

INA/CIMC

“NEW NORMAL”

ORGANISATIONAL GUIDELINES

Isi Oru

[COMPANY NAME] [Company address]

Contents

INTRODUCTION	2
Purpose	2
Intentions of the Guideline	2
UNDERSTANDING COVID-19 AND THE TRANSMISSION	3
What is Corona Virus Disease or COVID-19?	3
What are the Symptoms of Covid-19?.....	3
Mode of Spread of COVID-19 and How to Avoid It:	3
What to do if you are sick?	3
GETTING YOUR WORKPLACE READY – NEW NORMAL.....	4
Employer Compliance.....	4
Employee (INA/CIMC workers) Compliance	5
Travel – Domestic and International	5
Workshops / Forums / Trainings / Seminars.....	6
FUNCTIONS OF THE APPOINTED OFFICERS.....	7
INA/CIMC Executives	7
Human Resource Division	7
Acronyms	8

INTRODUCTION

This document has been developed for the Institute of National Affairs (INA) and Consultation Implementation and Monitoring Council (CIMC) staff and organisation as a whole. The document provides practical guidance to the operational functions of the INA/CIMC employees and the organisation as a whole in its engagement to the public during and after the Papua New Guinea State of Emergency “The New Normal”.

The Institute of National Affairs (INA) is a public policy “Think Tank”, that was established in the 1970s with a mandate to undertake independent research, provide public policy advice and facilitate wider public discussion on critical economic, social and environmental issues facing the country. The Consultation Implementation and Monitoring Council (CIMC) provides a platform for regular dialogue and coordination between the Government, Civil Society and Private sector, to increase public awareness around national development issues, monitor government implementation and performance, and provide feedback to government on community, including business, issues, concerns and priorities. These engagements allow INA/CIMC employees to be exposed to the public and are vulnerable to community transmission of COVID-19. This document may need continuous review and update under the National Government and SoE Controllers Guidelines on the “New Normal” as the pandemic progresses globally and locally, knowledge, including on prevention, transmission, possible immunisation and potential treatments become available.

Purpose

The guidelines are to provide guidance to INA / CIMC employees / national consultants / international consultants / volunteers on how they can be guided when and in engaging with the public under the PNG COVID-19 Free “New Normal”. Basically, the aim is to minimise the risk of contracting and transmission of COVID-19 when engaging with the public or individual(s). This document also provides practical guidelines to the employer and employees when engaged in meetings, national/regional forums, provincial visitations, workshops, trainings, consultations and public gatherings.

This document does not in any way seek to override INA/CIMC organisational directions, or those from relevant government agencies and other organisations with which INA/CIMC engages or may engage with.

Intentions of the Guideline

These guidelines are to support INA/CIMC Management and staff to:

- Understand COVID-19 and its transmission;
- Getting your workplace ready – “The New Normal”

- Preparing and managing COVID-19 risks when organising forums, workshops, consultation meetings, trainings and seminars including in-house training and seminars.
- Things to consider when employee(s) is/are on duty travel.

UNDERSTANDING COVID-19 AND THE TRANSMISSION

What is Corona Virus Disease or COVID-19?

Covid-19 is a new viral disease which is very infectious and caused by one of a group of viruses called coronavirus. Already known types of diseases caused by corona viruses are some common colds, **SARS** (Severe Acute Respiratory Syndrome) and **MERS** (Middle East Respiratory Syndrome) to name a few. Covid-19 stands for corona virus disease 2019.

What are the Symptoms of Covid-19?

Sneezing

Fever

Tiredness

Dry Cough

Shortness of breath

Aches and pain

Sore throat

Sometimes diarrhoea, nausea (feel like vomiting), or running nose

However, there may be no symptoms, with some persons apparently being asymptomatic, but still acting as carriers, or transmitters (spreaders) of the virus.

Mode of Spread of COVID-19 and How to Avoid It:

Human coronaviruses are most commonly spread from an infected person to others through:

- The air by coughing and sneezing.
- Close personal contact, such as touching or shaking hands with another person already infected.
- Touching an object or surface with the virus on it, then touching your mouth, nose, or eyes before washing your hands.

What to do if you are sick?

If you are sick, stay away from others – that is the most important thing you can do. You should also practice good hand and sneeze/cough hygiene. Cover your mouth with your elbow if you cough or sneeze, dispose of tissues hygienically, and wash your hands and/or use alcohol-based hand sanitiser.

If unwell, avoid contact with others by staying 2 meters away from people. At this time, there are no specific vaccines or proven treatments for COVID-19. However, there are many ongoing clinical trials evaluating potential vaccines and treatments. Call the COVID19 hotline on tel. 1800200 for more information or if you think you might have COVID19.

For the information, below is the link.

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

PNG Ministry of Health <https://www.health.gov.pg/subindex.php?news=1>

GETTING YOUR WORKPLACE READY – NEW NORMAL

During SOE or post-SOE restricted condition periods, these measures require the employer (INA/CIMC) to help to prevent the spread of infectious at the workplace, such as cold and flu and possible infection of COVID 19 and other infections.

Under the “New Normal” employer (INA/CIMC) should comply with the *Emergency (General Provisions) (COVID 19) Act 2020 (Act) – State of Emergency Order No. 2, Business and Social, paragraph 5, or subsequent provisions introduced by the Government*: All persons must adhere to social distancing requirements, and safe and hygienic practices.

Employer Compliance

- Cleaners or any other officers to wipe down surfaces in common areas every two (2) hours.
- Any worker or visitor enters the INA/CIMC office, a temperature check shall be done at the front desk followed with compliance to hand washing.
- Be aware of five (5) persons in a lift if you are going to attend a meeting.
- INA conference room shall have a maximum of 15 - 20 persons and social distancing of 1.5 shall be practiced.
- Maximum number of persons in INA/CIMC buses shall be seven (7), plus the driver and offside.
- Provide hand washing facilities and make sure these are kept clean, properly stocked and in good working order.
- Provide soap and/or alcohol-based hand sanitiser if available, tissues and cleaning supplies.
- Promote good hygiene practices, e.g. display hand hygiene posters
- Keep the workplace clean and hygienic. Regularly cleaning high-touch surfaces such as door handles and workstations helps prevent contamination.
- Encourage workers who are sick with respiratory illness to stay home until they are recovered.

- If someone becomes ill with respiratory symptoms at work, isolate them by placing them in a room or an area away from others.
- Arrange for the person to be sent home or access medical assistance.
- If a worker is confirmed to have COVID-19, call local health line 1800200 for advice. Inform co-workers about possible exposure to a confirmed case of COVID-19 but maintain confidentiality.
- Advise workers to seek immediate medical advice if they develop symptoms or are concerned about their health.
- Follow advice from health authorities on social distancing and public gatherings.
- Making sure that every entry points to the office, conference rooms, administration/account office, office library and office buses have hand sanitisers.
- Making sure that social distancing of 1.5 meters is applied where practical.

These measures require the **employee (INA/CIMC staff)** to help to prevent the spread of infectious at the workplace, such as cold and flu and possible infection of COVID 19 and other infections.

Employee (INA/CIMC workers) Compliance

- Clean your hands regularly with soap and water or alcohol-based hand sanitiser.
- Cover your nose and mouth with a tissue or bent elbow when coughing or sneezing, dispose of tissues immediately after use and wash your hands or apply hand sanitiser.
- Avoid touching your face, nose and mouth and shaking hands.
- Avoid close contact with anyone who is unwell. Try to stay 1.5 metres away from anyone coughing or sneezing.
- Use a face mask if you do have some respiratory infection, and wear it and use it correctly
- Stay home if you are unwell.

Travel – Domestic and International

These measures require the **employer (INA/CIMC)** will help to prevent the spread of infectious at the workplace, such as cold and flu and possible infection of COVID 19 and other infections.

Under the “New Normal” employer (INA/CIMC) should start doing the following actions and comply to the *Emergency (General Provisions) (COVID 19) Act 2020 (Act) – State of Emergency Order No. 3, International and Domestic Travel, paragraph 1: A port of entry stated in Column One in Schedule One, or post SOE directives, being a port of entry in Papua New (‘PNG’) from another country is:*

Below are simple actions of compliance for Employer (INA/CIMC):

- Any international personnel that is engaged by INA/CIMC as a consultant, researcher, volunteer shall oblige with State of Emergency Order No. 3 paragraph 8, or relevant updated directions: *All non-PNG Citizens and non-permanent residents returning to PNG by aircraft must be quarantined at a designated hotel in Port Moresby listed in Schedule 3, at the individuals cost. (Citizens and permanent residents must also be quarantined for the required period, at designated venues at the State's expense, or selected hotels, or, where approved, at home at their own expense).*
- Any INA/CIMC staff or local and international consultants engaged by INA/CIMC must comply to the Aircrafts Regulation/Guidelines if any as stated in the *State of Emergency Order No. 3 paragraph 22, or subsequent directions: All flights domestically in Papua New Guinea must comply with the following requirements: (a) hygiene and social distancing restriction as issued by the controller; and (b) all passengers must complete an Air Passenger Travel Form.*
- Visit the [Smartraveller](#) website for advice about overseas business travel.

Workshops / Forums / Trainings / Seminars

These measures require the **employer (INA/CIMC)** will help to prevent the spread of infectious at the workplace, such as cold and flu and possible infection of COVID 19 and other infections.

Under the “New Normal” employer (INA/CIMC) should start doing the following actions and comply to the *Emergency (General Provisions) (COVID 19) Act 2020 (Act) – State of Emergency Order No. 2, Business and Social (or subsequent directives);*

- *Paragraph 5: All persons must adhere to social distancing requirements, and safe and hygienic practices;*
- *Paragraph 13: The Emergency Controller may implement measures to the controlling of; (a) overcrowding and social distancing; (b) sanitation; (c) hygienic; and (d) public awareness.*
- *Paragraph 14: An immediate ban is placed on gatherings of over 100 persons.*

Below are simple actions of compliance for Employer (INA/CIMC):

- For any workshops, trainings or seminars to be held by INA/CIMC, the organisation shall comply too SoE Order No. 2, *Business and Social, paragraph 5.* In doing so, INA/CIMC shall provide the workshops, trainings, and seminars with proper hand sanitisers, disposable tissues, and adhering social distancing.

- For any forums or workshops organised by INA/CIMC requiring gatherings of over 100 persons, a Letter of Notification shall be written to SoE Controller or any Authorised Officer(s) appointed by the Emergency Controller, this includes the Provincial Police Commander.
- In every meetings, workshops, trainings, seminars or forums the organisers shall include a five (5) minutes of awareness on the organisation Guidelines on the COVID 19 – “New Normal”.

FUNCTIONS OF THE APPOINTED OFFICERS

INA/CIMC Executives

Executive Director	– Institute of National Affairs
Executive Officer	– Consultative Implementation and Monitoring Council
Deputy Executive Officer	– Consultative Implementation and Monitoring Council

- To appropriately equip the organisation with the workplace Health and Safety measures to minimise the risk of workers contracting COVID 19 or other related diseases.
- To action any recommendations from the INA/CIMC Human Resource Division and the COVID 19 Committee.
- To direct any worker/officer to comply too INA/CIMC COVID 19 ‘New Normal’ Guideline.
- To direct Human Resource Division or COVID 19 – Committee to develop new measures to comply too National State of Emergency Orders.

Human Resource Division

Human Resource Manager	– INA/CIMC
Human Resource Officer	– INA/CIMC

- To create a platform for dialogue with INA/CIMC Executives to discuss concerns raised by workers/staff on COVID 19 or other related diseases/viruses.
- To action any orders from the State of Emergency Orders by the National SoE Controller and recommend to the INA/CIMC Executives to action.
- To monitor and update measures to minimise the risk of contracting COVID 19 or other related viruses or diseases.
- To work together with the organisation support staff (cleaners) and the building managers to comply to the COVID 19 - SoE Orders and the INA/CIMC Guidelines.

Acronyms

INA	Institute of National Affairs
CIMC	Consultative Implementation and Monitoring Council
COVID 19	Corona Virus Disease 2019
SoE	State of Emergency
SARS	Severe Acute Respiratory Syndrome
MERS	Middle East Respiratory Syndrome
PNG	Papua New Guinea