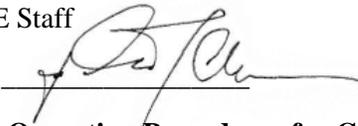




July 28, 2022

TO: All NDOE Staff
FROM: Secretary 
SUBJECT: **Standard Operating Procedures for Covid Safety**

These are standard operating procedures (SOP) established to ensure the safety and wellbeing of all NDOE staffs. This becomes in effect on the date of this Memorandum and will be subject to modification(s) as may be needed or until the situation no longer warrants these SOPs.

Vaccinations and Boosters

1. All eligible staff must have vaccination
 - a. You are eligible for a booster 5 months after Pfizer or Moderna, 2 months after J& J vaccine
 - b. FSM also has a second booster which is recommended for people over 45 and people who have existing conditions, after 4 months of the 1st booster (all types of vaccines)
2. All face-to-face visitors who come to meetings must show their vaccination card; for those who do not have a vaccination card, they will join virtually

Symptoms (sore throat, runny nose, cough, sneezing, body ache, fever, diarrhea, head ache, fatigue, loss of taste/smell, etc.):

1. If you or a household member have any symptoms, stay away from work, and get tested (when available)
 - a. Cancel activities for those days, including with external partners
 - b. Contact your immediate supervisor by phone, email, or social media to report your illness and/or household situation.
 - c. If it is not possible to get a doctor's note (either because the medical facility is out of stock or because the leave is due to a family member testing positive), the employee will work with their direct supervisor to address the need for leave.
 - i. If an employee is staying home due to exposure from a family member or that the symptoms are quite mild, the employee will be expected to work from home, including joining Zoom meetings, answering emails, and conducting other work that can be done virtually.
 - ii. If an employee is staying home and cannot work due to severe illness, it is expected that the employee (or their family) will contact the supervisor to notify of this.

2. Only return to work after symptoms are over or the number of days provided on your doctor's note, whichever is longer; OR a negative test
3. If any visitor has any symptoms, we will ask them to come back a different day
4. When available, use thermometer to test everyone coming into office
 - a. The thermometer will be placed near the entrance, along with hand sanitizer
 - b. Each visitor/employee will sanitize their hands and use the thermometer to test their temperature upon entering

Foot Traffic

1. Block front door at Palikir, but keep open for ventilation. Hang a sign to direct visitors to the other entrance.
2. Only use the side door at Palikir for going in and out
3. Visitors (dropping off things) must wear a mask (sign on door)
4. If visitor has no mask, they can put your materials outside on a table/container

NDOE Communication/Updates

1. Facebook Messenger Group
2. Phone list (please include all home/cell phone numbers, to help facilitate communication during Work-From-Home; also include health emergency numbers like hospital, Covid Hotline, etc.)
3. Email list (the DSS staff are not on the "NDOE-list"; please include their individual email addresses for mass messages)

Social Distancing & Masking in the Office

1. In both offices, all shared areas (eg. hallways, kitchen, bathroom), everyone must wear a mask at all times
2. Division of Special Services (Centerpoint Building)
 - a. In shared areas (Room 2 or front area), staff must be 6 feet apart and wear a mask at all times
 - b. In private office spaces (eg. Room 1 or Conference Room), if only one person is inside, they can have their mask off
3. Main Office/Palikir:
 - a. In shared areas (open spaces like the main office, guest house, and IT room), staff must be 6 feet apart and wear a mask at all times.
 - b. In private office spaces (eg. Secretary's Office, IQBE Office), if only one person is inside, they can have their mask off.

Ventilation

1. Open all windows in the office by 8 a.m. and close and lock at 5 p.m.
2. Open all doors in the office at 8 a.m. and close and lock at 5 p.m.

Meeting Protocols

1. Group Meetings via Zoom
2. Face-to-face Meetings: Show vaccine cards, wear a mask, and have windows open (signs)

Consumables

1. Betel nut—No using betel nut on office grounds or inside
2. Food & Drinks—Bring food into your own office and eat alone

Hygiene

1. Ensure hand soap and hand sanitizer is available at all times in both offices
2. Ensure medical masks are available at all times in both offices
3. During times of no water supply, close the office until it is restored

Work From Home

1. Immediate supervisor will determine if the individual must have internet (NDOE can provide phone cards)
2. Immediate supervisor will determine if the individual must have phone
3. Employees must answer phone/emails and meet deliverables (immediate supervisors will monitor this)
4. Secretary, Assistant Secretaries, IQBE PD will provide listing of who will work F2F every day and who will rotate (and the schedule)

Document Sharing between Offices

1. Designate a box at each office to collect documents for signature
2. Executive Secretary will drive between offices to deliver documents