

## GUIDELINES FOR SPECIFIC EVENTS

### **COVID-19 GUIDELINES FOR THE KOFI ANNAN INTERNATIONAL PEACEKEEPING TRAINING CENTRE (KAIPTC) – UPDATE No. 2**

#### **On Arrival at the Airport- Ghana**

All passengers (Participants/Students, Facilitators/Lecturers) arriving in Ghana must adhere to the following:

- a. Be in possession of a negative COVID-19\* PCR test result from an accredited laboratory in the country of origin. The test should have been done not more than 72 hours before the scheduled departure from the country of origin. All airlines are under instruction to ensure compliance with this directive for all passengers wishing to travel to Ghana.
- b. Disembarking passengers are required to wear **face masks**;
- c. Upon disembarking from the aircraft, each passenger will undergo a mandatory COVID-19 test at the Airport Terminal, at a **fee to be borne by the passenger**. The test result will be available within 30 minutes;
- d. Children under the ages of five (5) will not be required to undergo testing at the airport;
- e. Passengers who test positive for COVID-19 will be transferred to a health facility by the health authorities for further clinical assessment and management;
- f. Passengers who test negative are allowed entry into Ghana to go about their lawful activities, but are advised to continue abiding by the COVID-19 safety precautions during their stay in Ghana.

#### **Entry Requirements**

- a. KAIPTC is a **‘No Face Mask, No Entry Zone.’**
- b. At the entrance of KAIPTC, there is a mandatory temperature check for everyone entering the Centre
- c. Likewise, washing of hands with soap under running water is mandatory for everyone entering the Centre
- d. To avoid crowding at the main entrance, staff on board vehicles are to carry out hand-washing protocols in front of their offices.
- e. VVIPs/VIPs and dignitaries will go through hand washing protocols at the EXECOM Block.

#### **Requirements within the Centre**

- a. There is compulsory wearing of face masks at all times within the Centre. A **face shield is not a replacement for a face mask**. It is acceptable to wear both but not the face shield alone.
- b. Everyone is to strictly comply with the 1-meter social and physical distancing protocol between themselves and others.

- c. Whiles at the Centre, make sure you periodically wash your hands with soap under running water. We have positioned water receptacles with soap and at vantage points at the Centre.
- d. Make sure you frequently apply alcohol-based hand sanitizers which have also been mounted at various points within the Centre.
- e. Physical contacts such as handshakes and hugging, etc., are not permitted.
- f. As part of KAIPTC’s enhanced hygiene protocols, washrooms are regularly cleaned and disinfected for the safety of all users.
- g. The Centre has earmarked a holding area for anyone showing symptoms of the virus, prior to evacuation to the hospital.

**Course Participants/ Facilitators**

- a. All facilitators/lectures and participants/students must have travel insurance. The insurance must cover COVID-19 PCR test and detention/management.
- b. Nose masks and hand sanitizers will be provided for course participants and facilitators.
- c. Registration for most courses will be done online to minimize contact.
- d. Course participants and facilitators who are accommodated and fed at the Centre are not allowed to leave the Centre except in cases of emergency. Request for permission should be channeled through the Course Director (CD) for approval. Those in Police and Military barracks, who are not accommodated and must commute daily to the Centre should not join commercial vehicles.
- e. Any participant feeling unwell or feverish or experiencing symptoms of COVID-19 should remain indoors and alert the Medical Orderly through the Course Director for the necessary assistance.

**Registration Procedure:**

It is important to prevent the multiple use of pens and paper during the registration process and also ensure the protection of staff assigned to registration desks.

1. All staff and National Service Personnel (NSPs) registering participants must wear face shields in addition to face masks.	
2. Not more than two personnel should be at a registration desk; seating at the registration desk should respect the social distancing protocol.	
3. Staff should provide his/her name and contact number on the form he/she handles. 4. In line with this, multiple staff should not handle one registration sheet.	This will facilitate contact tracing if a case is recorded
5. Develop an online form where participants attending a workshop will complete in advance to attending the	This reduces time spent at the registration desk and

workshop (with details as required at the registration desk). Upon arrival, the participant will only have to append his/her signature at the registration desk.	crowding at the registration desk
6. A QR code linking to online form be created and pasted at the hand-washing area/ corridor leading to the HR/Auditorium block. Participants can scan and complete the form before proceeding to the desk to append their signatures.	This reduces time spent at the registration desk and crowding at the registration desk
<b>Lecture Rooms</b>	
<ul style="list-style-type: none"> <li>a. There will be daily temperature checks.</li> <li>b. Course capacities have been reduced to ensure spacing in seating.</li> <li>c. Tampering of seating plan/physical distance arrangements are strictly prohibited.</li> <li>d. Participants must strictly work within the work space allotted in the lecture/conference rooms. Participants must inform the CDs to disinfect any chair or desk when used by different people.</li> <li>e. Nose masks must be worn at all times in the lecture rooms.</li> <li>f. Disinfect hands, microphones and slide changers. Wipes will be provided to clean microphones and slide changers after use.</li> <li>g. Facilitators must maintain physical distance in the course of lecturing.</li> <li>h. Disinfect/wipe microphones before giving it to participants each time anyone want to ask a question or contribute to the discussions.</li> </ul>	
<b>Auditorium/ Conference Rooms</b>	
Reducing sharing of items and multiple touching of surfaces.	
1. Two personnel (NSP) should be posted at the auditorium when in use to support additional duties necessitated by the new protocols.	
2. The seating at the auditorium should be numbered, respecting social distancing protocols. Participants should be handed a seat number at the registration desk which will be taken by personnel inside the auditorium for seating.	This will facilitate contact tracing if a case is recorded
3. For both use of auditorium and conferencing facilities, programmes are to be scheduled to allow for a 10-	To prevent participants taking off masks/ lowering

minute step-out break for fresh air after every hour/45-minute session.	masks for fresh air in a closed room
4. Spray cans with liquid-based hand sanitizers and paper tissue and / alcohol based wet wipes must be provided at the auditorium.	Sanitize surfaces that are frequently touched. e.g., podium, microphones, etc.
5. Where session will include interactive contribution and Q&A session, one or two microphone stands should be provided at the two sides of the auditorium. Participants who would like to talk will have to use these microphones. 6. Under no circumstance, should a facilitator share his/her microphone with participants.	Prevent multiple users touching microphone.
7. Encourage the use of the two exits of the auditorium. Using the left/right will be dependent on the seat number of a participant.	Prevent crowding especially after a session.
<b>Coffee Breaks</b>	
Participants touch the same surfaces during this time due to shared items such as kettles, sugar, etc.	
1. All participants and facilitators should wash hands before approaching the coffee break area.	To ensure all hands are cleaned before approaching the breakout area.
2. As much as possible participants should take what they need and move away from the food table. <ul style="list-style-type: none"> <li>▪ Disposables will be provided so participants can take what they need and move to a convenient area to have their snack and chat.</li> <li>▪ Alternatively, coffee breaks will be provided in open spaces where there is good air circulation.</li> </ul>	Prevent overcrowding
<b>Mess for Lunch</b>	
1. All participants and facilitators should wash hands before entering the mess.	
2. After washing their hands, participants should enter the mess ensuring physical distance, sit down and wait to be called for serving. Serving will be done by tables instead of by cue.	

**SUMMARY OF COVID-19 GUIDELINES FOR THE KOFI ANNAN INTERNATIONAL  
PEACEKEEPING TRAINING CENTRE (KAIPTC)**

<b>(GUIDELINE)</b>	<b>FACILITATORS</b>	<b>PARTICIPANTS</b>
1. COVID-19 test	Before/ arrival in Ghana/ Exit	Before/ arrival in Ghana/Exit
2. Mask up	At all times in the Centre	At all times in the Centre
3. One-meter physical distance	At all times	At all times
4. Report any sign of COVID-19 related symptoms	Promptly and in advance to Course Director (CD)	Promptly to CD, remain in the room for the medical team to carry out checks
5. Cancel all social events	Inform CD, if participating in such event(s)	Seek permission from CD
6. Temperature at KAIPTC	Compulsory	Compulsory
7. Use of Microphone	Sanitize/wipe	Sanitize/wipe
8. Coffee break/Cafeteria	Hand wash/social distance	Hand wash/social distance
9. Socialization	No hand shake or hugging	No hand shake or hugging
10. Lecture room	Observe social distance	Maintain seating plan/social distance
11. Other provisions or gray areas on COVID-19 in KAIPTC/Ghana	Ask CD	Ask CD

\* <https://www.ghanaweb.com/GhanaHomePage/people/person.php?ID=3454>