



actalliance

# Comisión de Acción Social Menonita

Apartado Postal. 2757, San Pedro Sula, Honduras, C.A.

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## MENNONITE SOCIAL ACTION COMMISSION

### CASM

#### INTERNAL COMMUNICATION OF MEASURES TO BE TAKEN FOR THE COVID-19 PANDEMIC

CASM, as a responsible organization, issues this mandatory internal communication for all staff and volunteers nationwide beginning today and until further notice, establishing the following:

1. **Knowledge of COVID-19:** The origin of the virus is not confirmed, but like SARS, it is believed to come from a family of common bat viruses that has mutated to affect dogs, raccoons, ferrets, and felines. Also, like SARS, this virus mutated enough to cross over to humans. In a short period of time, the transmission of the infection changed from animal to human to human to human. It generally has an incubation period (the time from when you catch the virus until you show some symptoms and realize you have it) of 3-7 days, although it can last up to 14 days. During this period, you may not realize that you have the virus and can infect other people.

While the virus has a relatively low mortality rate and most likely is not serious in most healthy adults, it can unknowingly infect young children, the elderly, or people with a weak immune system or respiratory disease, which increases the risk. Prevention is based on limiting contact between those who could be carriers and those who are not. The virus is believed to be transmitted through mucous membranes (eyes, nose, mouth), usually by touching an infected person or sneezing/coughing and then touching your eyes, nose or mouth.

The challenge is that many of those infected will not realize they carry the virus and may never show any symptoms. Therefore, many countries and organizations are taking steps to limit person-to-person contact.

2. **Personal and Family Prevention Measures:** as an organization we are aware that a large part of prevention measures is related to actions within the home, therefore we have generated the following recommendations for our staff and their families:
  - Follow the measures provided by the national health and contingency authorities, especially relating to personal and household hygiene and cleanliness.
  - Direct family members not to leave the house unless it is necessary and if they do leave to not frequent places where there is a high concentration of people.
  - If a family member has flu or cold symptoms do not go to a hospital, seek medical advice from a doctor via the telephone. Visit a hospital only if you consider it necessary, and after visiting a hospital do not report to work or academic activities.



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### 3. **Measures for the Regional Offices of CASM:** the following established measures are related to program activities, operation of offices, and staff mobilizations:

- In physical facilities cleaning stations should be established in entrances, bathrooms, and places with shared access, by placing antibacterial soap, hand sanitizer, paper towels, etc. Likewise, devices and frequently used surfaces such as drawer knobs, doors, etc. must be constantly disinfected.
- Hand sanitizer and paper towels should be kept in all vehicles.
- All staff and visitors should apply hand sanitizer before and after entering the office.
- Cancel or postpone all local, national or international non-essential trips, especially trips requiring use of public transportation, both land and air.
- If any staff member or volunteer begins to show cold or flu symptoms, they should immediately isolate themselves and work from home.
- Any activity that requires gathering groups of people (workshops, conferences, community events) should be postponed or canceled.
- For activities requiring population care services, personnel must follow all protection measures (masks, constant use of hand sanitizer, and also request that the population being served also follow protection measures), depending on the number of people, the location, and the population it should be considered to suspend services.
- All staff must backup their work in the office to ensure it is accessible to continue working at home if necessary.

### 4. **Communication and Information:** the following points are established in this regard:

- All managers and administrators are asked to share this information with their work teams and to place this bulletin in visible places.
- Maintain communication with the emergency committee in your region to socialize these measures and to learn about and support the actions they are carrying out.
- Stay informed through the official national channels to be able to fulfill a guidance role towards our target populations and always remain calm.
- All related official national and institutional information will be disclosed by the Program Manager and the CASM Directorate.

**San Pedro Sula March 12, 2020**