1. Travel and Logistics Planning

☐ Minimize the need for physical meetings: Be selective about in-person trainings for facilitator and note-takers or other IAR coordination meetings and invite only essential personnel; proceed only when specific issues cannot be addressed remotely.

☐ Avoid trainings or meetings that require people to travel across national, district or provincial borders.

☐ If it is not possible for participants to avoid public transportation, remind them to take precautions while in transit: wear a mask; limit contact with other people and objects; wash and sanitize hands frequently, especially after touching their mask, and before they touch their eyes, nose and mouth; and maintain a distance of at least 1m from other people if possible.

☐ Choose outdoor venues over indoor spaces.

☐ Limit group size. Split large groups into smaller cohorts.

☐ If lodging is required, provide single rooms for participants.

☐ Request that training or meeting participants avoid socializing with one another or with the community (e.g., going out to restaurants, bars, etc.);

2. Venue

☐ Select a venue with numerous windows that can be opened to ensure good air flow in the space (avoid air conditioning). Avoid venues with few windows. Consider outdoor meeting venues if weather permits.

☐ Set up the training or meeting venue ahead of time with labelled seating areas.

☐ Designating seats/places and marking the floor to ensure physical distancing between people of at least one meter.

☐ Make markings on the floor and/or in the benches (using tape, chalk, etc.) to indicate at least 1-meter distance anywhere that people will wait, queue or assemble.

☐ Limit the number of people in vehicles used for transportation; keep windows open when traveling in the vehicle for ventilation, if possible.

☐ Make sure everyone wears a mask in the vehicle, including the driver.

IMPORTANT NOTE: The considerations presented in this document have been identified through reviews of various sources, including emerging scientific and grey literature, websites of international and nongovernmental organizations. They have to be tailored to countries regulations.
3. Establish Norms and Procedures

☐ Provide safe meeting practices guidelines/requirements to participants in advance of trainings or meetings so they know what to expect.

☐ Remind the participants to not come to the training or the meeting if they have COVID-19-related symptoms.

☐ Display health advisories with visual cues/reminders.

☐ Ask attendees to commit to the safe meeting practices guidelines/requirements.

☐ Start each day with a reminder of expectations/rules.

☐ Ask permission before taking group pictures of the participants while ensuring participants are still maintaining 1 meter of physical distance.

4. Symptom and Fever Screening

☐ Screen each participant for symptoms each morning, using a standard checklist (see Annex 1).

☐ Use a no-touch thermometer for fever screening.

☐ Ensure that the thermometer is functional/calibrated each day.

☐ Make sure to allow sufficient time for symptom screening.

☐ Ask attendees about health status in post-event surveys to monitor for disease transmission so participants can be notified in case anyone falls ill.

☐ Prepare event attendee data in case an outbreak occurs; the local health authority may need to ask for this information for contact tracing.

☐ Encourage participants to self-report and get tested if they develop symptoms during or after any onsite IAR training, meeting or workshop.

5. Facilitation

☐ Develop individual activities; use group activities only when essential and possible while respecting physical distancing parameters.

☐ Tools and equipment (e.g., pens, computers, phones, microphones) should not be passed around to participants. Where this is not practical, the trainer must disinfect the tools and equipment after each participant’s use.
CONDUCTING SAFE ONSITE COVID-19 INTRA-ACTION REVIEWS DURING THE PANDEMIC

6. Respiratory Etiquette
- Promote respiratory etiquette by all people at the workplace (in line with national or local guidance). Ideally participants would receive new masks if they are required to remove and replace them (e.g., after lunch or tea breaks).
- Provide disposable tissues with alcohol-based hand rub nearby. Observe hand hygiene after using a tissue (see “Hand and Face Hygiene” section below).
- Provide closed-lid bins for used masks and tissues throughout the venue.
- Post signage with visual cues/reminders about coughing etiquette.

7. Hand and Face Hygiene
- Provide hand hygiene stations throughout the training or meeting venue (entrance, hall, toilets, etc.).
- Encourage frequent use of the hygiene stations, including upon entry into the training or meeting venue.
- Hygiene stations can be foot pump operated or sensor operated with stations equipped with soap and water or alcohol-based hand rub dispensers.
- Provide signage reminding participants to avoid touching their masks, eyes, noses and mouths.
- Provide signage reminding participants to dispose of used tissues and wash hands after coughing or sneezing.

8. Environmental Cleanliness
- Confirm cleaning and disinfection arrangements with the venue in advance. Make sure sufficient staff and supplies are available.
- High-touch surfaces, including bathrooms, door and window handles, work surfaces should be identified for disinfection.
- Ensure that windows are kept open to maintain good air flow in the space.
- Limit contact with surfaces when possible (e.g., by propping open doors).
## 9. Meals and Breaks

| ☐  | Ensure that breaks are staggered to limit congregation; because participants will need to remove masks for eating and drinking, adequate space should be provided so that they can maintain a minimum of 1-meter distance from one another. |
| ☐  | Use disposable single-use plates and utensils and single-use water bottles (cross contamination is common through water bottles). |
| ☐  | Each participant should have a designated and labelled personal drinking glass/mug. |
| ☐  | All food should be pre-packaged as "takeaway"; no shared platters or serving utensils should be used. |
| ☐  | Limit the number of people preparing and serving meals; ensure that meal preparation staff are screened for signs of illness, follow all hygiene guidelines and wear a mask. |
| ☐  | Consider using individually-wrapped food instead of open buffets. |
| ☐  | If using buffets, ensure that there are splash and sneeze guards or other food safety measures in place. |
| ☐  | Avoid dishes that are shared, such as dips and vegetables. |
ANNEX 1: COVID-19 SELF-DECLARATION BY PARTICIPANT

Date (yyyy/mm/dd): Time:
Name (Last, First): Training or Meeting Location:
Organization (if applicable): Meeting Organizer or Trainer Name:

If you answer YES to any of these questions, notify the trainer or the meeting organizer immediately.

1. Are you felt ill in the past 14 days?  ☐ Yes  ☐ No

2. Did you or are you currently exhibiting any of the following symptoms in the past 14 days?
   ☐ Fever  ☐ Cough  ☐ Loss of smell or taste
   ☐ Body aches  ☐ Headache  ☐ Shortness of breath
   ☐ Sore throat  ☐ Runny nose  ☐ Tiredness

3. Have you travelled outside of ___________ in the last 14 days?
   ☐ Yes  ☐ No
   If yes, which province/district/state: __________________________
   Travel Dates (Departure): ____________ (Return): ________________

4. Has anyone in your household been quarantined or identified as a COVID-19 confirmed or suspected case?
   ☐ Yes  ☐ No

5. To your knowledge, have you been exposed to anyone who has been quarantined or identified as a COVID-19 confirmed or suspected case?
   ☐ Yes  ☐ No
   Please describe: ________________________________________________

6. During the course of this session, I agree to:
   • Respect physical distancing (at least 1 meter)
   • Wear a mask when working or socializing with the local community or my colleagues
   • Wash my hands frequently and thoroughly
   • Respect all rules regarding touching surfaces, objects and food

I acknowledge and confirm all the above information and that I am not experiencing any of the above symptoms, and agree to report to the trainer immediately if symptoms occur.

Signature: ___________________________________________