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| COVID-19 — Q14 PRE-TRAVEL PROCEDURE  |

Purpose & Background

This Standard Operating Procedure (SOP) is intended to provide guidance to passengers intending to travel interstate out of Juba on essential mission. The guidance can be also adapted for the purpose of monitoring and verifying post-travel Q14 upon returning internationally by air into South Sudan or returning to field locations based on location-specific directives.

This SOP is in line with the High-Level Task Force (HLTF) Directive N. 44 dated May 1st, 2020 which must be quarantined for 14 nights (Q14) immediately prior to travel.

**Quarantine** in this case is defined as the restriction of activities or separation of persons, with the objective of monitoring symptoms and early detection of cases to mitigate against the spread of COVID-19. This SOP is related to the quarantine of the individual as a precautionary measure prior to travel within SSUD and also on arrival internationally.

Scope

Passengers whose travel is relevant to humanitarian operations, are responsible with complying with all aspects of this SOP when they need to quarantine based on the following travel plans:

**Pre-travel Q14 at origin is required when:**

* Travelling from Juba to the field within SSUD and outside of CES
* Q14 is in Juba

**Post-travel Q14 at destination is required when:**

* Returning to SSUD internationally
* Q14 is in Juba

**Neither pre-travel nor post-travel Q14 is required for:**

* Leaving SSUD internationally (follow requirements at destination)
* Travelling within SSUD but not transiting Juba
* Returning from the field to Juba

Reference documents

This SOP shall be used in conjunction with the following documents:

* Q14 Staff Register Template
* Q14 Authorisation Letter Template
* Q14 Tracking Template

Procedure

A mission travel request must be sent to supervisor stating the reasons for the essential travel and be cleared by the organisation’s most senior representative (e.g. Country Director, Head of Organisation).

When booking the flight, departure date must allow for entering into 14-nights quarantine prior to travel.

A Q14 focal point must be appointed to maintain daily communication with staff undergoing quarantine, maintain a register of staff location, symptoms, temperature check and subsequently allow for verification of the Q14 completion by the senior management.

A Q14 focal point is to be informed prior to the staff entering quarantine allowing their details to be entered in the register and any guidance to be given of the requirements. Failure to do so would invalidate the Q14.

The tracking of details of the staff in quarantine will be the responsibility of the Q14 focal point. The staff member must update daily on their status, including body temperature and the stage of quarantine. The Q14 focal point will arrange and brief concerned staff on the procedures before they enter into quarantine.

The staff member must complete a minimum of 14 nights in quarantine and is **to go direct from quarantine to the airport for their flight.** There is no release into the general population prior to departure of the flight.

On completion of the quarantine and fulfilment of all requirements, **a travel authorisation letter stamped and signed** by the organisation’s most senior representative and authorized by the Ministry of Health (MoH) will be secured as proof of completing the requirements.

The original copy of the authorisation (stamped and signed) must be taken to the airport along with five (5) copies of the travel authorisation letter on the organisation’s letterhead plus five (5) copies of the temperature chart signed by the Q14 focal point attached to each authorisation letter.

Failure at any time in observing the Q14 requirements will result in a cancellation of travel plans for the staff member and reporting of the incident to the organisation’s most senior representative.

**Note:** An up to date register must be fully maintained at all times so it can be available at any time if requested by MoH for monitoring purposes.

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| **ACTION** | **WHO** | **WHEN** |
| ***Pre-quarantine**** Ensure essentials are stocked
* Identify quarantine location
* Have a nominated “buddy” to assist you in quarantine
* Ensure items required for the mission are available
* Complete the registration of quarantine information with the Q14 focal point (see Q14 tracking template and Q14 register template), including details of essential mission, proposed date of travel, quarantine location, name and contact details of staff.
 | Staff member | Pre-quarantine(minimum 17 days prior to Q14). |
| ***During quarantine***Inform the Q14 focal point daily (see Q14 tracking template)* Daily temperature records
* Health status
 | Staff member  | Daily |
| ***Completion of quarantine**** Inform Q14 focal point 48 hours minimum prior to ending quarantine
* On review of health status, a travel authorization letter will be presented for signature to the organisation’s most senior representative and MoH representative if the staff shows no evidence of COVID-19
* If cleared, transport to the airport should be organised, as per procedures, direct from quarantine and should have seven (7) copies of the travel authorization letter and temperature chart for presentation at check-in
* Staff member should retain the original letter throughout the duration of travel
 | Staff memberQ14 focal point | Post Q14 |

Ending Your 14-night Quarantine

After 14th night, the quarantine period will end. However, if staff member’s flight is re-scheduled, they must stay in quarantine until the next available flight.

Self-Monitoring Chart During Quarantine

Below is an example of the chart to self-monitor during the 14-night quarantine and it is mandatory to report back to the Q14 focal point on daily basis for the entire period.

 **Symptoms and Temperature Table for Self-Isolation Coronavirus**

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| **Day**  | D1 | D2 | D3 | D4 | D5 | D6 | D7 | D8 | D9 | D10 | D11 | D12 | D13 | D14 |
| **Symptoms**  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Fever |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Cough |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Difficulty breathing |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Shortness of breath |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Runny nose |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Headache |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Sore throat |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Body aches  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Vomiting |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Diarrhea |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Temperature**  |
| Morning temp  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Evening temp |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Please check any symptoms that you experience during the 14 nights period.**If you have a fever above 38.0 C do not go to the clinic and call your doctor.****Avoid contact with people.** Inform your supervisor and Q14 focal point. |
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