

**MOFT COVID-19 PREPAREDNESS,
RESPONSE AND BUSINESS CONTINUITY
STRATEGIES**

I. Mitigation Strategies

- i. **Level 1: Green**

- i. **Level 2: Amber**

- i. **Level 3: Red**

Mitigation Strategy Levels

- ▶ **Level 1: Traffic Light is Green** - Presence of COVID-19 still has not been confirmed yet by the (MHMS). Risk of contracting COVID-19 is still low. A preparatory stage for MoFT
- ▶ **Level 2: Traffic Light Amber** – Incidence has gained momentum in regional neighboring countries, specifically –SI has a confirmed COVID-19 case.
- ▶ **Level 3: Traffic Light Red**- Level of risk is very high (there has been an outbreak and a total lock down has been declared).A complete or partial shut down is imminent.

STRATEGIES : LEVEL I - GREEN

1. Stock medical preventive suppliers
2. Distribute and monitor stock and restocks.
3. MoFT COVID-19 information brochures, leaflet and clip planned and disseminated.
4. All HQ staff/visitors shall enter the office through one entry door. Other Offices of the Ministry-Customs, IRD, ICTSU and Statistics Office will follow the same protocol.
5. All Security Contractors to be trained and regularly updated
6. CSS and HR prepare weekly tips on informative strategies. Organize Health awareness to all staff
7. HR to communicate organizational action plans to all staff.
8. MoFT Business Continuity Plan, include scaling down of non-essential part of the Ministry is completed
9. Suspended all Overseas Partners Mission. All bilateral meetings to will be conducted via virtual mode until further notice.
10. All outbound travels by staff shall be suspended until further notice.
11. ICTSU Strategy to be developed
12. Notice to all wantoks and relatives residing with MoFT employees in all MoFT property to leave the compound. This is to control household movements, reduce health risks and financial burden on staff.
13. FC to ensure enough resources are available to implement the plan.
14. Develop risk assessment and reporting strategy.
15. Consultation with donors and development partners.
16. Staff must ensure they have enough resources during lock down.
17. All incoming external consultants shall be monitored ensuring they comply with MoFT COVID-19 protocols before entering the building.

STRATEGIES : LEVEL 2 - AMBER

1. All Staff HQ shall enter the office through one entry door. Other Offices of the Ministry namely Customs, IRD, ICTSU and Statistics Office will follow the same protocol.

2. Screening process is mandatory for all staff. All enquiries at HQ will be carried-out at the cashier.

3. All staff handling payments and other documents. Must wear protective gears. Customs, IRD, ICTSU and Statistics Office will follow the same protocols.

4. All daily cash shall be transferred to CBSI quarantine facility

5. Communication protocol under Level 1 will be activated.

6. MoFT shall release staff with these Preexisting medical condition; high blood pressure, heart problems, diabetics, on emergency paid leave of 14 days.

7. Staff meeting will only convene if necessary and meeting or gathering order will be applied.

8. Staff sitting arrangement to accommodate 2 meters distance to be activated

9. Unnecessary visitors and all non-work related assemblies of more than 3 staff shall be discouraged.

10. MoFT to provide disinfected transportation to all staff and discourage from using public transport.

11. All staff must wear face masks, gloves at all times and in any meeting with stakeholders.

12. Staff can take voluntary leave if they feel unsafe for their health.

13. All social events, gatherings, sporting and non-essential meetings shall be suspended.

14. Strategy to daily disinfection of HQ building, and other buildings after 4:30pm. All staff to completely vacate building by 5:00pm daily. (In progress)

15. Customs, IRD, ICTSU and Statistics Office will follow the same protocol.

STRATEGIES : LEVEL 3 - RED

1. Activate downsizing of MoFT operation
2. All travel shall be restricted inclusive of annual leave, provincial visits etc. unless unforeseen circumstances such as family deaths.
3. If situation worsens, staff of none operational departmental shall stay home. Only skeleton staff of operational departments shall be transported to work via MoFT provided transport and in full Protective Equipment
4. Death of any staff due to COVID-19, MoFT shall pay all related expenses to their final resting place.
5. In the event when a staff is infected, confirmed positive and dies from the virus within the COVID-19 period – compensation shall be paid according to the Public Services Policy.
6. ICTSU shall provide network coverage to approved staff and locations to allow staff to work from home.
7. Reduction of Business hours

Communication protocols

▶ **MoFT Communication Team**

- ▶ HRM- Mr.Tozen Belden 7552439
- ▶ ADC- Ms. Emma Sipele 7999244
- ▶ DDSI-Samson Waehero 7473797
- ▶ NM Border Security- Mr.Wesley Siamanu 7974327 /21583
- ▶ AG- Mr. Bruce Philips 7497409
- ▶ CPA-Ms. Margaret Leoa 7943626
- ▶ EPS-Alison Qilabari 7484121

▶ **Emergency Calls (24/7 service)**

▶ 23650 or 7522202

▶ Officer in charge in the emergency is Ms.Alison Sio.

▶ **Ambulance call (24/7 service)**

▶ 25256 or 155

▶ **Health Promotion Team**

- ▶ Director Mr.Adrian Leamana 7492512

