



Hanovia's Response to COVID-19

The spread of novel Corona Virus Disease (COVID-19) in Nigeria has continued to rise from the index case recorded on 26th February 2020. The coronavirus pandemic is a disaster that has now enforced indescribable pain on lots of people across the globe.

As an organization, we are committed to prioritizing and looking after the well-being of our employees. This we do by carefully following daily statistics of the spread of the virus across the country and following local and national health authority and ensuring compliance by our staff, field workers and the communities we live and work in.

Precautionary Measures in Place in Our Office as a Corporate Entity

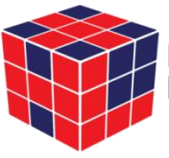
We introduced a compulsory work-from-home plan between March 23rd and June 1st 2020 and upon physical resumption in the office, the following precautionary measures were put in place:

- Hand washing facilities including soaps and water at our office premises so members of staff thoroughly wash their hands before gaining access to the office facility
- Similarly, infra-red thermometer was provided for staff to take body temperature before resuming office duties
- Staff are equipped with mask or visors, hand sanitizers and covid-19 guideline as a reference document for personal safety and hygiene

Precautionary measures against COVID-19 for the Implementation of Data Collection – Phone Based Surveys

To mitigate the risk of Covid-19 during implementation of data collection, a number of measures have been put in place:

1. In order to minimize exposure to Covid-19, we conduct virtual training of data collectors
 - a. Phone data collection was adopted to replace face-to-face data collection, to avoid data collectors having direct contact with the respondents.
 - i. The phone interview is being conducted in the respective homes of the data collectors
 - b. All data collectors are advised to stay at home during the period of the project and encouraged to follow prescribed precautionary measures put in place by the Government of Nigeria and Nigeria Center for Disease Control (NCDC) such as:
 - i. Frequent hand washing
 - ii. Use of face mask
 - iii. Avoid touching eyes, nose and mouth with unwashed hands
 - iv. Use of hand sanitizers (Hanovia procures hand sanitizers for all field staff on different projects and in the office)
 - v. Maintaining social distancing of at least 2metres from people
 - vi. Avoid social and mass gatherings



- vii. Covering the mouth and nose when sneezing or coughing with a face cloth or disposable tissue which should be discarded safely and hygienically, hands should be washed/sanitized immediately after
- viii. Clean and disinfect frequently touched surfaces frequently
- ix. Obey the current partial lockdown curfew in place (8pm to 6am)

Precautionary measures against COVID-19 for the Implementation of Data Collection Following Resumption of In-Person Surveys

General Preventive Measures against Covid-19

1. Follow State and local regulations, especially making sure communities entered are not in the “red-zone” classification
2. Enumerators will be from the same region as survey respondents
3. Personnel shall be provided with masks and face shield (in addition to soaps and alcohol-based hand sanitizers). Respondents shall also be provided with masks
4. All enumerator gathering would remain under the size required by government guidelines
5. Personnel would be required to wear face masks and shields appropriately when outside the home. Respondents shall also wear masks for the duration of the interview
6. Enumerators shall be encouraged to sanitize their hands with the hand sanitizers and also give respondents to use regularly
7. Daily temperature checks shall be conducted on all personnel
8. Enumerators would be required to self-isolate (at full-paid rates) if they are confirmed by their team leaders to report COVID-19-like symptoms including fever, cough, catarrh, sore throat, loss of smell or taste, feeling of unwell, and/or difficulty in breathing.
9. Practice social distancing and avoid crowded areas or large gatherings.
10. Personnel shall become "touch aware" i.e They will be mindful of surfaces they are touching (door and car handles, buttons, handrails, etc.) and practice hand hygiene (washing hands with soap and water or regular sanitizing of hands) as appropriate. Touching of face should be avoided.
11. When an enumerator falls ill or becomes symptomatic, the following measures SHALL be taken to prevent the possibility of infecting other team members/respondents:
 - a. The enumerator will be told to stay at home and away from other team members (i.e. self-quarantine). His/her actions would make a difference in limiting the spread of illness. He/she will be advised to get rest and stay hydrated. Any other staff or enumerators in contact with the enumerator will also immediately be asked to self-quarantine. Enumerators in self-quarantine shall be compensated for missed field days
 - b. The enumerator will be encouraged to use good hygiene to prevent spreading illness to others. He/she will cover the mouth with a tissue or with flexed elbow when coughing and sneezing. The enumerator will wash her hands afterwards. Cleaning any high touch surfaces frequently as well.



- c. If the enumerator or his/her household member that is ill has severe symptoms of illness, including emergency warning signs for COVID-19 such as trouble breathing, persistent pain or pressure in the chest, bluish lips or face, or new confusion or difficulty being woken, he/she will seek emergency medical care right away
 - d. The enumerator will get treatment by visiting test center set up by the NCDC at the different treatment centers across the survey States
 - e. Contact shall be made with respondents visited by the symptomatic enumerator over the last 5 days
 - f. Enumerator may resume working with field teams 14 days after symptoms disappear
12. Project management team shall use random audits to confirm adherence to health protocols

Specific Preventive Measures against Covid-19

1. Precautionary Measures During the Physical Training of Survey Personnel (Supervisors and Enumerators)

In order to mitigate the risk of Covid-19 during the retraining of enumerators, the following safety measures shall be put in place:

- a) In other to practice social distancing, a LARGE HALL shall be used for training of field personnel. This is to enforce physical distancing of at least 2m between personnel.
- b) Hand washing facilities including soap and water shall be provided at the training venue for participants to thoroughly wash their hands before gaining access to the training halls.
- c) Participants shall observe handwashing breaks during the retraining
- d) Participants shall be equipped with personal protective equipment such as facemasks and face shields which MUST be worn before admittance into the training halls and must be worn throughout by all. Hand sanitizers and printed copies of the covid-19 guidelines as a reference document shall also be provided for each personnel.
- e) Temperature checks shall be carried out on all participants (both personnel and the Hanovia core team) before gaining entrance into the training hall daily. Participants with elevated temperature of 37.3°C shall not be allowed into the hall and shall be monitored closely
- f) The training shall be fully residential with each trainee accommodated in a separate room.
- g) There will be no passing around of microphone

2. Precautionary Measures against Covid-19 During Field Data Collection

To mitigate the risk of Covid-19 during field data collection, the following safety measures and guidelines put in place by the Government of Nigeria, NCDC and States task force on Covid-19 shall be strictly adhered to by Hanovia core staff and the field personnel.

- a) Frequent handwashing with soap under running water for 30 second
- b) Upon arrival to the respondent's location, the enumerator will clear his/her hands and tablet with hand sanitizer



- c) Compulsory use of facemask and face shield
- d) As advised by the WHO, field personnel are to avoid touching their face, particularly eyes, nose, and mouth.
- e) Use of hand sanitizers (Hanovia shall procure hand sanitizers for all field staff)
- f) Field personnel shall be advised to maintain social distancing of at least 2 metres from primary respondents and assessed children
- g) Avoid social and mass gatherings
- h) Clean and disinfect frequently touched surfaces frequently
- i) Tablets, pens and visual aids for data collection will be disinfected prior to household visits and right after the enumerator leaves the respondent's location
- j) Field personnel shall keep a safe distance from the respondents during interview even though respondents shall be wearing face masks
- k) Temperature checks shall be carried out on all participants periodically
 - o Participants with elevated level of body temperature shall not be allowed to go back to the field
- l) Anyone coughing or sneezing or with other Covid-19 symptoms shall be asked to stay at home
- m) Enumerators will encourage participants to carry out data collection outdoors. When this is not possible, they will ask the respondent to open doors and windows for airflow
- n) Data collection will stop with immediate effect if COVID-19 infections start dramatically raising in the survey states or if the states are considered as "red zone" by the government
- o) Back-checks run by research team will be scheduled to confirm compliance with preventive measure protocols – this will be in addition to the standard back-checks run by the survey firm
- p) In a case where 1 member of the field team is found to disobey protocols more than once, the member will be removed from the team
- q) If back-checker run by research team identifies 2 cases of non-compliance with protocol, this will result in warnings for the survey firm. If a third case is identified, this will result in the full replacement of non-compliant enumerators
- r) Enumerators will be asked to sign an agreement on COVID-19 protocols compliance
- s) Transportation protocols will be implemented including: (i) occupancy no greater than 50% of full occupancy of the vehicle having open windows at all time and (ii) if public transportation is used, peak hours should be avoided
- t) When travelling to or from the villages, enumerators will be reminded to use face masks and carry sanitizers at all times
- u) Updates of new protocol guidelines and public health literature on COVID-19 will be shared with team leaders by the research team which will have the responsibility of sharing information with their enumerators
- v) A quick survey will be run for all field staff members (survey firm coordinators, team leaders and enumerators) to identify health or family conditions that might put at risk field staff and/or respondents
- w) Field staff identified at risk will not participate in any activity for 2 weeks or until the risk has passed



- x) Incentives (where applicable) will be delivered to respondents without any physical contact]

As additional precautionary measures, we shall give the Covid-19 guideline to personnel as reference document. The guideline is detailed below:

- To comply with the social distancing directive, personnel are to avoid gatherings exceeding 20 people and are to keep distance of 2metres from others where possible
 - Personnel should send messages, emails or place calls rather than face-to-face communication with other personnel to avoid exposure to droplets while talking.
 - Personnel are advised to eat healthy diets and take sufficient fluids preferably water to boost the immune system
 - Cleaning and sanitizing contact surfaces such as doorknobs and light switches is highly recommended
 - Wash (at least for 20 seconds) and sanitize your hands as often as possible
 - Cough or sneeze into your sleeve
 - As advised by the WHO, avoid touching your face, particularly eyes, nose, and mouth.
 - Always carry an alcohol-based hand sanitizer
 - Always wear a mask and keep a spare handy
 - Wash your cloth mask in a regular basis
 - Avoid eating out as much as possible
 - Avoid hugs and shaking hands
 - Where possible, avoid cash transactions & encourage e-payments
 - Use your elbow to press the buttons on the elevator or to open doors
 - Personnel should avoid sharing personal items like earpiece, pens, etc. that require contact with hands
 - If you have symptoms of COVID-19 (fever, cough or difficulty breathing) or if you think you might have COVID-19, you should stay at home and self-isolate yourself to avoid spreading illness to others.
 - If you develop even mild symptoms while in the office, separate yourself from others and return home.
- a) Contact your supervisor or the field coordinator the NCDC hot lines in survey States (to be provided for each survey activity)