute for protocols or good management practices for COVID-19 from national health authorities nor official international institutions, such as the World Health Organization (WHO). Project Executing Units and clients related to the execution of projects financed by the IDB must follow the rules, regulations, protocols and recommendations of the corresponding national and local authorities of each country.

Each user must develop their own plans and protocols for the response to COVID-19 considering their particular circumstances. The IDB will not be responsible in any way for the use of these recommendations by each person or institution.

We strongly recommend that the Executing Units and clients related to the execution of IDB-financed projects seek local and international updates from official sources on the management of COVID-19 as it evolves, and keep its contractors updated.

## PREVENTION AND RESPONSE

To prevent and respond to the risks of the transmission of COVID-19 between workers and from projects to communities and vice versa, we recommend the following for the PEU of Projects financed by the IDB, in the context of COVID-19:

1. **Prepare a Project Continuity Plan (PCP).**
2. **Evaluate the contextual risk**, the project risks and the management and response capacity of the project for COVID-19.
3. **Identify the areas that should be strengthened in the project** and implement preventive actions and response to COVID-19. Review the plans, programs and protocols of occupational health and safety management systems and identify relevant improvements to strengthen the capacity of response to prevent the transmission of the virus among project workers and the population.
4. **Make and/or update contractual agreements with contractors** to include actions for management of COVID-19 in projects and to ensure its implementation by contractors.
5. **Require contractors to prepare a Prevention and Response Plan for COVID-19** specific for each particular project.
6. **Monitor compliance** in accordance with agreements and actions for the management of COVID-19 in the projects.
7. **Evaluate and frequently monitor** the contextual risk of the virus, the risks of the project, and the project management and response capacity for COVID-19 and make decisions accordingly, since the contextual risk of the pandemic can change rapidly. Frequently search for local and international updates from official sources, on the management of COVID-19 as the virus evolves and keep contractors up to date.
8. **Ensure that projects are implemented in compliance** with requirements, measures, provisions and protocols of the corresponding public health institutions and national regulations of each country and with those of official international organizations such as the World Health Organization (WHO).

## PROJECT CONTINUITY PLAN (PCP)

**The objectives of the Project Continuity Plan are to assess the risks and define the processes that will be implemented to minimize interruption of project activities, avoid transmission of the virus among workers and the population, and ensure that the project remains viable during the context of the pandemic.**

**The depth and breadth of that plan must be proportional to the risks, context, and scale of the project. The PCP should consider the preparation of a Prevention and Response Plan to COVID-19 by contractors.**

The PCP must define the decision-making process regarding the continuity of the project; that is, it must describe the human resources, the governance structure of the PEUs and the coordination processes with contractors, and decision-making for project continuity. PEUs must designate a team in charge of project continuity, which among other things manages and evaluates capacity of the project to response to COVID-19 and maximizes the continuity of the project. The main functions of this team should be:

- i. Ensure coordination and communication with stakeholders (IDB, supervisory firms, contractors, communities, local and national authorities and institutions).
- ii. Updating contractual agreements with contractors to include management actions for COVID-19 in the project, including budget management.
- iii. Lead the processes to monitor the timely compliance of the agreements and actions for COVID-19 management in the project and validate the effectiveness of its implementation with tangible results and reporting.
- iv. Monitor the contextual risk of the project, frequently looking for updated information from national health institutions and official international organizations such as the World Health Organization on the management of COVID-19 as the virus evolves, and keep the contractors updated.
- v. Lead the decision-making process regarding the continuity of the project, considering:

**a) Contextual risk:**

- Evolution of the pandemic locally.
- Public prevention campaigns, periodic updates, compliance with biosecurity protocols.
- Existing options for testing and contact tracing in the project's area of influence.
- The local, regional, and national health care system's capacity for response.
- Indicators of health and well-being of the population, including access to basic services, poverty, vulnerable groups, indigenous people, location of the population, etc.

**b) Risks of the project:**

- Complexity of the workforce, considering: the number of workers and contractors, provision of health services (whether or not the project provides adequate health services with capacity for the size of the workforce), need for worker accommodation, and control of those outside of work during their free time.
- Work practices that allow implementation of physical distancing methods and reduction of exposure among workers.
- Diversity of workers including local, regional and international workers.
- Project infrastructure to meet project situations, equipment, resources, facilities, personal protective equipment (PPE), ambulance, doctors, biosafety protocols and procedures, isolation sites, suitable service providers, etc.
- Contractor management, including worker codes of conduct with restrictions to avoid COVID-19 transmission on and off the job, existence of an effective communication mechanism between

PEU, contractors and with their workers, so that new measures can be easily communicated and executed.

- Conflicts and risks of citizen insecurity, including armed groups, high levels of citizen insecurity, risks of human rights violation, communication and negotiation systems with the community and its representatives.

**c) Capacity for project management and response to COVID-19:**

- Capacity of the PEU, the contractors and the complexity of the processes to make decisions and implement actions in the projects related to the context of COVID-19.
- Existence of a prevention and response plan for COVID-19 that is aligned with the guidelines from international institutions such as IFC<sup>2</sup> PS 1, 2, 4, OSHA 3990<sup>3</sup>, WHO<sup>4</sup>.
- Existence of trained human resources and sufficient financial budget, according to the size of the project workforce, for implementation of the plan.
- Evidence that the plan is actively implemented, monitored, and continually improved and that the management team is informed of the results of its implementation.
- Evidence that the workforce is continually trained on preventing the transmission of COVID-19 in the project and that there is continuous communication of relevant information in a systematic, timely, and culturally appropriate manner to workers.
- Evidence that the project has a complaints and claims management mechanism in operation for workers and the community and that there is effective communication between the leaders of the project and the community.
- Evidence that the project has an effective communication and collaboration system with the local/regional public health authorities and that the project follows the health protocol of local health authorities regarding COVID-19 case management.

## PROJECT CONTINUITY PLAN OF THE PROJECT EXECUTING UNITS

### Proposed Table of Contents:

- I. Introduction:** the background and the necessity of the plan in the context of COVID-19.
- II. Objectives and scope:** define the objectives and area of application of the plan.
- III. Roles, responsibilities and resources:** define the roles, responsibilities and resources for the key actors in the execution of projects, for example: IDB, PEU, other related authorities, contractors, operators, and suppliers.
- IV. Coordination with stakeholders:** define the type of coordination to be conducted and who will be coordinating among the interested parties.
- V. Decision process for project continuity:** describe the key decisions that the PEU and other key actors should make and clearly define the process required to make the decisions about the continuity of the project.
- VI. Prevention of transmission of COVID-19 in the project:** define a minimum number of actions and preventive measures to be implemented in the projects by the PEU, the contractors, and other entities that have direct participation in the execution of the projects financed by the IDB, to prevent the transmission of the virus in the project and to and from the communities. Keep actions and measures updated according to the evolution of the pandemic.

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<sup>2</sup> [https://www.ifc.org/wps/wcm/connect/Topics\\_Ext\\_Content/IFC\\_External\\_Corporate\\_Site/Sustainability-At-IFC/Policies-Standards/Performance-Standards](https://www.ifc.org/wps/wcm/connect/Topics_Ext_Content/IFC_External_Corporate_Site/Sustainability-At-IFC/Policies-Standards/Performance-Standards), [https://www.ifc.org/wps/wcm/connect/topics\\_ext\\_content/ifc\\_external\\_corporate\\_site/sustainability-at-ifc/publications/publications\\_tipsheet\\_covid-19-ohs](https://www.ifc.org/wps/wcm/connect/topics_ext_content/ifc_external_corporate_site/sustainability-at-ifc/publications/publications_tipsheet_covid-19-ohs)

<sup>3</sup> <https://www.osha.gov/Publications/OSHA3992.pdf>

<sup>4</sup> <https://www.who.int/es>

- VII. **COVID-19 case management among project workers:** define a protocol and those responsible for its **implementation**, to manage suspected cases of COVID-19 in the project.
- VIII. **Plans, procedures, protocols:** define the requirements for the contractors, operators, and other companies that are directly related to the execution of projects financed by IDB, prepare prevention and response plans for COVID-19 in the project.
- IX. **Monitoring and reporting:** define a monitoring plan for key activities, measures and processes of the plans defined for the project in the COVID-19 context. The monitoring plan should include the analysis of the effectiveness of the implemented measures and anticipate the necessary improvements in corrective action plans. In addition, define the key information that must be registered in the projects about COVID-19, the frequency, formats and to whom such information should be reported.
- X. **References:** include the list of resources/references consulted for preparation of the document.
- XI. **Annex:** include the annexes considered necessary to support the document.

## PREVENTION AND RESPONSE PLAN (PRP) TO COVID-19 BY CONTRACTORS

**While the Project Executing Units prepare the PCPs to identify in a dynamic way the level of risk associated with the pandemic and define the processes to be implemented by the PEUs and the contractors, the Prevention and Response Plan (PRP) consists of the working instrument prepared by and for use by each Contractor Company.**

In IDB-financed projects, we recommend that contractors and other related companies prepare **prevention and response plans** to ensure that during the execution of the projects in the context of the current pandemic of COVID-19, the infection of workers and the transmission of the virus to and from the population in the communities is avoided. Likewise, the Ministries of Public Health, Ministries of Labor, other ministries and institutions in the countries could define requirements and protocols of biosafety that must be met in each project. Annex I of this document includes an index indicative of the content that may be included in the plan of the contractors.

## RECOMMENDATIONS FOR CONTINUITY, PRIOR TO RESTART OR START OF ACTIVITIES IN PROJECTS

Once there is a Project Continuity Plan and the project's capacity to prevent and respond to COVID-19 has been evaluated according to the previous guidelines, **the Project Executing Units in coordination with contractors and other related companies, should carry out the following actions, before the restart or start of activities, to ensure continuity:**

- Identify areas that should be strengthened in the project and implement preventive and response actions to COVID-19. Review the plans, programs, and protocols of management systems for occupational health and safety and identify relevant improvements to strengthen the response capacity to prevent the transmission of the virus among project workers and the population.
- Incorporate the necessary provisions in the scope of work of contractors and contractual agreements and ensure its implementation by contractors.
- Require contractors to prepare a prevention and response plan for COVID-19, specific to the particular project. This plan should consider including the content of Annex I in this document.
- Analyze the risk of transmission of the virus in the project activities to identify those activities with a risk of COVID-19 transmission which workers will be exposed to and define appropriate mitigation measures.
- Prepare the appropriate mechanisms for the prevention, monitoring of personnel, and control of COVID-19 in the workers at their job and the project in general.

- Define a communication plan with the communities for the entry of workers to projects in these communities. Consider the suggested content of communication plans below.
- Establish an effective communication mechanism between local public health authorities corresponding to the project and other related institutions.
- Identify people vulnerable to the virus (people with pre-existing diseases, pregnant women, elderly people, people with limited abilities or limited mobility, etc.) and reinforce preventive measures in their jobs.
- Define a specific response plan for each project to handle possible cases of infection. Ensure that this plan is aligned with the protocols of public health institutions of the country and with official international organizations such as the World Health Organization (WHO).
- Ensure that contractors have a code of conduct for workers, which includes prohibitions of practices that can lead to COVID-19 infections to and from the population, especially including construction sites and project camps.
- Ensure that projects are in compliance with the requirements, measures, provisions and protocols of the corresponding public health institutions and national regulations of the country.

## RECOMMENDATIONS DURING EXECUTION OF ACTIVITIES IN PROJECTS

During the execution of project activities the Project Executing Units in coordination with contractors and other related companies should:

- Frequently assess the contextual risk of the virus and make decisions accordingly, since the contextual risk of the pandemic can change rapidly. Frequently search local and international updates on the management of COVID-19 from official sources as the virus evolves and keep contractors up to date.
- Implement preventive actions and control measures related to the management of COVID-19 which are established by the corresponding institutions of each country, including, if necessary, the total or partial suspension of activities in the project, for public health reasons.
- Ensure compliance by contractors with COVID-19 prevention and response plans in the projects including the biosafety protocols defined by the public health authorities of in each country.
- Implement biosecurity protocols for the reception of materials to guarantee that the workers and suppliers are not infected with the virus during the process.
- Train all project staff and conduct prevention awareness campaigns on the prevention of transmission of COVID-19 among the workers. In coordination with corresponding public health authorities, join efforts to keep the communities close to the projects informed while preventing the transmission of the virus.
- Comply with the government actions and requirements of each country defined for the COVID-19 pandemic, specifically in relation to employment, remuneration, health insurance and other benefits applicable to employees.
- Plan the works and prepare to leave the works in safe conditions, in the event that the project has to stop its activities without planned notice due to the evolving status of the virus in the context of the projects.
- Notify the corresponding public health authorities about the existence of any potential COVID-19 cases in the project.
- Report to the IDB confirmed cases of COVID-19 and their development, in all projects financed by the Bank.
- Establish a management committee to temporarily manage cases of workers suspected to be infected with COVID-19 in the project, ensuring compliance with protocols defined by the corresponding public health authorities.

- Ensure that before a suspected or infected COVID-19 worker re-enters the project, there are "Patient discharge documents" or certificate issued by the corresponding public health authorities confirming that the worker does not have the virus.
- When a worker is in the process of investigation for symptoms of COVID-19 or their infection is confirmed, guarantee the continuation of the worker's employment, salary, health insurance, and other applicable benefits.
- Do not allow any type of discrimination of employees affected by COVID-19 and ensure patient privacy. Once the worker has recovered, implement the recommended actions by the public health authorities in relation to the employee and their job.
- Monitor the effectiveness of the project's complaints and claims management mechanisms and ensure that they do not promote the spread of the virus.
- Maintain awareness campaigns for communities on preventive measures to avoid transmission of the virus. Prioritize in these campaigns the use of virtual media or other means of communication that guarantee social distancing.
- Train workers on preventive practices to avoid transmission of COVID-19 outside from work and at home.
- In relation to consultations with the population and other activities that require the participation of various people in the context of the current pandemic, take into account in the design and execution guidance from international organizations and corresponding local public health authorities regarding the movement of people, social distancing, etc.

## **RECOMMENDATIONS FOR PREPARING COMMUNICATION PLANS WITH COMMUNITIES IN CONTEXT OF COVID-19**

The Project Executing Units in coordination with contractors and other related companies should develop communication plans with the communities in the context of COVID-19. The communication plans must be translated and communicated in all local languages.

The recommended content for communication plans with communities in the context of COVID-19 includes:

- Information on local, municipal, and national plans and protocols during the pandemic.
- Appointment of a communications coordinator staff member.
- Determine specific messages according to the public, such as nearby communities, health professionals, indigenous communities, businesses, workers, etc.
- Identify the media and determine the channels for disseminating information to include the use of television, radio (municipal, community), and social network platforms to transmit messages, such as web pages, Facebook, Twitter, WhatsApp, Instagram and others.
- Emphasize the biosecurity measures that are being implemented in the project to ensure community safety.
- Ensure that vulnerable populations are aware of available communication resources.
- Maintain support of communication intermediaries, including community leaders, religious and community organizations, pharmacists, parents' associations, teachers and others. Participation from these sources is the first step in building coalitions and viable and sustainable communication partnerships.
- Prepare to quickly identify and respond to new public concerns about interventions or the risks presented by the pandemic. Communications on unforeseen complications must be timely and continuous.
- Maintain operational mechanisms for managing complaints and claims that allow the population to use without transmitting the virus. Guarantee the confidentiality of people utilizing these mechanisms. Communicate to the population about the availability and use of these mechanisms.

## **RECOMMENDED RECORDS FOR DOCUMENTATION OF COVID-19 IN PROJECTS**

The Project Executing Units in coordination with contractors and other related companies should maintain a record related to COVID-19 in the projects. This record should preserve the rights to privacy of workers without causing any type of discrimination. For example, the record could include:

- Registry of infected workers.
- Notifications of suspected cases of infection, from the project to the corresponding local authorities.
- "Discharge" certificate of the patients under investigation and confirmed, enabling them to re-enter activities in the project.
- Evidence of project compliance with recommendations of the corresponding public health authorities in relation to reported cases.
- Evidence of compliance with national regulations regarding employment, salary, medical insurance and other applicable benefits to affected employees.
- Record of complaints and claims received by project workers and the community regarding COVID-19 issues and how they were addressed.

## Annex I: Content recommended for the Prevention and Response Plans to COVID-19 by contractors.

### Before initiating actions regarding the response to COVID-19 in projects:

- a) Review information, key practical advice, and available resources on the health of workers. Resources to assist with developing the plan are available from IFC<sup>5</sup>, WHO, and OSHA.
- b) Evaluate the project activities and determine which areas are vulnerable, including those with the key processes and activities. Identify the potential impact and level of disruption if those processes cease and consider how the project would adapt to remain viable in the absence of processes and key activities for variable times (hours, days, weeks or more).

Recommended Table of Contents to help structure the Prevention and Response Plan to COVID-19 for contractors:

1. **Introduction:** briefly introduce the need for the plan in the current context.
2. **Objectives:** define clear and measurable objectives: ensure that the plan addresses prevention, mitigation; preparation, response; continuity and recovery, putting people first in every moment and prioritizing the health and well-being of workers and communities.
3. **Scope:** define the scope and limitations of the plan.
4. **Regulatory and institutional framework:** include references to compliance with national and contractual legal requirements of the project, such as the authorizations that must be obtained for the project, as well as the communication process that must be provided between the related institutions.
5. **Responsibilities:** define the roles and responsibilities of the team for managing the COVID-19 crisis in the project, as well as for the implementation of the actions and measures defined in the plan, including institutional levels (contractor, supervisory firms, PEU, local authorities, etc.) and the hierarchy of the contractor (management, administration, construction engineers, workers, suppliers, etc.)
6. **Identification evaluation of risk:** identify and evaluate the risks associated with COVID-19 that can affect workers, project activities, the supply chain and communities. Consider the guidelines of the following section (7) during the process of risk identification and evaluation. Define an appropriate method for risk evaluation, consider using the methodology defined by OSHA<sup>6</sup> for COVID-19.

A suggested framework for identifying the risks associated with COVID-19 could include: (i) naming a team to identify and assess risks; (ii) identify the level of exposure of employees as a function of their activities; (iii) evaluate how the project activities will be affected by COVID-19; (iv) identify if there could be a shortage of supplies and how COVID-19 will affect their direct providers; (v) evaluate how the COVID-19 virus will spread in the communities surrounding the project, including access roads and means of transportation; and (vi) based on the results of the evaluation of risk, identify priority areas to define controls and responses.

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<sup>5</sup> [https://www.ifc.org/wps/wcm/connect/bd11d905-7827-44e0-b1f2-f10c2a80f8a7/Tip+Sheet+Interim+Advice+EPRP\\_COVID19\\_May2020.pdf?MOD=AJPERES&CVID=n9hSVji](https://www.ifc.org/wps/wcm/connect/bd11d905-7827-44e0-b1f2-f10c2a80f8a7/Tip+Sheet+Interim+Advice+EPRP_COVID19_May2020.pdf?MOD=AJPERES&CVID=n9hSVji)

<sup>6</sup> <https://www.osha.gov/Publications/OSHA3992.pdf>

## 7. Definition of controls, resources and emergency responses.

Once the main risks have been listed, evaluated and prioritized as part of the previous exercise, the next stage is to define and describe the basic steps, activities, measures that must be implemented in the project to reduce the identified risks in order to ensure control of the virus transmission in the project and the viable continuity of the project. The implementation of controls and mitigating measures requires human and financial resources that should be included in the project budget.

Note that to control a risk it may be necessary to implement several actions or a single action may be useful to mitigate various risks. Consider the possibility of grouping the risks and their mitigating measures in these categories, risks for: (i) workers, (ii) project activities, (iii) supply chain, and (iv) communities. During the process of risk identification and evaluation, as well as, the definition of mitigation and control measures consider the actions below.

### 7.1 Work planning:

- Identify which workers can work from home. Prioritize people vulnerable to the virus (people with pre-existing diseases, pregnant women, the elderly, people with limited abilities or limited mobility, etc.)
- Analyze the structure and capacity of the contractor and the risks to labor in the framework of the current pandemic, as well as behavior and skills of workers, and define specific measures for strengthening, preventive mitigation, and corrective action.
- Define a sub-plan for communication and sharing information with the communities.
- Define a sub-plan that includes clear actions to prevent the transmission of COVID-19 from the project to communities and vice versa.
- Establish an effective communication mechanism between corresponding local public health authorities, from the PEU, the project, and the other related institutions.
- Analyze the risk of transmission in the project activities to identify those activities where there is a risk of COVID-19 transmission, which workers will be exposed, and define adequate mitigation measures for control of the virus, disaggregated by each type of activity. In defining the mitigation measures, apply the control hierarchy, including the controls of engineering, administration, safe work practice, and personal protective equipment (PPE).
- Analyze the procedures of the occupational health and safety management system and identify relevant improvements to strengthen response capacity to prevent the transmission of the virus between project workers and the population.
- Incorporate the necessary provisions into the scope of work of subcontractors and contractual agreements and ensure the monitoring of compliance by subcontractors and workers.
- Define a response committee, to handle possible cases of virus infection in the project, ensuring compliance with the protocols of the corresponding public health authorities.
- Define preventive biosafety measures against COVID-19 for specific facilities with potential to spread the virus, such as camps or workshop facilities including project dorms, dining rooms and kitchens, locker rooms, common areas, management and disposal of wastewater and waste potentially contaminated with the virus, entry and exit of the project, transport of workers, activities carried out by various workers etc.
- Define the appropriate facilities and methods for the detection of symptoms of COVID-19 in the entry and exit of the project and on-site monitoring of workers.
- Define and enable facilities and equipment to temporarily isolate and transport workers from the project with symptoms of COVID-19.
- Define clear and specific biosafety protocols for personnel with high exposure to places and activities with risk of contamination, such as workers carrying out cleaning tasks in areas potentially contaminated with COVID-19, medical personnel, etc.
- Maintain a code of conduct for workers which includes prohibitions of practices that can lead to the transmission of COVID-19 among workers, to or from the population. This includes limiting the

interaction of workers with the population on construction fronts, in project camps, and engaging in social distancing.

- Define a training plan on prevention of COVID-19 for workers, including the definition of methods that guarantee the virus does not spread. Also, define awareness campaigns for the prevention of transmission in the population.
- Define the protocol to be followed by workers, so that in the event that a worker presents symptoms before starting their activities, they know how to proceed without exposing others and to guarantee the privacy of the patient's diagnosis.
- Define a clear policy on non-discrimination of workers with COVID-19 or with suspect symptoms, as well as the rights to privacy of the patient's diagnosis.
- Define a protocol for the receipt of materials on work sites, which ensures that workers and providers are not infected with the virus during the process.
- Define a frequent monitoring program that includes mechanisms for evaluating the key actions, measures, sub-plans and programs to verify the effectiveness of the implementation of the prevention and response plan for COVID-19, in order to generate an action plan with the necessary improvements.

## 7.2 Execution of work:

- Ensure the implementation of the monitoring program of the prevention and response plan for COVID-19 and ensure compliance with the resulting action plans.
- Keep workers informed from official local and international sources about the evolution of COVID-19 contextual risk in the project, nationally and globally. Communicate to the workers clearly, in time, and appropriate format on newly defined preventive measures.
- Comply with the actions, requirements, and protocols defined by the corresponding public health authorities or national government, regarding the management of the pandemic locally.
- Inform the Project Executing Units of suspected and confirmed COVID-19 cases and its evolution.
- Plan and prepare to leave the works in safe conditions, in the event that the project has to stop its activities with short notice due to the COVID-19 context in the project area and country.
- Maintain compliance with: adequate sanitary facilities in quantities sufficient for the number of users; preventive measures for workers and visitors; signage for the prevention of COVID-19 infection; training of workers to prevent the transmission of the virus in and out of work, as well as awareness campaigns with the communities; preventive measures during the transport of workers and in rented homes; protocol for the management of workers suspected of being infected with COVID-19, including for re-entry to the project with the certificate issued by the corresponding public health authorities that the individual does not have the virus; non-discrimination of the COVID-19 infected employee and privacy of patient's diagnosis.
- Monitor compliance with the plan to prevent the transmission of COVID-19 from the project to communities and vice versa, including the definition of new actions if necessary.
- Monitor compliance with the project's communication plan with the communities in the context of COVID-19.

8. **Documentary Record:** Documenting the implementation of the plan is very useful, since it will serve to review the effectiveness of the measures implemented, as well as to make decisions and respond to concerns of workers, the population, and even legal issues. Below are records that can be useful to **maintain** for the projects.

- Registry of infected workers.
- Notifications of suspected cases of infection from the project to the corresponding local authorities and Project Executing Units.
- "Discharge" certificate of the patients under investigation and confirmed, which enables them to re-enter activities in the project.
- Evidence of project compliance with recommendations of the corresponding public health authorities in relation to the reported cases.

- Evidence of compliance with national regulations regarding employment, salary, health insurance, and other benefits applicable to affected employees.
- Record of complaints and claims received by project workers and the community regarding COVID-19 issues and how they were addressed.

9. **References or Bibliography:** include the sources used to prepare the plan.

**Annex:** include the annexes of the plan that are considered necessary.

### **COMPLEMENTARY REFERENCE INFORMATION.**

World Health Organization (WHO)

<https://www.who.int/en/emergencies/diseases/novel-coronavirus-2019>

International Finance Corporation (IFC)

[https://www.ifc.org/wps/wcm/connect/multilingual\\_ext\\_content/ifc\\_external\\_corporate\\_site/home\\_en](https://www.ifc.org/wps/wcm/connect/multilingual_ext_content/ifc_external_corporate_site/home_en)

Occupational Health and Safety Administration (OSHA)

<https://www.osha.gov/SLTC/covid-19/controlprevention.html>

Centers for Disease Control and Prevention (CDC)

<https://www.cdc.gov/coronavirus/2019-ncov/index-sp.html>

Food and Agriculture Organization of the United Nations (FAO)

<http://www.fao.org/home/es/>

DEG Sustainability and Corporate Governance Department (KFW DEG)

[https://www.deginvest.de/DEG-Documents-in-English/Range-of-Services/COVID-19-ESG-Guidance\\_DEG.pdf](https://www.deginvest.de/DEG-Documents-in-English/Range-of-Services/COVID-19-ESG-Guidance_DEG.pdf)

French Development Agency (AFD)

<https://www.afd.fr/es>