

EMERGENCY AGRICULTURAL LIVELIHOODS CLIMATE RESILIENCE PROJECT (EALCRP)



WAREHOUSE ENVIRONMENT, HEALTH AND SAFETY (EHS) PROCEDURES MANUAL

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Table of Contents

SECTION 1: INTRODUCTION	1
1.2 PIU Administrative Arrangements	1
1.3 PIU, Warehouse and IST Roles and Responsibilities	1
1.4 National Environment, Health and Safety Legislation	3
1.5 World Bank’s Environment, Health and Safety Policies.....	4
SECTION 2: GENERAL FACILITY AND OPERATIONS	7
2.1 Employee, Visitor and Contractor Training.....	7
2.1.1 Warehouse Personal Protective Equipment (PPE)	7
2.2 Safe Access and Visitor Orientation	8
2.3 Site Security	8
2.4 Industrial Vehicle Driving and Site Traffic.....	9
2.4.1 Forklifts/Materials Handling Equipment.....	9
2.5 Workspace, Ergonomics, Repetitive Motion, Manual Handling	10
2.5.1 Workspace	10
2.5.2 Storage Procedure	10
2.5.3 Portable Safety Ladder.....	10
2.5.4 Manual Lifting	11
2.5.5 Lighting.....	11
2.5.6 Sanitary Convenience.....	11
2.5.7 Rest or Eating Area.....	12
2.5.8 First Aid	12
2.5.9 Fire Precautions	12
2.5.10 Waste Disposal.....	13
2.5.11 Housekeeping.....	14
SECTION 3: ACCIDENT/INCIDENT SYSTEMS	15
3.1 Responding to injuries and Recording accidents and near misses	15
3.2 Accident investigation procedure	15
SECTION 4: EMERGENCY READINESS	16
4.1 Emergency planning.....	16
4.2 Contingency Emergency Response Component (CERC) – ESMF Addendum.....	16

4.3	Communicating emergency information	16
4.4	Spillages	17
ANNEXES	18
ANNEX 1	Photo-Inventory of Warehouse Facilities	18
ANNEX 2	First Aid	20
ANNEX 3	Safety Signs	21
ANNEX 4	Personal Protective Equipment (PPE)	23
ANNEX 5	Personal Protective Equipment (PPE) Register	24
ANNEX 6	Workplace Induction Checklist	25
ANNEX 7A	Visitor Acknowledgement Form	27
ANNEX 7B	Contractor Acknowledgement Form	28
ANNEX 8	List of Chemicals and Pesticides.....	29
ANNEX 9	Accident Investigation.....	30
ANNEX 10	Contingency Emergency Response Component (CERC) – ESMF Addendum.....	32

SECTION 1: INTRODUCTION

The Warehouse Operations Environment, Health and Safety Procedures Manual was developed by the Emergency Agricultural Livelihoods Climate Resilience Project (EALCRP) Project Implementation Unit (PIU) and the Implementation Support Team (IST) to ensure that the appropriate safeguard measures are in place to manage environmental, health and safety risks (that can lead to the harm, injury, death, or illness of an individual in the warehouse) . This manual outlines the relevant policies, laws and regulations in Dominica that govern occupational health and safety, as well as the World Bank’s Environmental and Social Standards and Environmental, Health and Safety (EHS) Guidelines.

1.2 PIU Administrative Arrangements

The Warehouse Operations Environment, Health and Safety Procedures Manual applies to all external and internal stakeholders of the EALCRP warehouse operations throughout the project life cycle.

The PIU, through its Warehouse Management and Logistics Officer and Warehouse Supervisor will have the responsibility to enforce and monitor the health and safety of employees working under their direction.

Every employee is expected to share in this commitment to health and safety in the workplace by:

- Observing all safe work procedures, rules and instructions
- Reporting any pain or discomfort early on
- Taking an active role in complying with and enforcing all procedures
- Ensuring all incidents, injuries and hazards are reported to the appropriate person.

1.3 PIU, Warehouse and IST Roles and Responsibilities

The roles and responsibilities of the EALCRP PIU, EALCRP Warehouse and the Implementation Support Team (IST) are outlined below and these are linked to the enforcement and monitoring of environmental, health and safety procedures.

Table 1: Roles and Responsibilities

Role/ Position Title	Responsibility
PIU Manager	<ul style="list-style-type: none">▪ Provide information and assistance to Safeguards Specialists in developing a response to environmental, health and safety risk or issue.
Social Safeguards Specialist/ Environmental Safeguards Specialist	<ul style="list-style-type: none">▪ Overall oversight of environmental, health and safety of the project, including of the warehouse operations.▪ Ensure environmental, health and safety procedures are being adhered to and followed

Role/ Position Title	Responsibility
	<p>correctly at warehouse(s) and other temporary storage and distribution points</p> <ul style="list-style-type: none"> ▪ Provide information and assistance in developing a response to environmental, health and safety risks ▪ Report to Project Manager the status of environmental, health and safety incidents and/or accidents.
Warehouse Manager/Warehouse Supervisor	<ul style="list-style-type: none"> ▪ Ensure that office staff and visitors are instructed on the environmental, health and safety (EHS) procedures and provided with the appropriate Personal Protective Equipment (PPE) to protect workers and visitors exposed to workplace hazards. ▪ Identifying and distributing the applicable PPE according to the type of pesticides/chemicals stored – safety shoes, helmet, gloves, ear plugs, dust masks/respirator and any other relevant device or instrument. The warehouse supervisor will check the label of the pesticides stored and follow the instruction on the label regarding the type of mask to be issued to warehouse personnel. ▪ Ensure that warehouse personnel comply with EHS procedures and wear the applicable PPE during working hours, especially on the premises and confines of the warehouse building or structure. ▪ Establish, monitor and enforce labour, environmental, health and safety standards and procedures in compliance with legal requirements. ▪ Notify and report all environmental, health and safety risks to PIU Safeguards Specialists and Project Manager. ▪ Ensuring the safe handling of products into, within and out of the facility and the maintenance of records relating to such movements ▪ Training of staff and contractors personnel ▪ Issuing the “work permit” to Contractor personnel working in the Warehouse ▪ Maintenance of suitable storage conditions ▪ Planning of emergency procedures ▪ Fire prevention and contact with authorities. Assign responsibility for separate parts of the warehouse operation to qualified subordinates, but they must clearly understand their

Role/ Position Title	Responsibility
	responsibilities, and such delegation should be documented and signed. <ul style="list-style-type: none"> ▪ Train and evaluate all operators to ensure that they can operate forklifts safely.
Warehouse Clerk	<ul style="list-style-type: none"> ▪ Ensure warehouse is clean and solid waste is securely stored and managed according to the Manual, and all health and safety requirements are followed. ▪ Identify and report to warehouse supervisor or management any pesticide/chemical spills, improper storage of goods and materials, solid waste, health and safety concerns within the warehouse and premises. ▪ Train and evaluate all operators to ensure that they can operate forklifts safely.
Implementation Support Team (IST) Safeguards Adviser	<ul style="list-style-type: none"> ▪ Provide information and assistance to Safeguards Specialists in developing a response to environmental, health and safety issue ▪ Recommend mitigation measures to rectify any environmental, health and safety risks/issues.

1.4 National Environment, Health and Safety Legislation

Occupational Health and Safety in Dominica is enforced by the Employment Safety Act (No. 3 of 1982) and the Factory and Machinery Rules (S.R.O. 16/1944). These are the main two Acts containing provisions in relation to occupation safety and health, and more details can be found in other regulations such as the Environmental Health Services Act (No. 8 of 1997), Accidents and Occupational Diseases (Notification) Act, Chap. 89:51 (Act No. 29 of 1952) (Cap. 108 of 1961)., and the Noxious and Dangerous Substances (Control) Act, 1981 (no. 4 of 1982).

- **Employment Safety Act (No. 3 of 1982)**

The Employment Safety Act (No. 3 of 1982), provides for reorganising the system under which safety and health at work is safeguarded and to extend it to cover everyone at work; to provide for the establishment of consultative and advisory committees; to provide for the appointment of safety officers and for purposes connected with those matters.

- **Environmental Health Services Act (No. 8 of 1997)**

Provides for the regulation of the discharge of waste and pollutants in public areas. Allows the Health Minister to make regulations concerning, inter alia, the hygiene of workplaces and exposure to substances in workplaces.

- **Accidents and Occupational Diseases (Notification) Act, Chap. 89:51 (Act No. 29 of 1952) (Cap. 108 of 1961).**

Provides for the notification of accidents and occupational diseases. Establishes the processes of the notification of accidents. Grants the administrator in Council with the power to extend dangerous occurrences provisions to notification of accidents. Provides for inquests in cases of death by accident. Grants the Administrator the power to direct formal investigation of accidents and cases of occupational diseases. Sets penalties for offences. Applies the act to public servants. Grants the Administrator with the power to make regulations for the purposes of carrying out the act. The Schedule provides Forms for use with the act.

- **Noxious and Dangerous Substances (Control) Act, 1981 (no. 4 of 1982)**

Provides for the control of noxious and dangerous substances. Governs the licensing requirements for storage of such substances and for the inspection of premises. Grants the minister responsible for trade with the power to make regulations for the purposes of carrying out the act.

1.5 World Bank’s Environment, Health and Safety Policies

The project safeguards are the World Bank’s Environmental Policies, in particular the OP 4.09 Pest Management and is also guided by the new Environmental Social Standards (ESSs) that are relevant to the Manual.¹ A summary of the key objectives of the relevant ESSs are provided in Table 2. These Standards establish objectives and requirements to avoid, minimize, reduce and mitigate risks and impacts, and where significant residual impacts remain, to compensate for or offset such impacts.

Table 2: Relevant World Bank Environmental and Social Standards

ESS#	Standard	Key Objectives and Relevance to the Manual
ESS1	Assessment and Management of Environmental and Social Risks and Impacts	The standard is relevant for the project. Although the proposed project is likely to reap positive environmental and social benefits through enhancing safety and resilience at the two existing airports and technical assistance; there are potential environmental and social risks and impacts deriving from the implementation of component 1 of the project and related to: (i) management of solid and hazardous waste from disposal of chemicals; (ii) occupational health and safety of workers and supervisors; and (iii) community health and safety to control traffic and ensure that the public does not enter work zones.
ESS2	Labour and Working Conditions	This standard is relevant given that the project will hire direct workers that will be engaged directly by the EALCRP PIU to work specifically in the warehouse. The project may also be engaged with contracted workers who are people

¹ https://www.ifc.org/wps/wcm/connect/topics_ext_content/ifc_external_corporate_site/sustainability-at-ifc/policies-standards/ehs-guidelines.

ESS#	Standard	Key Objectives and Relevance to the Manual
		employed or engaged through third parties for different aspects of project implementation including repairing facilities and operating equipment.
ESS3	Resource Efficiency and Pollution Prevention and Management	The standard is relevant. The project will seek to avoid or minimize project-related emissions and generation of waste, and to promote the sustainable use of energy. The project will be promoting proper waste management practices. These measures would help minimization of hazardous and non-hazardous waste production and appropriate management of wastes, such as fertilizers and chemicals and pesticides.
ESS4	Community Health and Safety	The Standard is relevant considering the transportation and storage of materials. Although most of the project activities will be confined to the two (2) warehouse facilities, some of the associated activities such as transportation of materials and equipment may increase the risk of traffic hazard and associated incidents. In addition, there are some chances of community health and safety risk if unauthorized people enter warehouse facilities and premises. The warehouse management will ensure that the public does not enter these work zones. The environmental, health and safety (EHS) manual will outline the measures to reduce the community health and safety procedures to be adhered to minimize the risks of injury or accidental exposure to hazardous materials for communities, especially children. The EHS manual provides guidance and mitigation measures for storage, handling, transportation and disposal of hazardous materials such as chemicals and/or pesticides
ESS5	Land Acquisition, Restrictions on Land Use and Involuntary Resettlement	The standard is currently not relevant.
ESS6	Biodiversity Conservation and Sustainable Management of Living Natural Resources	The Standard is relevant considering that both warehouse facilities are located near the sea. The warehouse management will ensure that appropriate waste disposal methods will be applied. Possible impacts on marine habitat due to washing of warehouse and chemical spills.
ESS7	Indigenous Peoples/Sub-Saharan African Historically Underserved	The standard is currently not relevant.

ESS#	Standard	Key Objectives and Relevance to the Manual
	Traditional Local Communities	
ESS8	Cultural Heritage	The standard is currently not relevant.
ESS9	Financial Intermediaries	The standard is currently not relevant.
ESS10	Stakeholder Engagement and Information Disclosure	The standard is relevant. The main stakeholders are Government workers and officials as well as the public who will make use of warehouse facilities. The EALCRP PIU has implemented a grievance mechanism to receive and facilitate the resolution of concerns and grievances.

SECTION 2: GENERAL FACILITY AND OPERATIONS

Warehouse facilities at Belfast and Portsmouth are presented in **Annex 1** Photo-Inventory.

2.1 Employee, Visitor and Contractor Training

- Employees and contractors, prior to commencement of work in warehouse facilities, must receive adequate training and information enabling them to understand work hazards and to protect their health from hazardous ambient factors that may be present.
- All visitors and contractors must report to the office/reception. They must be informed of the environmental, health and safety procedures before entering warehouse and designated areas.
- The training should adequately cover environmental, health and safety procedures:
 - First aid (**Annex 2**)
 - Safety signs (**Annex 3**)
 - Knowledge of materials (chemical and organic), equipment, and tools
 - Known hazards in the operations and how they are controlled
 - Potential risks to environment, health and safety
 - Precautions to prevent exposure
 - Hygiene requirements
 - Appropriate person(s) to notify in the event of an emergency and response to operation extremes, incidents and accidents
 - Wearing and use of personal protective equipment (PPE) and clothing (**Annex 4**)
- All employees must sign the personal protective equipment (PPE) register (**Annex 5**)
- All employees must sign workplace Induction Checklist (**Annex 6**)
- All visitors must sign a standard acknowledgment of receiving adequate information prior to entering the premises (**Annex 7A**)
- All Contractors must sign acknowledgment of receiving appropriate training prior to start working in the facility (**Annex 7B**). Additionally, a formal work permit should be issued before work commences.

2.1.1 Warehouse Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) are required to be used by all personnel due to storage of pesticides/chemicals (**Annex 8**) and the operation of equipment. The PPEs to be used must be specific to the warehouse identified hazards according to the Safety Data Sheet (SDS) previously known as Material Safety Data Sheet (MSDS). For certain work tasks the following should be considered in addition to the usual work clothing:

- **Unloading and loading of delivery vehicles:** safety boots, overalls, gloves, eye protection, ear plugs
- **Storage of containers:** safety boots, gloves, eye protection

- **Spillages:** PVC aprons, overalls or suits made of special materials such as non-woven polypropylene, appropriate gloves, appropriate eye protection (goggles or goggles and face shields), appropriate respiratory protection (against dust and/or vapours)

2.2 Safe Access and Visitor Orientation

- Employees and visitors must be informed of environmental, health and safety (EHS) procedures and provided with the appropriate Personal Protective Equipment (PPE), such as gloves and masks.
- Visitors to the facilities, including storage areas where hazardous conditions or substances may be present must be accompanied by Warehouse Manager or Supervisor and restricted.
- Passageways for pedestrians and vehicles within and outside buildings should be segregated and provide for easy, safe, and appropriate access.
- Access lanes or passages must be kept clear at all times to facilitate the movement of materials, forklift and employees.
- All entrances, exits and passage or lanes should be unobstructed at all times, especially, passages to emergency exits.
- Entrances and exits should be clearly marked to be visible in total darkness. There should be a minimum two exits from any work area.
- Access for emergency vehicles should preferably be available from two sides. The emergency response vehicles (e.g. firefighters) should be able to take a route that cannot be blocked.

2.3 Site Security

Site Security, with particular focus on theft, robbery, product contamination, sabotage, vandalism and arson. Applying the following procedures to avoid unauthorised entry to the warehouse and burglary:

- During working hours, by limiting access via a controlled entry system
- Entry gates should be limited to the minimum number of personnel required for proper operation. However, there should also be an emergency access in the event of fire or other emergency.
- During off-duty hours, by locking doors and windows in the warehouse and in adjoining offices
- Secure premises perimeter with fencing or walls to control access to site and prevent unauthorized access
- Security guard at site access point or entry must register all staff or visitors
- Care must be taken to ensure that entry cannot be gained via ventilation openings, the roof or adjacent buildings.

2.4 Industrial Vehicle Driving and Site Traffic

Poorly trained or inexperienced industrial vehicle drivers have increased risk of accident with other vehicles, pedestrians, and equipment. Industrial vehicles and delivery vehicles, as well as private vehicles on-site, also represent potential collision scenarios. Industrial vehicle driving and site traffic safety practices include:

- Training and licensing industrial vehicle operators in the safe operation of specialized vehicles such as forklifts, including safe loading/unloading, load limits. Training will be conducted by the Warehouse Manager/Supervisor or relevant third party who is certified or experienced in operating forklifts.

2.4.1 Forklifts/Materials Handling Equipment

Forklifts and material handling equipment come in various types and sizes to make job easier. However, many forklifts weigh as much as or more than an automobile and are designed to move heavy and/or bulky material efficiently. If they are used improperly, forklifts can become a danger in the warehouse. When using forklifts and material handling equipment, the following precautions should be taken:

- Train and evaluate all operators to ensure that they can operate forklifts safely.
- Before using a forklift, examine it for hazardous conditions which would make it unsafe for operation (example: examine tyres).
- Ensure that the operator wears Personal Protective Equipment and seatbelt installed by the manufacturer.
- Drive safely, never exceeding 5 km per hour and slowdown in congested areas or those with slippery surfaces.
- Prohibit stunt driving and horseplay
- Follow safe procedures for picking up, putting down and stacking loads.
- Do not handle loads that are heavier than the weight capacity of the forklift.
- Clearly mark aisles and passageways and maintain sufficiently safe clearances for aisles and at loading docks or passages where forklifts are used.
- Report unsafe conditions or behaviour to Warehouse Manager or Supervisor immediately.
- Ensuring moving equipment with restricted rear visibility is outfitted with audible back-up alarms
- Establishing rights-of-way, site speed limits, vehicle inspection requirements, operating rules and procedures (e.g. prohibiting operation of forklifts with forks in down position), and control of traffic patterns or direction
- Restricting the circulation of delivery and private vehicles to defined routes and areas, giving preference to 'one-way' circulation, where appropriate

2.5 Workspace, Ergonomics, Repetitive Motion, Manual Handling

2.5.1 Workspace

- The space provided for each worker should be adequate for safe execution of all activities, including transport and interim storage of materials and products.
- Injuries due to ergonomic factors, such as repetitive motion, overexertion, and manual handling, take prolonged and repeated exposures to develop, and typically require periods of weeks to months for recovery. These OHS problems should be minimized or eliminated to maintain a productive workplace. Controls may include:
 - Facility and workstation design with 5th to 95th percentile operational and maintenance workers in mind
 - Use of mechanical assists to eliminate or reduce exertions required to lift materials, hold tools and work objects, and requiring multi-person lifts if weights exceed thresholds
 - Selecting and designing tools that reduce force requirements and holding times, and improve postures
 - Providing user adjustable work stations
 - Incorporating rest and stretch breaks into work processes, and conducting job rotation
 - Implementing quality control and maintenance programs that reduce unnecessary forces and exertions
 - Taking into consideration additional special conditions such as left-handed persons

2.5.2 Storage Procedure

- A detailed storage plan and stock control system must be established and updated on a daily/weekly basis
- All materials/items to be received and stored at the warehouse must accurately controlled using the approved Inventory Control System. This should include but not be limited to inventory control best practices such as first in first out.
- All materials/items to be stored must be done on the basis of storage compatibility or compatibility guide.
- Materials/items that are not compatible must be separated, Product Segregation and/or Separation, as applicable
- A detailed floor plan should be prepared to earmark where materials/items are being stored.

2.5.3 Portable Safety Ladder

Falls from portable ladders (step, straight, combination and extension) are one of the leading causes of occupational fatalities and injuries. Controls for using a ladder in a safe manner:

- Read and follow all instruction labels/markings on the ladder.
- Always inspect the ladder prior to using it. If the ladder is damaged, it must be removed from

service and tagged until repaired or discarded.

- Always maintain a 3-point (two hands and a foot, or two feet and a hand) contact on the ladder when climbing. Keep your body near the middle of the step and always face the ladder while climbing.
- Be sure that all locks on an extension ladder are properly engaged.
- Do not exceed the maximum load rating of a ladder; be aware of the ladder's load rating and of the weight it is supporting, including the weight of any tools or equipment.
- Ladders must be free of any slippery material on the rungs, steps or feet. (vi) Do not use a self-supporting ladder (e.g., step ladder) as a single ladder or in partially closed position.
- Use a ladder only on a stable and level surface, unless it has been secured (top or bottom) to prevent displacement.
- Do not place ladder on boxes, barrels or other unstable bases to obtain additional height.
- Do not move or shift a ladder while a person or equipment is on the ladder.

2.5.4 Manual Lifting

Despite advances that make warehouse safer and more efficient, some materials must still be moved manually and when done incorrectly can result in injuries. When manually moving and handling materials, the following precautions should be taken:

- Use your legs and keep your back in its natural position when lifting.
- Test the load to be lifted. Get help or use appropriate tackles if it is too heavy or bulky to be lifted safely.
- (Lift cartons by grasping opposite top and bottom corners of the container.
- Don't twist your back while carrying a load. Shift your feet and use small steps in the direction you want to turn. Use handling devices to move barrels and drums.
- Keep floors clean and free of slip and trip hazards.

2.5.5 Lighting

- Workplaces and office(s) should, to the degree feasible, receive natural light and be supplemented with sufficient artificial illumination to promote workers' safety and health, and enable safe equipment operation.
- Emergency lighting of adequate intensity should be installed and automatically activated upon failure of the principal artificial light source to ensure safe shut-down, evacuation, etc.

2.5.6 Sanitary Convenience

- Adequate lavatory facilities (toilets and washing areas) should be provided for the number of people expected to work in the facility
- Washing areas and toilets facilities should also be provided with adequate supplies of running water, soap, and hand drying materials or devices.
- Where workers may be exposed to hazardous materials and chemical substances and skin

contamination may occur, facilities for washing hands and changing into and out of street and work clothes should be provided.

2.5.7 Rest or Eating Area

- There is the potential for employees to be exposed to hazardous materials and chemical substances, suitable arrangements are to be made for provision of clean eating areas to avoid exposure to the hazardous or noxious substances and cross contamination

2.5.8 First Aid

- First Aid procedures will be provided at all times and will be posted in the Warehouse Office and throughout the storage areas.
- Employees are required to immediately notify the Warehouse Manager or Supervisor in the event First Aid is required or administered.
- First Aid procedures for (1) Skin contamination; (2) Eye contamination; and (3) Inhalation/Ingestion:
 1. **Skin contamination:** Any product contamination of the skin must be washed off without delay. The installation of an emergency shower including eyewash station should be considered. In all cases, washing with copious amounts of water is mandatory.
 2. **Eye contamination:** Contamination of the eyes must be followed immediately by thorough rinsing, using an eyewash solution or clean running water for at least 15 minutes and check the Material Safety Data Sheet (MSDS). If complaints persist, if the MSDS states eye irritation potential, or if corneal or conjunctival damage is visible, it is strongly recommended that this treatment be followed by professional attention from a doctor or at a hospital. **The use of improperly prepared or stored eyewash solution can cause damage to the eyes, so change the solution frequently (at least every 3 months).**
 3. **Inhalation/ingestion:** Accidental ingestion: in all cases, be referred immediately to a doctor or hospital. Inhalation of dusts and vapours, if suspected, should be treated similarly.

2.5.9 Fire Precautions

The following fire precaution measures should be undertaken in the event a fire is discovered:

1. Sound the alarm locally or send a co-worker to do so.
2. Call the fire brigade and in the meantime, try to limit the fire from spreading to other locations.
3. If the fire is a small fire and manageable use the nearest available extinguisher.
4. If assistance is required, DO NOT DELAY. Clear the area of all personnel except those actually dealing with the fire and have them report to the assembly point.

5. The fire brigade should carry out the procedures agreed upon.
6. Only professional fire fighters equipped with self-contained breathing apparatus may enter the fire area.
7. Anyone exposed to fumes or smoke should be relieved of duty and checked for possible poisoning.
8. Fumes and smoke given off by the fire must be assumed to be toxic. Be ready to keep employees upwind.
9. Assist police/fire on how to warn residents downwind of the fire to stay indoors and close all windows and doors and switch off any ventilation systems or to evacuate if necessary.
10. Collect run-off water from the fire, close sluices and drain plugs and, where necessary, construct a barrier of earth or sandbags to contain run-off or burning liquids.
11. Any incident inevitably attracts public media enquiries. Experience has shown that, if possible, only one responsible person from the warehouse with sufficient training should deal with such enquiries to avoid confusion and misinformation amongst the public.
12. Beware that conditions within a building on fire will quickly become untenable for personnel not equipped with self-contained breathing apparatus.
13. It is recommended that samples should be taken by a third party to evaluate the impact of a fire on the neighbourhood. This should be done in co-operation with the relevant authorities. Samples may include air from the smoke clouds, firefighting water, water from neighbouring wells or surface water or plants or soil from the neighbourhood that may have been contaminated.

Additional Precautionary Measures for firefighting:

- Fighting large out-of-control fires must be left to professional fire fighters.
- Try to extinguish small fires to prevent them spreading. However, never put yourself or others in danger.
- Use water sparingly, preferably as a fine spray. It is suitable for fires of wood, paper, cardboard or for cooling nearby items. Dry powder or foam is preferred for burning liquids.

2.5.10 Waste Disposal

The following waste disposal measures should be used to collect, store, and dispose of waste:

- Waste (obsolete stocks, wastes from pillages, contaminated packaging materials, used PPE, etc.) must be separated and disposed of in sealed containers/garbage bags
- Waste must be stored in sealed containers and specified area prior to disposal. The storage area should be secured to avoid unauthorised access
- Prior to disposal, the Dominica Solid Waste Management Corporation (DSWMC) should be consulted for the acceptable and approved method for each type of waste (e.g., advice on the disposal of obsolete stocks, pesticides, and chemicals. Hazardous or chemical materials are not be dumped or discarded without the approval of the Warehouse Manager or Supervisor and Safeguards Specialist

- In the absence of licensed high-temperature incineration (when appropriate for the type of pesticides), wastes for disposal should be directed to a landfill facility that is licensed and approved by DSWMC, including the disposal of hazardous materials.
- All excess or spilled materials must be clearly marked, sealed, stored and disposed of as hazardous material in collaboration with the DSWMC
- No chemical or organic waste spills must be washed down the drain during house cleaning exercises. Spilled liquid products should first be absorbed onto sand or inert clay filler. Surround the spill with the sand or inert clay filler and then brush up by carefully mixing the spill with the absorbent material. Place the sweepings into a labelled, sealed container or strong plastic bag to await disposal.

2.5.11 Housekeeping

Housekeeping: Poor housekeeping provides the potential for an unsafe operation. Good standards of hygiene should be maintained, including:

- Regular and systematic cleaning of floors and shelves, preferably using an industrial vacuum cleaner
- Washing facilities (amenities) for employees must be provided and, if feasible, with separation into 'clean and dirty' areas. The company should provide towels and soap
- Work clothing should be provided in a sufficient supply to be able to be changed, preferably daily, but at least weekly, and, if contaminated
- Workers must not be allowed to take their contaminated protective clothing home for washing. Instead, it should be washed on site or by an external washing company. The laundry company should be able to deal with (potentially)contaminated clothes and the washing water should be treated/disposed of adequately. Regular checks of the laundry should be made.

SECTION 3: ACCIDENT/INCIDENT SYSTEMS

All accidents/incidents and near misses are to be reported to the Warehouse Manager or Supervisor. These accidents/incidents and near misses will be recorded and investigated. Every effort will be made to control hazards or unsafe conditions and apply the necessary correction actions or mitigation measures to prevent similar incidents/accidents or near misses from happening again.

3.1 Responding to injuries and Recording accidents and near misses

- All our employees are trained to ensure they are safe before helping an injured person. **There is more information about emergency procedures in Section 4.**
- Employees must report any incident to their Warehouse Manager or Supervisor immediately.
- All work-related accidents and near misses are recorded by the Warehouse Manager or Supervisor.
- If an employee is off-site, the accident must be reported as soon as possible.
- All serious harm injuries must be reported to the PIU Project Manager and Safeguards Specialist by phone or fax and submitted in writing within one (1) working day. The World Bank's Task Team Leader (TTL) should also be notified by the PIU Project Manager and/or Safeguards Specialist. **Serious harm injury** is defined as "a personal injury which results in death; dismemberment; significant disfigurement; a fracture; permanent loss of use of a body organ, member, function or system; permanent consequential limitation of use of a body organ or member.

3.2 Accident investigation procedure

Accidents, incidents and near-misses will all be investigated. Accident and serious incidents will be investigated thoroughly, including the root cause analysis (RCA) to determine the root causes. This includes investigating all incidents involving visitors and contractors. The following procedures will be used:

- All serious harm injuries are investigated and the results are recorded by the Warehouse Manager or Supervisor and submitted to the PIU Project Manager, using **Annex 9**.
- Warehouse Manager or Supervisor carries out the investigations.
- Warehouse Manager or Supervisor follows up all incidents and puts in place new procedures or actions as appropriate.
- Any new hazard that is identified, or control measures introduced through the investigation, is recorded. This is the responsibility of the Warehouse Manager or Supervisor.
- Findings from all incident investigations are communicated to all staff by Warehouse Manager or Supervisor

SECTION 4: EMERGENCY READINESS

We have identified the types of emergencies that could affect warehouse, and developed an emergency plan and procedures to deal with them.

4.1 Emergency planning

Our emergency plan identifies all potential emergency situations and the required responses for each:

- Floor plan posted throughout warehouse showing the location of exits, assembly areas, firefighting and safety equipment, fire alarm, storage areas, administration office and disposal area
- All emergency situations (e.g. fire, spills, injury, accidents, etc.) to be brought to the attention of the Warehouse Manager and Supervisor
- All employees will be informed and trained by Warehouse Manager, Supervisor and Safeguards Specialist on safety (including use and maintenance of PPEs) and emergency procedures to be applied in the event of fire, spills, injury, accidents, etc.
- Warehouse Manager, Supervisor and Safeguards Specialist will conduct training every six months on safety and emergency equipment, inclusive of operational checks and where it is kept

4.2 Contingency Emergency Response Component (CERC) – ESMF Addendum

This CERC-ESMF Addendum describes activities to be financed, as described in the CERC Emergency Action Plan, and evaluates the potential risks and mitigation measures associated with them. This CERC-ESMF indicates that the emergency response actions proposed can proceed with no additional environmental or social assessment, as summarized below, however there are new precautions that must be followed in the context of COVID -19, which are presented in this document (**Annex 10**).

4.3 Communicating emergency information

- Training, emergency drills, meetings and erect signs to ensure all staff are aware of our emergency plan and procedures.
- Emergency contact numbers for fire, ambulance and police are provided:
 - **Fire Station: (767) 266 4459**
 - **Ambulance: (767) 266 4459**
 - **Police: (767) 448-2222**
- Firefighting, safety and spillage drills are conducted at least once every **six (6) months**

4.4 Spillages

Spillages, as a minimum, a description of the equipment to deal with spills should be included: The following equipment should be reserved for emergencies and placed on a pallet or cart kept in a readily accessible location and marked with a prominent sign. The number of items and quantities of materials required will depend on the warehouse size and likelihood and potential size of spill:

- Containers of granular clay or other absorbent material
- Broom, flat shovel and rubber wiper
- Empty large heavy-duty plastic bags
- Empty open-head drums
- Cloth and bucket of water, for washing surfaces
- Optionally, bags of sand (enough to build a protective dam)

Follow the three (3) C's to manage spillages:

- **Control:** If for some reason your litre of pesticide starts to leak, place that litre container in a larger container, such as a 5 gallon container, this will help to control the leakage.
- **Contain:** If pesticides are leaking on an absorbent surface, such as on the ground, make a dam using soil or saw dust around the spillage, this will help to contain the spill. If the spill is on a hard surface, use an old cloth, piece of sponge or throw some soil over the spill. If the pesticide is in a powder form sprinkle a little water so it will not be blown away, then clean-up after and disposed.
- **Clean-up:** After the spill has been contained, the absorbent material and pesticide need to be properly disposed, and the area cleaned. The important thing is not to let the spilled material get into any body of water. Avoid using excessive amounts of water, as this may only spread the pesticide and could be harmful to the environment.

ANNEXES

ANNEX 1 Photo-Inventory of Warehouse Facilities

Figure 1: Warehouse at Portsmouth



Figure 2: inside Warehouse at Portsmouth



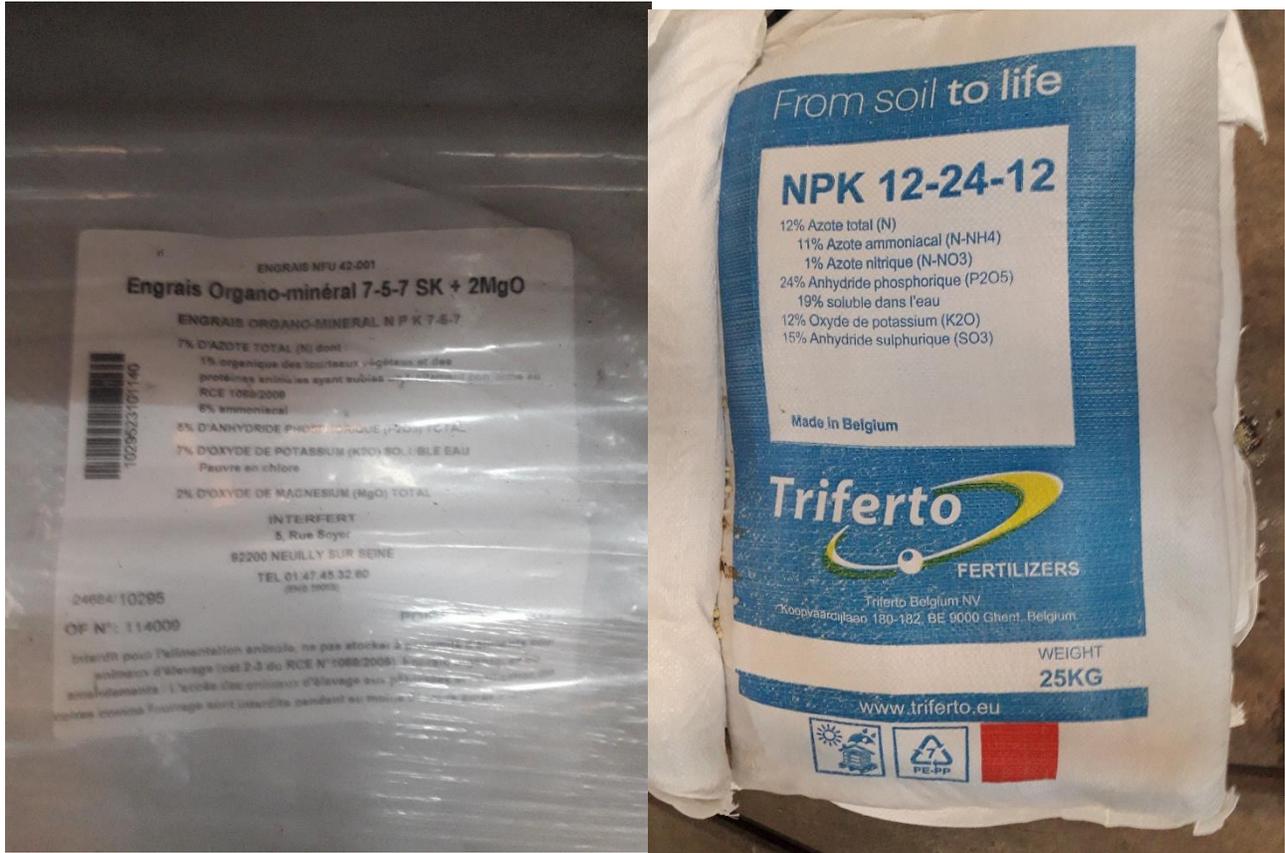
Figure 3: DCP Warehouse



Figure 4: Inside DCP warehouse

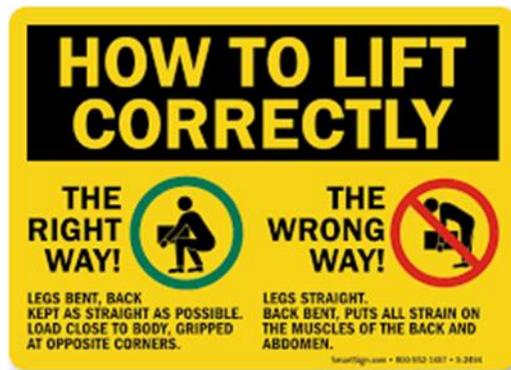


Figure 5: Materials being stored at DCP warehouse



ANNEX 2 First Aid

First Aid Supplies List
Plaster
Gauze
Sterile eye dressing
Triangular bandages
Adhesive bandages
Crepe roll bandages
Tweezers
Scissors
Alcohol free cleansing wipes
Sticking tapes
Cream or spray to relieve insect bite
Painkillers
Eye wash
Splint
Elastic bandages
Antibiotic ointment
Disposable cold pads
Alcohol wipes
Non latex gloves





ANNEX 4 Personal Protective Equipment (PPE)

Protective Equipment List	Specification
Helmet	Bullard Cap Style Helmet
Coveralls	Cotton
Gloves (pairs) rubber	Rubber gloves
Goggles	Clear wrap around safety goggles
Respirators	Full-Face Respirator Mask + 2x Gas Cartridge
Dust mask	Cupped Respirator Face Mask
Ear muffs	
Boots (pairs)	Water resistance and Steel toe
Fire Extinguisher	
Sand box/bucket	
Dry soil in a bucket	
Saw dust in sealed bucket	
Small shovel	

ANNEX 6 Workplace Induction Checklist

Employee name:		Position/job title:	
Employment start date:		Manager/Supervisor:	

This workplace

I have been shown/introduced to:

- My supervisor/manager
- Other employees
- Key jobs, tasks and responsibilities
- Work area, toilets, eating and drinking facilities
- Where to make phone calls and collect messages

Employment conditions

I know about:

- Work times and meal breaks
- Rates of pay and how payment is made
- Leave entitlement
- Sick leave and who to call if I'm sick

Health and safety

I have been shown:

- How to do my job safely, including the use of safety equipment
- The safety signs and what they mean
- How to safely use, store and maintain safety equipment
- How to safely use, store and maintain equipment, machinery, tools and hazardous substances

I know:

- Where health and safety information are kept

Hazards

I know:

- The hazards in my workplace
- The controls for these hazards
- Who to report hazards to
- The procedures for working safely

Emergencies

I am familiar with:

- The location of the emergency exits
- The location of assembly area
- The location of the fire extinguishers

- The evacuation procedure
- The first-aid kit and its location
- Who can provide first-aid (if applicable)

Incidents and injuries

I know:

- To report injuries, near hits and misses and early signs of discomfort and who to report them to
- Who I report to
- Reports will be investigated and I will be informed of the results

Signed by employee:		Date:	
Signed by manager:		Date:	

ANNEX 7A Visitor Acknowledgement Form

VISITOR ACKNOWLEDGEMENT FORM

I _____ (visitor's full name)

I hereby confirm that I have received and read the Emergency Agricultural Livelihoods Climate Resilience Project warehouse procedures/brochure and understand that it describes the conduct and behaviour expected of me as a visitor while on the premises.

Visitor (Signature)

Date

ANNEX 7B Contractor Acknowledgement Form

CONTRACTOR ACKNOWLEDGEMENT FORM

I _____ (Contractor's full name)

I hereby confirm that I have reviewed information and received safety/emergency training regarding the Emergency Agricultural Livelihoods Climate Resilience Project prior to start working in the warehouse or on the premises and understand that it describes the conduct and behaviour expected of me as a Contractor while on the premises.

I have received a formal work permit to commence work on the premises.

Contractor (Signature)

Date

Issued by EALCRP Representative

Date

ANNEX 8 List of Chemicals and Pesticides

Argo-Chemicals	Brand Name	Form	Active Ingredient
Organic Fertilizer		Pellets	7.5.7 MgO, SE
Inorganic Fertilizer		Granules	16.8.24 + MgO
Inorganic Fertilizer		granules	12.24.12+MgO
Liquid Fertilizer	Bountiful Harvest	liquid	
Agri-Cal		Liquid	Liquid Calcium
Fungicides	Sinocin	liquid	cyproconazole
Fungicides	Bellis	liquid	Boscalid and Pyraclostrobin
Fungicide	Mancozate	powder	mancozeb
Fungicides	Rizolex	liquid	Tolclofos-methyl
Rodenticides	Ratbait	Pellets/block	Flocoumafen
Molluscicide	Slugbait	granules	Metaldehyde 6%
Insecticides	Dipel	liquid	Bacillus Thuringensis
Insecticides	Cure	liquid	Abamectin
Insecticides	Pirate	liquid	chlorfenapyr
Insecticides	Regency	liquid	fibronil
Bactericide/fungicide	Titan	liquid	Copper Abietate
Herbicide	Eliminator	Liquid	Diquat Dibromide

ANNEX 9 Accident Investigation

PARTICULARS OF ACCIDENT					
Date of accident M T W T F S		Time	Location		Date reported
THE INJURED PERSON					
Name			Address		
Age	Phone number				
Date of accident			Length of employment - at plant on job		
TYPE OF INJURY:	<input type="checkbox"/> Bruising	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Other (specify)	Injured part of body	
<input type="checkbox"/> Strain/sprain	<input type="checkbox"/> Scratch/abrasion	<input type="checkbox"/> Internal			
<input type="checkbox"/> Fracture	<input type="checkbox"/> Amputation	<input type="checkbox"/> Foreign body	Remarks		
<input type="checkbox"/> Laceration/cut	<input type="checkbox"/> Burn scald	<input type="checkbox"/> Chemical reaction			
Dermal contamination	<input type="checkbox"/> Oral ingestion	<input type="checkbox"/> Eye contamination	<input type="checkbox"/> Inhalation		
DAMAGED PROPERTY					
Property/ material damaged			Nature of damage		
			Object/substance inflicting damage		
THE ACCIDENT					
DESCRIPTION: Describe what happened (space overleaf for more information and diagram — essential for all vehicle accidents)					
Injury event					
Incident event					
Preceding event #1					
Preceding event #2, 3, etc.					
ANALYSIS: What were the causes of the accident?					
HOW BAD COULD IT HAVE BEEN?			WHAT IS THE CHANCE OF IT HAPPENING AGAIN?		
<input type="checkbox"/> Very serious	<input type="checkbox"/> Serious	<input type="checkbox"/> Minor	<input type="checkbox"/> Minor	<input type="checkbox"/> Occasional	<input type="checkbox"/> Rare
PREVENTION					
What action has or will be taken to prevent a recurrence? Tick items already actioned				By whom	When
Use space overleaf if required					

TREATMENT AND INVESTIGATION OF ACCIDENT

Type of treatment given	Name of person giving first aid	Doctor/hospital	
Accident investigated by	Date	DOL advised YES / NO	Date

CERC – ESMF Addendum

Part A Impacts and Mitigation

This CERC-ESMF Addendum describes activities to be financed, as described in the CERC Emergency Action Plan, and evaluates the potential risks and mitigation measures associated with them. This CERC-ESMF indicates that the emergency response actions proposed can proceed with no additional environmental or social assessment, as summarized below, however there are new precautions that must be followed in the context of COVID -19, which are presented in this document.

Social context: The known vulnerable and minority groups in Dominica include the last surviving indigenous people of the Eastern Caribbean and also immigrant populations such as the Haitians. The COVID - 19 pandemic and other pandemics can increase the risk of gender-based violence due to the increased powers of the authorities, social isolation in domestic violence situations and increased financial stress on individuals. With the pandemic arising abroad there can be increased hostility towards people who are perceived as ‘foreigners’ and some reports of increased discrimination towards foreigners.

The content of the CERC ESMF Addendum is aligned with the project’s documents and emergency response manual, and include:

1. Description of the activities to be financed;
2. Potential risks and general mitigation measures associated with the activities;
3. Environmental and social safeguard screening and the environmental and social management requirements (studies, plans, etc.) to comply with the Bank’s requirements and the national laws and relevant legislation (reference to the EALCRP ESMF Screening); and
4. Additional guidance on project implementation precautions under COVID-19.

1. Potential risks and general mitigation measures associated with the activities, including reference to the ESMF of the EALCRP

The CERC proposed activities do not trigger safeguards other than those already applicable to the Original Project (the EALCRP). Nevertheless, the existing instruments can be adapted to focus on this new context. In addition, the EALCRP ESMF includes a screening process and recommended actions that will also be applied to any additional activity under the CERC not defined herein.

With the exception of the Cash Transfer activity², **Component A** activities are already included in the EALCRP, for which an Environmental and Social Management Framework (ESMF) was developed to guide implementation of the Project. As such, for the Component A, the ESMF already includes an assessment of the environmental and social impacts, as well as the proposed mitigation measures (see Appendix 1 of the project ESMF). In addition, the ESMF includes screening procedures (Appendix 2 of the project ESMF) for all types of proposed civil works and other investments, including screening for the presence of the indigenous peoples, and to determine the applicability of the World Bank's applicable policies.³ The ESMF was also consulted and disclosed. Therefore, additional impact assessment and mitigation are not required for this CERC Component A. It is worth noting that the potential for propagation of contamination during transport and distribution of inputs is addressed by the sub-component A 4.2 of the CERC, with specific provisions of PPE to extension and warehouse workers. Nevertheless, the CERC has also developed specific HSE protocols for the Extension and Field Officers when dealing physically with the beneficiaries of subcomponents A.1, A.2, and A 3 in any of the eight (8) Regional Agricultural offices in Dominica (receiving applications, verification of eligibility, etc.).

Potential Environmental risk associated with COVID 19 are as follows:

A. Increased infection and COVID 19 cases

The major risk of the COVID 19 is its mode of transmission and that an increase in physical contact as well as shared social spaces, enables the spread of the corona virus. As a result, it is important that the established protocols of the World Health Organization (WHO), physical distancing be applied to the EALCRP project activities.

Therefore, operations at the EALCRP PIU and the warehouse must be adjusted to satisfy the WHO and Ministry of Health, Wellness and New Health Investments COVID 19 protocols. Additionally, PIU and Warehouse staff must utilize physical distancing, practice personal hygiene and wear the designated personal protective equipment (PPE) to minimize the spread of the virus and safeguard themselves and project beneficiaries. EALCRP PIU staff will engage all stakeholders including farmers, Ministry staff, other Ministries and non-Government Organization and provide the necessary updates as required.

Risk of infection is also increased with interaction with stakeholders during sale and marketing of produce. The Dominica Import Export Agency (DEXIA) within the Ministry of Trade is the organization responsible for all marketing activities and has reduce the days of operation at the Roseau Market to Mondays, Wednesdays and

² This activity does not have potential impacts for which environmental and social safeguards would be required.

³ The following policies apply to the Original Project: Operational Policies (OP/BP 4.01) – Environmental Assessment; OP/BP 4.04 – Natural Habitats; OP/BP 4.36 – Forests; OP/BP 4.11 – Physical Cultural Resources; OP/BP 4.09 – Pest Management; OP/BP 4.10 – Indigenous Peoples; and OP/BP 4.12 – Involuntary Resettlement.

Fridays from 8am to 2pm. The Roseau Market has also been equipped with entry and exit points manned with security that hand sanitizes customers as they enter. Security also control the number of customers entering to maintain physical distancing and general safety. Vendors are also equipped with their mask. DEXIA in collaboration with the Roseau City Council has also enforced no roadside vending within the Roseau, which leave farmers with little choice of the supermarkets and the Roseau Market for vending.

Mitigation measures:

Office operations

A.1. Use of Personal Protective Equipment

The use of personal protective equipment, to include N95 respirators for the protection against viral infection transmitted through nose or mouth, goggles for eyes protection, face shield for protection of the entire face and gloves to reduce the transmission from contaminated surfaces all will be provided to all EALRP PIU staff. Staff will be trained to use and maintain the PPE's, as well as to dispose of such waste properly.

A.2. Practice Personal Hygiene

Staff must continue to exhibit regular hand washing with soap and water for at least 20 seconds. Soap and pipe borne water will be available at all work stations within the PIU Office and warehouse. Staff should cough in a napkin or paper towel which must be disposed of immediately after use, followed by hand washing. Staff exhibiting a constant cough or registering a fever should leave the office and call their Physician. All staff who were identified by the health authorities through contact tracing as being at risk should refrain from reporting to work until after being subject to a 14-day at the COVID-19 quarantine center in Portsmouth. Such Staff should report to the office or general public ONLY after two negative COVID-19 test and 14-day home quarantine

Management is encouraged to provide the physical resources that enable adherence to practices recommended. Hand sanitizers, soap and alcohol base (70%) sanitizers will be provided for all staff

A.3 Physical Distancing

Maintain a safe distance of at least 6 feet between stakeholders and colleagues. Barriers will be placed to prevent the direct contact between the staff and clients being served. Barriers may be in the form of a glass shield between Reception staff and Beneficiary and also between Coworkers who are in close proximity.

If Staff are to have a discussion and the 6 ft distance cannot be maintained, both staff should wear mask and have the discussion as short as possible.

Only one Staff should be allowed in the kitchenette to have their meals, this means no mask will be worn during this meal time. If any other Staff are to enter the kitchen mask must be worn.

Work schedule will be developed that will reduce the number of workers at the office to one that could allow for adherence to physical distancing practices. The schedule must address existing physical space required for staff

to be effective in performing their assigned duties, while at the same time maintaining a safe distance between workers. EALCRP PIU Staff that are high risk, such as those having asthma, high blood pressure, above 60 years and diabetic, may work remotely.

Transportation services are recommended for those reliant on public transport to get to work.

Work space must be well ventilated by having windows open on days when its suitable to do so, air conditioning unit should be service annually and filters changed on a quarterly basis or before such date if it appears faulty.

A.4. Communication

- i. The EALRP PIU will continue to prepare publications on COVID -19 health and safety issues for distribution to all stakeholders, especially the Project Beneficiaries. Other media, such as radio and newspaper, will be used to communicate information. Communication will continue to capture both the Haitian population and older Dominicans using French and creole respectively. Flyers, brochure, radio and all means of communication will be conducted in such a way to engage all stakeholders regardless of gender, age, income or other discriminatory forms.
- ii. It is recommended that official channels for information dissemination be established.

B. Increased waste

The amount of medical waste generated will significantly increase. This will include respirators, protective clothing and gloves. Household waste will also increase due to increased consumption and cleanup activities of home owners.

Mitigation measures:

B.1. Waste Management

- i. COVID-19 CERC is expected to generate a significant amount of biological waste, which must be disposed of in a hygienic manner to reduce contamination and exposure. Appropriate waste receptacles must be strategically placed throughout the PIU and Warehouse locations and disposed of in sealed garbage bags.
- ii. EALCRP has a waste management system for the collection of empty pesticide containers, this will be managed as planned. However, communities will be encouraged to adhere to national waste management practices for other COVID - 19 waste generated at the community level.

B.2. Warehouse Operations

The risks outlined above apply to the warehouse setting as well. Risk of increased infection and increased waste will be mitigated against in a similar manner.

B.2.1 Use of Personal Protective Equipment

The use of personal protective equipment, to include N95 respirators for the protection against viral infection transmitted through nose or mouth, goggles for eyes protection, face shield for protection of the entire face and gloves to reduce the transmission from contaminated surfaces will be provided to all EALRP workers in the Warehouse. Workers will be trained to use and maintain the PPE's, as well as to dispose of waste properly.

B.2.2. Practice Personal Hygiene

- i. Workers must continue to exhibit regular hand washing with soap and water for at least 20 seconds. Soap and pipe borne water will be available in the warehouse. Workers should cough in a napkin or paper towel which must be disposed of immediately after use, followed by hand washing. Those exhibiting a constant cough or registering a fever should leave the warehouse and call their Physician. All workers who were identified by the health authorities through contact tracing as being at risk should refrain from reporting to work until after being subject to a 14-day self-quarantine observance.
- ii. Management is encouraged to provide the physical resources that enable adherence to practices recommended. Hand sanitizers, soap and alcohol base (70%) sanitizers will be provided for all staff
- iii. Farmers are requested to wash hands with soap and water for at least 20 seconds before waiting in line and after receiving inputs in the outside sink provided. As a precautionary measure the EALCRP PIU will spray farmers' hands with 70% alcohol before entering the warehouse or distribution areas. Farmers will be instructed to line-up and follow the clearly marked lanes, while keeping the required distance of at least 6 feet from each other as they wait. These spaces will be clearly marked.
- iv. Beneficiaries (Farmers) with constant cough or sneezing will not be served. Persons practicing self-isolation due to exposure to an infected person will be advised to collect after 14- day quarantine period has passed.

B.2.3 Physical Distancing

Maintain a safe distance of at least 6 feet between stakeholders and colleagues. Barriers will be placed to prevent the direct contact between the workers and clients being served. Workers that are high risk, such as those having asthma, high blood pressure, above 60 years and diabetic, should avoid coming to work. Transportation services are recommended for those reliant on public transport to get to work.

B.3. Activities by Extension and Field Officers.

This activity includes home and farm visits, reception of applications, verification of eligibility

Farm and home visits are an essential part of extension education, the implementation of the extension works under the EALCRP during health emergencies will also be adapted to the COVID-19 infection prevention protocols which are attached below. The table below summarizes the basic protocol for the COVID-19 to be followed by Extension and Field Officers:

Potential E&S impacts	Recommended mitigation protocol
<p>Propagation of infectious disease; potential for getting infected and propagating to his/her household.</p>	<p>If sick, or with symptoms such as cough and high fever, officer should not do any field work and should seek medical advice for testing</p> <p>Similarly, if any member of an officer’s household is sick or shows the above-mentioned symptoms.</p> <p>If symptoms get worse, seek medical attention and follow their guidance and treatment plan.</p> <p>When visiting a farm or a house:</p> <p>Wear a face mask as supplied by the project or, if not available, a home made fabric mask.</p> <p>Practice social distancing of about 6 feet (1.8 mts) and avoid shaking hands, hugging or other physical contact.</p> <p>If possible, wash hands but avoid using common towels. If this is not possible, use appropriate alcohol⁴ gel to sanitize hands.</p> <p>Avoid touching your face, mouth and eyes without clean hands.</p> <p>Be polite but do not accept any drink or food, unless it is offered in a new and individual container that can be cleaned with appropriate alcohol or alcohol gel (ex. Individual unopened cans).</p> <p>Provide brief educational explanation for the measures above</p> <p>When available, distribute communication and education materials about prevention of the COVID-19.</p>

POTENTIAL SOCIO-ECONOMIC RISKS ASSOCIATED WITH COVID-19 AND MITIGATION MEASURES

There are impacts of the COVID-19 induced shut down of the country, and the region more generally, which impacts farmers and the food supply, these are:

Food Shortage

Food production will decrease because farmers are unable to get to their farms due to restriction in movement, untimely distribution of inputs and planting materials. Simultaneously, distribution of harvested goods to markets will also be affected by restrictions in movement.

Loss of income

⁴ Alcohol 70% or above.

Numerous businesses are laying -off workers in their effort in combating the virus. While the EALCRP aimed at restoring livelihoods of farmers and their households, their level of vulnerability may further increase to include the added shock of reduced household income brought on by layoffs affecting members of their household.

Increased praedial larceny

Livelihoods of EALCRP beneficiaries may be further threatened by praedial larceny as some may see this crisis as an opportunity to steal farm produce. There may even be theft of inputs.

Mitigation measures:

Continued stakeholder engagement will be necessary to understand these risks and adequately plan to mitigate above them.

a. Conducting Workshop and Meetings

Workshop and meetings must be conducted in such a way to reduce the risk of close contact between participants. Sitting arrangement must be done so that chairs are placed 6 feet apart and must not be removed. A well-equipped and functional washroom must be in place with potable water and soap for washing hands. The entry point must be in such a way to avoid participants from holding the latch when opening or keep doors slightly open so that it can be easily pushed open. Snacks to be provided must be pre-packed, by someone wearing gloves and a mask, so that participants do not have to serve themselves. Distribution of snacks and the distribution of other resources to adhere to physical distancing practices. There will be no need for microphones since there will not be many participants at any one point in time and reducing possible transmission through the microphone used.

b. Conducting Farm Monitoring of Input Usage

To reduce the risk of spreading the virus to and from Beneficiaries, approach to conducting farm monitoring activities has to be modified. No more than two Ministry of Agricultural Staff should visit a farm- one PIU staff and one Extension staff at a time. No more than two staff per vehicle- one driving and the other in the extreme opposite side (behind the passenger seat-both wearing masks). Vehicle window should be down to all for maximum ventilation. No use of air-conditioning in vehicles. AC vents should be cleaned as recommended.

c. Community engagement

EALCRP recognizes the importance of early and continuing engagement and meaningful consultation with stakeholders. EALCRP will engage with stakeholders, including communities, groups, or individuals affected and with other interested parties, through information disclosure, consultation, and informed participation in a manner proportionate to the risks to and impacts on affected communities. EALCRP will need to understand the concerns of affected people, and how such concerns will be addressed. Feedback channels for stakeholders using

ICT will be enabled and will be preferred during the pandemic. The table below describes how stakeholder engagement practices will be adjusted during COVID.

Covid -19 Context	Actions
<p>Minimal social interaction, following social distancing and the infection control protocol which is provided below.</p> <p>National COVID - 19 messages need to be broadly cascaded from Minister of Health</p>	<p>Contact Kalinago Council and chief on how they would like future engagement to occur and consult if they have new protocols in place due to the pandemic.</p> <p>Update IPPF if any significant changes requested from Kalinago.</p> <p>Engage Ministry of Health on communication campaign and align messaging</p> <p>Assess where new approaches to engagement need to be adjusted to be aligned with the infection prevention and control protocols below protecting the project and the beneficiaries against COVID19</p> <p>Communicate any impacts on the existing project</p> <p>Communicate new activities under CERC will require outreach</p>

OTHER CONSIDERATIONS

PROTECTING NATURAL RESOURCES

The project has the responsibility to continue to protect the natural resources of water, land and air, by reducing soil degradation and pollution of water and air. Natural resources are critical for food security and in providing a healthy environment, brochures developed will be distributed to all farmers in the continued effort of using their inputs in a sustainable manner.

INFORMATION DISCLOSURE

EALCRP (CERC) will provide sufficient information about the potential risks and impacts of the COVID - 19 during consultations with its stakeholders. Such information will be disclosed in a timely manner, in an accessible place, and in a form and language understandable to project-beneficiaries, affected parties and other interested parties. Information of COVID - 19 will provide meaningful input into the design and mitigation measures of CERC. The CERC will identify appropriate methods and tools to assess and manage the potential environmental and social risks and impacts.

GRIEVANCE MECHANISM AND ACCOUNTABILITY

The CERC will use and implement existing Grievance Redress Mechanism (GRM) of EALCRP. It is anticipated that grievances may increase. Requisite redress mechanisms will be reviewed and strengthened to ensure timely resolutions of grievances filed, email on telephone complaints filing will be encouraged rather than in person or

hand delivered mail. Grievance committees to be commissioned and virtual meetings or other briefing settings allowing for adhering to physical distancing protocols will be used to address grievances.

Labour and Working Conditions- Different type of workers

People employed or engaged directly by the Borrower (including the project proponent and the project implementing agencies) to work specifically in relation to the project.	People employed or engaged through third parties to perform work related to core functions of the project, regardless of location.	People employed or engaged by the Borrower’s primary suppliers.	People employed or engaged in providing community labour.	People employed on a regular basis by the government, often considered civil servants.
Newly hired PIU and warehouse staff as well as support staff.	Trail clearance contractors and workers; Cleaners.	N/A	None	Select PIU staff; Extension and Regional Office Admin Staff
Proposed COVID - 19 Mitigation				
The project will cover sick leave of project team members and contractors in order to ensure people do not come to work sick or potentially during incubation period. Self-isolation if member of a household is showing symptoms of a fever or a cough.	Training of new employees and contractors needs to include infection control measures in place for COVID - 19 (protocol provided below) Self-isolation if member of a household is showing symptoms of a fever or a cough.	Training of new employees and contractors needs to include infection control measures in place for COVID - 19 (protocol provided below) Self-isolation if member of a household is showing symptoms of a fever or a cough.	Training of new employees and contractors needs to include infection control measures in place for COVID - 19 (protocol provided below) Self-isolation if member of a household is showing symptoms of a fever or a cough.	The project will cover sick leave of project team members and contractors in order to ensure people do not come to work sick or potentially during incubation period. Self-isolation if member of a household is showing symptoms of a fever or a cough.

Component B, however, contains activities which were not originally part of the EALCRP, and therefore not previously addressed in the ESMF. Consequently, this ESMF Annex provides a summary of the environmental and social and health and safety (ESHS) impacts and the mitigation measures required.

The activities proposed under this component include acquisition and distribution of materials, and the refurbishment of the Saint James facility. The acquisition does not generate ESHS impacts, but during a health emergency, the transportation could contribute to the propagation of infectious disease, if some precautionary measures are not followed. The table below summarizes the potential impacts and recommended mitigation measures.

CERC Activity-Component B	Potential environmental, social and health and safety impacts	Mitigation measures
Acquisition of Drugs, Medical Supplies, Equipment and Personal Protective Equipment (PPE)	Incorrect standard or quality of PPE leads to spread of infection to healthcare workers and cleaners.	<p>Medical personal protective equipment (PPE) includes:</p> <ul style="list-style-type: none"> Medical mask Gown Apron Eye protection (goggles or face shield) Respirator (N95 or FFP2 standard) Boots/closed work shoes <p>WHO interim guidance on rational use of PPE for coronavirus disease 2019 provided further details on the types of PPE that are required for different functions.</p>
Transport to hospitals and health centers	Drivers could be vectors of propagation of disease, even when asymptomatic.	<p>Drivers must drive alone and without passengers. They cannot offer lifts to anyone.</p> <p>Drivers should be educated to avoid physical contact with all persons throughout the trip (from beginning to end), including not permitting any stops other than the destination(s) where materials will be delivered.</p> <p>Drivers should follow proper hand hygiene at stops.</p> <p>Drivers should be given alcohol gel to use during trip, when hand washing is not possible.</p> <p>Drivers should be informed they need to call in sick and self-isolate for 14 days if they get a fever or develop a cough.</p>

CERC Activity-Component B	Potential environmental, social and health and safety impacts	Mitigation measures
		<p>They should also not come to work for 14 days if a member of their household has a cough or a fever. PIU to include communication campaign with print and electronic media to educate all PIU staff and project beneficiaries about the disease and the key recommendations being promoted by the WHO and the Minister of Public Health</p>
	<p>Drivers could become infected at stops and/or when delivering materials in hospitals and health centers</p>	<p>If vehicles are used by more than one driver, they should be sanitized after each use. Each driver should sanitize the steering wheel, door handles and other surfaces that will be touched.</p> <p>When delivering materials, drivers should:</p> <p>Call in advance to organize with facility immediate pick up. Request others not to touch the vehicle. Avoid physical contact with hospital workers, and practice a 6 foot distancing rule to the extent possible. No not enter to areas where patients are waiting or being treated. Do not enter areas where health workers congregate. Follow hand wash and disinfection protocol after contact with any surfaces outside the delivery vehicle.</p>

In addition to these COVID-19 specific protocols to the activities financed by the CERC, this CERC-ESMF Addendum also includes general infection prevention and control protocol (see 1.1 below).

Part B Protocols and Forms

1. Infection Control and Prevention Protocol

(adapted from the CDC Interim Infection Prevention and Control Recommendations for patients with confirmed COVID-19 or persons under investigation for COVID-19 in Healthcare Settings)

a. HEALTH CARE SETTINGS

1. Minimize Chance of Exposure (to staff, other patients and visitors)

- Upon arrival, make sure patients with symptoms of any respiratory infection to a separate, isolated and well-ventilated section of the health care facility to wait, and issue a facemask
- During the visit, make sure all patients adhere to respiratory hygiene, cough etiquette, hand hygiene and isolation procedures. Provide oral instructions on registration and ongoing reminders with the use of simple signs with images in local languages
- Provide alcohol-based hand sanitizer (60-95% alcohol), tissues and facemasks in waiting rooms and patient rooms
- Isolate patients as much as possible. If separate rooms are not available, separate all patients by curtains. Only place together in the same room patients who are all definitively infected with COVID-19. No other patients can be placed in the same room

2. Adhere to Standard Precautions

- Train all staff and volunteers to undertake standard precautions - assume everyone is potentially infected and behave accordingly
- Minimize contact between patients and other persons in the facility: health care professionals should be the only persons having contact with patients and this should be restricted to essential personnel only
- A decision to stop isolation precautions should be made on a case-by-case basis, in conjunction with local health authorities.

3. Training of Personnel

- Train all staff and volunteers in the symptoms of COVID-19, how it is spread and how to protect themselves. Train on correct use and disposal of personal protective equipment (PPE), including gloves, gowns, facemasks, eye protection and respirators (if available) and check that they understand
- Train cleaning staff on most effective process for cleaning the facility: use a high-alcohol based cleaner to wipe down all surfaces; wash instruments with soap and water and then wipe down with high-alcohol based cleaner; dispose of rubbish by burning etc.

4. Manage Visitor Access and Movement

- Establish procedures for managing, monitoring, and training visitors
- All visitors must follow respiratory hygiene precautions while in the common areas of the facility, otherwise they should be removed
- Restrict visitors from entering rooms of known or suspected cases of COVID-19 patients. Alternative communications should be encouraged, for example by use of mobile phones. Exceptions only for end-of-life situation and children requiring emotional care. At these times, PPE should be used by visitors.
- All visitors should be scheduled and controlled, and once inside the facility, instructed to limit their movement.
- Visitors should be asked to watch out for symptoms and report signs of acute illness for at least 14 days.

b. CONSTRUCTION SETTINGS IN AREAS OF CONFIRMED CASES OF COVID-19

1. Minimize Chance of Exposure

- Any worker showing symptoms of respiratory illness (fever + cold or cough) and has potentially been exposed to COVID-19 should be immediately removed from the site and tested for the virus at the nearest local hospital
- Close co-workers and those sharing accommodations with such a worker should also be removed from the site and tested
- Project management must identify the closest hospital that has testing facilities in place, refer workers, and pay for the test if it is not free
- Persons under investigation for COVID-19 should not return to work at the project site until cleared by test results. During this time, they should continue to be paid daily wages
- If a worker is found to have COVID-19, wages should continue to be paid during the worker's convalescence (whether at home or in a hospital)
- If project workers live at home, any worker with a family member who has a confirmed or suspected case of COVID-19 should be quarantined from the project site for 14 days, and be tested for COVID and continued to be paid daily wages, even if they have no symptoms.

2. Training of Staff and Precautions

- Train all staff in the signs and symptoms of COVID-19, how it is spread, how to protect themselves and the need to be tested if they have symptoms. Allow Q&A and dispel any myths.

- Use existing grievance procedures to encourage reporting of co-workers if they show outward symptoms, such as ongoing and severe coughing with fever, and do not voluntarily submit to testing
- Supply face masks and other relevant PPE to all project workers at the entrance to the project site. Any persons with signs of respiratory illness that is not accompanied by fever should be mandated to wear a face mask
- Provide handwash facilities, hand soap, alcohol-based hand sanitizer and mandate their use on entry and exit of the project site and during breaks, via the use of simple signs with images in local languages
- Train all workers in respiratory hygiene, cough etiquette and hand hygiene using demonstrations and participatory methods
- Train cleaning staff in effective cleaning procedures and disposal of rubbish

3. Managing Access and Spread

- Should a case of COVID-19 be confirmed in a worker on the project site, visitors should be restricted from the site and worker groups should be isolated from each other as much as possible;
- Extensive cleaning procedures with high-alcohol content cleaners should be undertaken in the area of the site where the worker was present, prior to any further work being undertaken in that area.

2. Covid - 19 Farmer Assessment

MPID No.:

	COVID 19 FARMER ASSESSMENT CONCERNS- COMMUNITY HEALTH	YES	NO	Risk Assessment
1	Is your farm bordering with any of the following Health Facilities?	*****	*****	*****
a.	Hospital			
b.	Health Clinic			
c.	COVID 19 Isolation Center			
d.	COVID 19 Quarantine Center			
e.	Other High-risk area			
2.	Is your farm bordering any of the following?	*****	*****	*****
a.	Public main road or Highway			
b.	Private Secondary road			
c.	Schools or other Public Facility			
d.	Neighborhood			
3.	Which of the following Personal Protective Equipment do you use as protection	*****	*****	*****
a.	N95 Respirators			
b.	Half face mask with cartridge			
c.	Dust mask			
d.	Gloves			
4.	Are you practicing Social Distancing or keeping a Safe Distance			
5.	Are you practicing Respiratory Etiquette (coughing or sneezing in tissue etc.)			
6.	Have you been washing your hands with soap and water regularly			

	COVID 19 FARMER ASSESSMENT CONCERNS- COMMUNITY HEALTH	YES	NO	Risk Assessment
7.	What is your main water supply	*****	*****	*****
a.	Rainwater			
b.	River/ stream/Underground			
c.	Pipe borne water			
8.	Is your Farm Equipped with a washroom or bathroom facility?			
9.	Where do you market your produce?	*****	*****	*****
a.	Roseau Market			
b.	Village Market			
c.	Sell from the farm			
d.	Supermarket			
e.	Roadside Market			
f.	Huckster			
g.	School			
h.	Restaurant/Hotel			
i.	Other			
10.	How close is your market to your farm	*****	*****	*****
a.	Walking distance			
b.	Within a one-mile radius (less than 2 minutes' drive)			
c.	Within a three-mile radius (more than 10 minutes' drive)			
d.	Other			
11.	Do you live on your farm?			
12.	How do you commute to your farm?	*****	*****	*****
a..	Walk			
d.	Bus service			
e.	Hitchhiker			

	COVID 19 FARMER ASSESSMENT CONCERNS- COMMUNITY HEALTH	YES	NO	Risk Assessment
e.	Own farm vehicle			
13.	If you own a Farm vehicle	*****	*****	*****
a.	Do you drive alone?			
14	If you don` t own a vehicle how long it takes you to get to and from your farm	*****	*****	*****
a.	Less than 5 minutes			
b.	Between 5 minutes to 15 minutes			
c.	About half an hour:			
d.	Forty-five minutes			
e.	More than an hour			
15.	Do have any of the following health conditions?	*****	*****	*****
a.	Asthma			
b.	High Blood Pressure			
c.	Diabetes			
16.	Are there anyone in your household benefiting from the Government School feeding Program?			
17.	Is anyone in your household a Health Care Worker or Associated with a COVID 19 Facility?			
18.	Can you sustain your household with food and other basic supplies for a two-week period?			

COVID 19 FARMER ASSESSMENT- HOUSEHOLD SOCIAL CONCERNS

<p>19. Number of persons in household: _____</p> <p>20. No. of persons:</p> <p>i. under age 5 in household _____</p> <p>ii. ages 6- 18 in household: _____</p> <p>ii. over age 65 in household: _____</p>	<p>21. Have you and household been using the following since the COVID-19 onset:</p> <p>i. hand sanitiser: Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>ii. mask: Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>iii. other PPEs: Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>If no why? 1. Can't afford; 2 not available; 3. Don't think necessary</p>
<p>22. i. Are you a beneficiary of any Government social programmes/social protection programme? Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>ii. Name of programme/s:</p>	
<p>23. Do you have access to financial assets/credit?</p> <p>a. bank <input type="checkbox"/> b. credit union <input type="checkbox"/> c. Farmer's Cooperative <input type="checkbox"/> d. Other _____</p>	
<p>24. Has anyone in the following categories been infected with COVID-19</p> <p>i. Member of hh: under 18 <input type="checkbox"/>; 18-35 <input type="checkbox"/> 36-49 <input type="checkbox"/>; 50- 64 <input type="checkbox"/>; 65 and over <input type="checkbox"/></p> <p>ii. Hired farm help Y <input type="checkbox"/> N <input type="checkbox"/> iii. Neighbor Y <input type="checkbox"/> N <input type="checkbox"/> iv. Member of community Y <input type="checkbox"/> N <input type="checkbox"/></p>	
<p>25. What measures are you putting in place to guard against COVID-19 when going to sell produce/seek farm supplies?</p>	
<p><i>Name of Staff Member completing Form:</i></p>	<p><i>Name of Extension Officer Reviewing Form:</i></p>
<p><i>Signature:</i> _____</p>	<p><i>Signature:</i> _____</p>
<p><i>Date</i> _____</p>	<p><i>Date</i> _____</p>