

**Health and Safety Plan**

**25 March 2022**

**CEPF Grant 112749**

**Conservation International**

*Citizen Science and Social-Media for Community Fisheries*

**Tonle Sap Lake and Inundation Zone, Cambodia**

## **Grant Summary**

1. Grantee organization: Conservation International
2. Grant title: Citizen Science and Social-Media for Community Fisheries
3. Grant number: 112749
4. Grant amount (US dollars): 200 000
5. Proposed dates of grant: 1 July 2022 – 30 June 2024
6. Countries or territories where project is located: Cambodia
7. Full name, title, telephone numbers, and electronic mail address of Grantee personnel responsible for the health and safety plan.

### 8. Summary of the project:

Information technology is revolutionizing conservation. Smart phones allow people in the field to access remote sensing data in near real time. And citizen scientists can use smart phones to record and transmit monitoring data to scientists for rapid analysis. Smart phones are connecting civil society groups with one another and a wider audience through social media.

We plan on supporting up to 20 community fisheries (CFis) across the Tonle Sap Lake to use information technology in natural resource management. We will continue to strengthen the capacity of the nine CFis we currently support and use the lessons learnt there to train new communities in using information technology to detect threats, monitor CFi condition, and share achievements and challenges. By projects end we will aim to have these CFi's using the full suite of information technology resources within their communities. We will use information technology for:

#### *Threat response*

We will train communities to use two threat detection apps. The OroraTech app for wildfire detection and the Global Forest Watcher App to detect flooded forest deforestation. We will ensure that all partner CFis are equipped with fire suppression equipment and receive basic training in its use so that they can respond to any fires they detect.

#### *Monitoring*

We will train communities to use CI's Daily fish catch monitoring app and conduct SMART patrolling with the SMART patrol app. By conducting SMART patrols not only will communities collect monitoring data they will also detect, record and be able to better address illegal activity.

#### *Communications*

We will link the CFi's together into our Telegram group to facilitate communication between CFi's and with the CI team. We have found that directly linking CFi's facilitates peer-to-peer learning. We will also set up a Facebook page for each CFi and train them in its use to promote their activities, demonstrate success, and highlight problems needing resolution. For communities to make best use of the data they collect we will collaboratively develop a system that can rapidly analyze and summarize their data as simple intuitive metrics. This feedback will assist local decision making by informing CFi management activities as they enact their management plans. Timely feedback will encourage CFi's to continue to use the technology and they can present the intuitive metrics to a wider audience via Facebook. These data will also be presented to decision-makers through the Fisheries Coordination Teams in Pursat and Kampong Thom. Fisheries Coordination Teams are a collaborative group which brings CFi representatives and local authorities at both the District and Provincial levels together to solve fisheries issues.

9. Date of preparation of the health and safety plan: 25 March 2022

10. **Describe the component of your project that has raised health and safety issues:** This section should explain the activities that might cause concern about health and safety.

Face to face engagement with government officials and community members carries a risk of transmitting COVID 19 in all its variants.

A component of this project involves suppressing wildfires which poses the risk of injury to community firefighters.

11. **Actions to ensure health and safety:** Describe actions that will be taken to ensure the health and safety of project workers as well as local community members. Include a description of the precautions that will be taken against transmission of COVID-19.

All current staff listed in the project proposal are fully vaccinated against COVID 19. In implementing this project, we will closely follow Conservation International's **COVID – 19 Work Policy** as follows:

Conservation International is committed to protecting employee health and wellbeing and providing an environment where staff can work safely and productively during COVID-19.

Highly infectious diseases such as the COVID-19 pandemic require additional vigilance to ensure our employees are able to work safely. To address this, CI has adopted additional protocols to help us better manage our work environment, visitors, field activities, and employee travel. CI's telework, leave and flexible work arrangements provide alternatives for staff to work safely and productively during the COVID-19 pandemic.

These additional measures may vary depending on location, the level of risk involved, local government regulations, the stage of the COVID-19 pandemic and may be implemented, adjusted, and lifted in phases. Staff are advised to work closely with local operations and visit the COVID-19 Resource Hub for the most current information, including possible exposure risk, characteristics of the relevant infectious disease, and guidance on minimizing exposure.

All employees are expected to be familiar with and follow, all safe workplace-related policies. CI relies on the cooperation, integrity, and good judgment of all staff to ensure that the additional protocols outlined in this policy are followed. Fostering a safe work environment is a shared responsibility of all employees and collectively, our individual actions help protect the safety of all staff.

As a quick reference, information on the following topics can be found as follows:

- Healthy Workplace Protocols
- Managing Field Activities
- Managing Visitors
- Managing Employee Travel
- Additional COVID-19 Leave Provisions

#### *Healthy Workplace Protocols*

Additional healthy workplace protocols are to be observed during COVID-19. These may vary by location and staff should consult with local operations for more current and specific, applicable local guidance.

#### Managing an employee Illness

Employees play a critical role in monitoring and managing their health and any illnesses. CI does not allow employees or persons confirmed or suspected to be infected to report to, or remain at the workplace until cleared to return to work.

- If an employee has been confirmed to be infected or experiences symptoms consistent with COVID-19 symptoms, they are expected to stay home.
- If an employee feels sick while at work, they must go home.

- If a supervisor notices that a worker is sick, the employee must be sent home and operations staff notified. Supervisors are expected to work closely with an ill employee to manage their workload and provide coverage during their absence.
- During the COVID-19 pandemic, staff are encouraged to enter their date of first symptoms/exposure on the confidential reporting form. CI will comply with applicable regulatory notification requirements. Depending on the severity of their illness, some employees may feel comfortable performing some work at home but doing so is not required. Supervisors should work closely with the employee and manage it on a case by case basis.

CI will notify fellow employees in the event of possible exposure while protecting the identity of the co-worker confirmed or suspected to be infected. Employee information will be handled in accordance with CI's employee privacy notice and is limited to employees with a need-to-know basis to ensure a safe workplace.

#### Returning to Work After an Illness

In most cases, employees with an illness during the COVID-19 pandemic must self-quarantine and be free of symptoms for 14 days before returning to the workplace (unless a test-based return to work protocol is indicated due to case-specific or local circumstances). Depending on the work location, additional compliance with local health regulations may be required. Employees must work with their supervisor and HR Business Partner to ensure a return to office work clearance.

#### Reduced Office Work Capacity

Limiting the number of staff in the workplace and encouraging social distancing helps limit the spread of infectious diseases. Overall, employees should expect that the number of staff that are able to work in a particular office will be limited and that in-office work may be staggered. Overall office capacity varies by location and can change over time. The typical office layout may be altered, including adding protective physical barriers, and employees may not be able to work at their usual desk or workstation. To ensure office capacity is not exceeded, employees are required to gain advance approval to work in their normal office location. Supervisors and employees should jointly discuss the business needs of the program, how the job can be best performed, the available flexible work options, and consider the employee's preferences as much as possible. Employees who are uncomfortable working in the office will not be required to do so.

#### Work Office Arrival Protocols

Depending on the work location, employees will need to complete a daily symptom check using pre-screening questions before or immediately upon arriving at the office. Visitors should be directed to the reception or referred to local operations staff to complete the screening process before allowed entry to the workplace.

#### Enhanced Office Cleanliness

CI has added procedures to help reduce the spread and impact of COVID-19 or related infectious diseases in the workplace. These enhanced sanitation procedures are completed on a regular basis and meet or exceed local health requirements and best practices. They are posted or available from local operations staff for employees to review and include:

- Areas in the place of employment where known or suspected to be infected employees or other persons accessed or worked shall be cleaned and disinfected prior to allowing other employees access to the areas. Where feasible, a period of 24 hours will be observed prior to cleaning and disinfecting.
- All common spaces, including bathrooms, frequently touched surfaces and doors will at a minimum be cleaned and disinfected at the end of each workday all shared tools, equipment,

workspaces, and vehicles will be cleaned and disinfected prior to transfer from one employee to another.

- CI will ensure that cleaning and disinfecting products are readily available to employees to accomplish the required cleaning and disinfecting and that the manufacturer's instructions for use of all disinfecting chemicals and products are followed.

#### Social Distancing/Everyday Office Best Practices

CI has identified several best practices that employees are expected to follow. These practices vary according to location, are posted in visible places and have been adopted in accordance with local regulations and applicable infectious disease health guidelines. Reasonable accommodations due to medical conditions, disability or religious beliefs will be provided upon request.

- Wear masks or a similar cloth face covering as indicated by local requirements and circumstances (including the option to maintain appropriate social distance). When multiple employees are occupying a vehicle for work purposes, masks or similar face coverings are mandatory. Employees with job duties that require frequent interface with other staff or visitors will be provided with Personal Protective Equipment (PPE).
- Refrain from shaking hands or other greetings involving physical contact.
- Practice social distancing by avoiding gatherings of more than three people and maintaining distance (at least 6 feet/2 meters) from others.
- Observe good hygiene practices including frequent hand washing or using hand sanitizers.
- Maintain a clean work area including cleaning and disinfecting the work area at the start and end of the workday/shift.
- Reduce clutter and items on workspaces to make them easier to clean.
- Limit visits to common areas as much as possible.
- Before entering a restroom, confirm no more than one other staff member is using the restroom.
- Avoid touching surfaces in common areas and shared equipment.
- Use sanitizers before and after using shared equipment such as copy machines, etc.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment. If used, clean and disinfect them before and after use.
- Visitors will not be allowed except in exceptional circumstances.
- Use of conference rooms and other common areas will be limited and have reduced occupancy to ensure appropriate social distancing. Occupancy limits will be posted visibly and must be complied with.
- Follow recommended safe food handling guidelines when bringing in food prepared elsewhere.
- Follow sound food practices. Staff may bring in and consume food prepared elsewhere, including from home, but must remove any unused food at the end of the workday.
- Observe CI's ban on providing food and beverages at conferences and related office events.
- In addition to the above measures, CI has discontinued providing complimentary food and beverages at most locations. Using refrigerators, microwaves, beverage machines, coffee makers is often prohibited, and shower facilities are typically closed.
- CI will ensure hand sanitizer and handwashing facilities are available throughout the office.
- Additional guidelines are posted in the Safety and Security Website and will be found in an Annex of the relevant country's Safety and Security Plan.

#### Employees Using Public Transportation

Employees who use public transportation to access the office should follow local guidelines to protect themselves and others. If an employee needs to come to the office, they are strongly encouraged to use alternative forms of transportation (biking, scooters, walking, or driving alone or with a close family member) to avoid contact with the general public.

### *Managing Field Activities*

Field activities, especially field visits that necessitate an overnight stay, are mostly restricted. In high-risk areas, they are prohibited. Employees must obtain Country Director approval before scheduling and embarking on any field activity. In place of a field visit, staff should consider the option of remote management and empowering community members and partners to run projects if possible. Visit the Safety and Security Website for detailed guidance to help safely manage field activities and site visits.

### *Managing Visitors*

In normal circumstances, Conservation International welcomes visitors to our office locations. However, COVID-19 presents special challenges to CI's commitment to protecting the health and safety of our staff and visitors. As a result, visitors may visit a CI location only in certain, limited circumstances.

Before considering an in-person visit, alternative meeting options such a meeting on-line or using other technology that avoids the need to meet in person should be fully explored. Any proposed visit must be based on a compelling business need and the number of outside meeting attendees restricted to an absolute minimum.

#### Prior to the visit

All proposed visits must be preapproved by the Country Director and Local Operations, preferably at least twenty-four hours in advance.

Depending on the local office protocol, most visitors will be contacted and required to complete a symptom check via the pre-screening app before arriving at the office. All visitors must undergo pre-screening which depending on local requirements may include temperature checks, symptom based questions, and related screening upon arrival. If a visitor does not complete or pass the screening process, they will not be allowed to visit. In addition, visitors must limit bringing any personal items and keep them to an absolute minimum.

#### During the visit

After arrival, visitors must follow the social distancing and everyday office best practice enumerated above. Visitors that do not follow these practices must be requested to leave immediately.

#### After the visit

The CI staff member that set up the meeting is responsible for working with local operations staff to clean and disinfect work areas or equipment used by the visitor immediately after their departure.

If a staff member learns that the visitor became ill within 14 days after the meeting, local operations staff must be notified.

### *Managing Employee Travel*

Conservation International takes seriously our responsibility to ensure that the health and safety of our employees and partners is not compromised. Our goal is to reduce the risk that anyone at CI might inadvertently contract or spread COVID-19.

All non-essential business travel, including conferences and events are suspended indefinitely. Given the global scope of CI, travel restrictions vary by location. CI will monitor the situation closely and manage travel in accordance with guidance from international and local health authorities as the situation evolves. No one should feel obligated to travel if they are not comfortable doing so. If travel is considered Mission Critical (urgent, essential and can't be accomplished without travel, and an organization priority), supervisors are strongly encouraged to contact the Senior Director, Safety and Security before finalizing any travel plans. All travel plans must be approved by the Country Director or Division Head. Since health emergencies can change rapidly, only refundable, flexible travel arrangements should be secured.

At the completion of any approved travel, the employee must self-quarantine for 14 days and secure approval before returning to work.

#### *Additional COVID-19-Related Leave Provisions*

CI ensures that staff receive a competitive benefits package that provides adequate insurance, leave, and other benefits in compliance with statutory legislation and CI's values.

During the COVID-19 crisis, CI offers additional leave options to employees affected by the pandemic. These additional leave options are intended to help employees balance personal and work needs, including caring for a child or other dependents.

CI's additional leave offerings meet or exceed local requirements. In the US, CI complies with the Families First Coronavirus Response Act (FFCRA), which assists employees affected by the COVID-19 outbreak with job-protected leave and pay through December 31, 2020. For field locations, CI has adopted many of the US FFCRA leave provisions, including offering paid administrative leave. Employees are encouraged to become familiar with the additional leave options outlined below. Since options can vary by office location, employees should contact their local operations lead or HR Business Partner for specific guidance that pertains to their work location. For more details, please review the COVID-19 Leave Matrix (Global and US).

The additional leave policies are effective through March 31, 2021 but may be extended by CI as needed and will be revisited prior to the expiration or when new government guidelines are announced.

#### Leave Options

Available paid leave options depend on the circumstances related to the employee's absence. For more details, please review the COVID-19 Leave Matrix (Global and US).

- working in a field office or site that is closed, work has been suspended and remote work is not feasible.
- subject to a government quarantine or isolation order related to COVID-19.
- under advisement of a health care provider to self-quarantine due to COVID-19.
- experiencing COVID-19 symptoms and seeking a medical diagnosis.
- caring for a family member seriously ill with COVID-19 or quarantined due to COVID-19.
- caring for a child whose school, place of care or childcare provider is closed or unavailable due to reasons related to COVID-19.
- receiving the COVID-19 vaccine for myself, my immediate family, and/or my parents.
- experiencing COVID-19 symptoms because of receiving the COVID-19 vaccine.

#### Work from Home/Telework Options

Telework has and may be mandated by CI during the COVID-19 pandemic. Staff will be notified if mandated telework is deemed necessary and kept informed via organization-wide announcements. During COVID-19, CI is not requiring employees to work at their normal work location unless their job cannot be effectively performed remotely. Employees are encouraged to take advantage of work remote options and discuss them with their supervisor.

If an employee is considering working from a new location for a period of more than 30 days, the employee and supervisor must contact their HR Business Partner at least one month prior to the proposed change. CI will review the costs, regulations, and related compliance requirements governing the proposed location and approve requests on a case-by-case basis.

Employees are not permitted to work in a different country without advance division head and Chief People Officer approval. Due to the complexity of international work arrangements, an employee's request to work internationally is considered only in very unique and limited circumstances. If approved, the additional costs and tax liability are borne by the employee. Please see the Relocation Policy for additional details.

### Work from Home/Telework Support, Expense Reimbursement

CI recognizes that working in a location other than the regular work location can be difficult for employees. IT Help Desk personnel are available around the clock to support staff with technical needs and questions. In some locations, employees may be permitted to use monitors, laptops, office chairs, copy paper, and other supplies.

Expenses resulting from working remotely are typically offset by savings resulting from the need to no longer commute to the office, parking, etc. In limited circumstances when an employee has incurred unusual, non-routine expenses related to telework, the employees should discuss their situation with local operations or their supervisor.

### Alternative Work Arrangement Policy

As discussed in the Flexible Work Arrangement Policy, Conservation International is committed to providing employees with a variety of flexible work options. During the COVID-19 crisis, CI's flexible work options, which include flexible and staggered work hours, compressed workweeks, and other alternatives, may be particularly useful for employees managing both work and personal needs. Employees are encouraged to review the policy for alternative work options that may work for them.

### **Fire suppression activities**

We will mitigate the risk of injury by equipping community fire-fighters with safety equipment and will endeavor to train them in safe fire suppression techniques. However, obtaining the services of qualified affordable trainers has proven difficult under our *Community based wild-fire management on Cambodia's Tonle Sap Lake* CEPF funded project. We remain committed under the extension of the *Community based wild-fire management on Cambodia's Tonle Sap Lake* project to obtain expert training for local communities which we would extended to this project. However, should this prove intractable the experience gained by local communities in safe fire suppression as a part of this project and CI's wider Community Based Fire Management initiative can be transferred to new communities. Fortunately, we have found that when fires are rapidly responded to, they are small, low intensity and relatively easily managed, which so far has posed a low to moderate risk.

**12. Budget:** Please provide an estimate of the cost of implementing the health and safety plan, and clarify the source of funds (including if these are CEPF funds)

No specific budget is required to enact these preventative measures

**13. Monitoring and Evaluation:** This section aims to outline what steps the grantee will take to monitor and evaluate the impact of the proposed intervention.

We are not planning to monitor the impact of our health and safety plan as a part of this project due to budgetary constraints.