

Infection Prevention and Control (IPC) Standard Operating Procedure (SOP) for Training/Meetings in the context of COVID-19

1.0 PURPOSE

To define the procedure for the conduct of in-person meetings in both healthcare and community settings in response to COVID-19 and with respect to Public Health and Social Measures (PHSMs) to reduce the risk of disease transmission. A general risk assessment must be conducted to inform context specific recommendations.

2.0 SCOPE

The procedure in this document is applicable to all meetings that require convening people together physically.

3.0 SAFETY AND HYGIENE PROCEDURE

Before entry into the meeting room/venue:

- Presentation of evidence for complete doses of COVID-19 vaccination (depending on COVID-19 vaccine taken) or negative COVID-19 PCR test done within the last 72 hours, or where applicable proof of daily negative RDT result. The Africa Union Trusted Travel platform, with technical support from the PanaBIOS Consortium has implemented an online system that allows Airlines and Port Health services to authenticate and verify traveler's COVID-19 results certificates in line with international standards, across Africa and beyond.
- Hand hygiene stations should be available at the points of entry.
- All participants must wear a well fitted mask that covers the nose and mouth. Medical masks should be provided all meeting participants.



In the Room/Venue:

- Natural ventilation is recommended if the training/meeting is taking place indoors. There should be a means for fresh air to be introduced into the room to reduce building-up of aerosols. This can be done by opening of the windows, doors and all the channels that may help an exchange of fresh air. Where this is not possible, air-conditioning systems can be used but not on recirculating mode.
- Physical distancing is mandatory for all the activities including but not limited to queueing, sitting and group exercise, eating in the restaurants and any other activities that may demand bringing the participants together during the meeting.
- Hand hygiene stations such as portable hand sanitizers or sensor operated hand sanitizer dispensers should be accessible to the participants to encourage hand hygiene practice in the meeting rooms. Hand washing stations must be in place and easily accessible by the participants (entrance, toilets, etc.).
- Disposable disinfectant wipes can be provided to participants for cleaning surfaces.
- If microphones or any other item are shared among the participants, participants should disinfect their hands before and after using the shared item.
- Covered dustbins should be available to ensure appropriate disposal of used face masks.
- A simple guide on hand hygiene, respiratory hygiene and physical distancing should be printed and included in the training/meeting information to be provided for the participants.
- In the event of transporting participants in official vehicles/car hire before, during and after the meeting either to/from the airports, site visit, fieldwork, outreach etc. the following should be ensured;
 - If the air conditioner is running, the car AC should not be in recirculating air mode to allow inflow of outside air.
 - All passengers and the driver in the vehicle should use face masks.
 - Hand-sanitisers should be placed in every vehicle to encourage regular hand-hygiene.