



# Standard Operating Procedures for The Innovation Village:

1. All employees and visitors to The Innovation Village must be submitted to tests to measure body temperature before being allowed to access the premises.
2. Anybody whose temperature is greater than 38 degrees Celsius will not be granted access to the premises and will be referred to IMC Ntinda for immediate medical attention.
3. With support from IMC Ntinda, The Innovation Village will maintain a monitoring database of persons who manifest a high body temperature.
4. Persons whose body temperature is less than 38 degrees will be granted access to the premises but must sanitize their hands at the entrance and wash their hands with water and soap several times during the day.
5. The Innovation Village will provide hand sanitizers for employees and visitors to use for disinfection at all reception areas.
6. No more than ten (10) people are allowed to attend a meeting physically together. People seated in meeting rooms must maintain the one-meter social distance spacing.
7. People gathering together must maintain the one-meter social distance spacing.
8. The Innovation Village will re-arrange the set-up of office meeting rooms and areas where people gather, to ensure seats are positioned one meter apart from each other.
9. Group visits to The Innovation Village are prohibited.
10. Even if you have washed your hands, you are encouraged to avoid touching your eyes, mouth, or nose. We will run constant awareness campaigns and provide visible signage to discourage this habit.
11. Whenever possible, use Video Conferencing and other technology for meetings and training.
12. We encourage you to wear masks at all times when at The Innovation Village
13. The Innovation Village will ensure that Cleaners are regularly cleaning and sanitizing surfaces that people tend to touch with their hands; this includes but is not limited to door handles, window latches, tabletops, and chair backs.
14. If you have a fever, dry cough, nasal secretion, sore throat, headache, vomit, and shortness of breath, you're encouraged to seek treatment and work from home until you get better.

## The Ministry of Health Surveillance team contacts:

<i>Toll-free lines</i>	0800-100-066 & 0800 203033
<i>Mr. Atek Kagirita</i>	0782-909-153 or 0703-592-552
<i>Mr. Bernard Lubwama</i>	0782-783-499
<i>Dr. Allan Muruta</i>	0772-460-297

**Prevention is better than cure!**