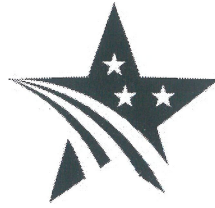




**MILLENNIUM
FOUNDATION
KOSOVO**



MILLENNIUM
CHALLENGE CORPORATION
UNITED STATES OF AMERICA

MFK Covid-19 Risk Mitigation Plan

July 2021

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ACRONYMS /ABBREVIATIONS

CDC	Center for Disease Control
Covid-19	Coronavirus Disease 2019
ESP	Environment and Social Performance
MoH	Ministry of Health
GoK	Government of Kosovo
MCC	Millennium Challenge Corporation
MFK	Millennium Foundation Kosovo
PPE	Personnel Protective Equipment
WHO	World Health Organization
PPE	Personal Protective Equipment
WHO	World Health Organization

1.0 Overview

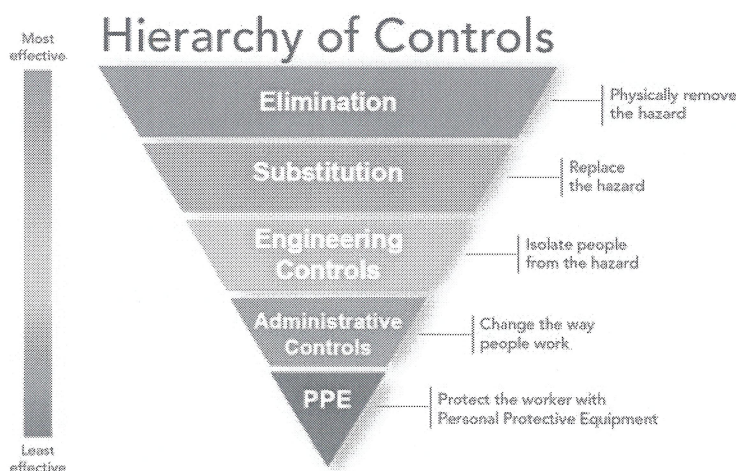
Millennium Foundation Kosovo (MFK) is an accountable entity responsible for implementation of the \$49 million Threshold Program Grant Agreement signed and ratified on September 12, 2017, between the Republic of Kosovo, acting through the President of the Republic of Kosovo (the “**Government**”), and the United States of America, acting through the Millennium Challenge Corporation (“**MCC**”). MFK’s mission statement calls for accelerating Kosovo’s transition to energy independence and good governance. The Kosovo Threshold Program addresses two key constraints to Kosovo’s economic growth: an unreliable supply of electricity; and real and perceived weakness in rule of law, government accountability and transparency.

MFK has developed a Covid-19 Risk Mitigation Plan (the “**Plan**”) to manage its internal operations and the projects and activities funded under the Threshold Program. The Plan has been developed consistent with the protocols and guidelines established by the Kosovo Ministry of Health (MoH), United States Center for Disease Control (CDC), and the World Health Organization (WHO) in managing risks associated with the infection and spread of Covid-19.

2.0 Purpose and Scope

The Covid-19 pandemic creates unprecedented risks. This Plan describes the procedures and protocols MFK has implemented to avoid (where possible) and mitigate the risks associated with Covid-19 in its operations. It applies to the internal operations of MFK and its stakeholders, including contractors and consultants responsible for implementing the projects the under the Threshold Program.

The most effective way to protect our workforce and the public is to prevent the potential of exposure to the virus wherever possible. In the absence of being able to completely prevent exposure, the hierarchy of controls shall be applied to determine the safest and most effective approach to continue with tasks. The hierarchy is explained below, from the **most** to the **least** effective mitigation measures:



below, from the **most** to the **least** effective mitigation measures:

- **Elimination or substitution.** Elimination physically removes a hazard. An example of elimination would be to not perform an action, e.g. cancelling a non-essential meeting. Substitution replaces a hazard. An example would be using online tools to hold a meeting virtually.

- **Engineering controls isolate workers from a hazard.** They are built into the design of infrastructure, equipment, or processes. Examples include physical

barriers to separate the public from the work site (fences, access security) and the use of portable chemical toilets for mobile sites (so workers do not have to use public or private bathrooms).

- **Administrative controls** change the way people work. They include policies, procedures, shift designs, and training to lessen the threat of a hazard to an individual. They are typically less effective than the engineering controls above as they rely on individual action and are most effective when used in conjunction with Personnel Protective Equipment (“PPE”).

- **Safe work practices** are a type of administrative control. They are procedures individual workers can take to reduce their duration, frequency, or intensity of exposure to Covid-19. Examples include social distancing and good hygiene.
- **Personal Protective Equipment (PPE)** provides protection through equipment that a worker wear. The engineering controls, administrative controls and safe work practices mentioned above are the most effective risk mitigation measures. When social distancing cannot be consistently achieved, PPE should be deployed to break the exposure pathway.

3.0 Risks

1. Covid-19 is a highly infectious virus transmitted through the air and from surfaces on which it has settled. The principle exposure pathways are inhaling the airborne virus or touching a virus contaminated surface and then touching one’s eyes, nose, or mouth. To prevent exposure to the virus it is essential that pathways into the respiratory system and mucus membranes are blocked. There is some concern that exposure is potentially possible through contact with the eyes.
2. The virus can be transmitted before symptoms appear. Unsuspecting carriers may drive infection rates. It is important to implement measures that reduce the risk of transmission, even among people who have no symptoms of the disease.
3. People with underlying medical conditions (such as immunodeficiencies, asthma, diabetes, and heart disease) and those who are older are at greatest risk of serious complications from the infection.

4.0 Covid-19 Roles and Responsibilities

The roles and responsibilities within MFK to implement the measures contained in the Plan is presented below:

Staff	Responsibility
Chief Executive Officer (CEO)	<ul style="list-style-type: none"> • To ensure the implementation and oversight of the MFK Covid-19 Risk Mitigation Plan; and to ensure that control measures are effectively monitored and reported when necessary. • To ensure adequate resources (technical, financial, and human) are available where necessary to ensure effective mitigation of Covid-19 risk. • To communicate to MFK Board, MCC, MFK staff and other stakeholders, including government agencies as appropriate, on Covid-19 issues (such as regular updates, suspected cases, office closure and reopening decisions/procedures, issues of non-compliance and recommended corrective actions). • To oversee the update and monitoring of all risk management issues and ensure that reports are sent to relevant stakeholders

	<ul style="list-style-type: none"> • To approve alternative working arrangements for staff to prevent the spread of Covid-19.
Environment and Social Performance (ESP) Consultant	<ul style="list-style-type: none"> • To act as the day-to-day custodian of the Covid-19 Risk Management Plan; and to develop and oversee daily implementation of the Covid-19 Risk Mitigation Plan. • To monitor implementation of the Plan to ensure compliance by all staff and stakeholders and develop measures to manage noncompliance instances and report to management. • To ensure daily screening of all staff and visitors using the approved daily screening checklist. • To manage the stock of PPEs, medical supplies, disinfectant, and other supplies for staff. • To review Covid-19 risk mitigation plans provided by third parties and contractors. • To ensure education and communication materials on Covid-19 are widely displayed at the office and communicated to all staff. • To coordinate response with national and local health departments to manage suspected and confirmed case of the virus at the workplace. • To liaise with officials at the Ministry of Health (MoH) to train staff on Covid-19 as necessary.
Human Resource and Finance	<ul style="list-style-type: none"> • To maintain regular communication with staff suspected of being infected with the virus and those with confirmed case of the virus. • To communicate to staff on measures put in place by MFK to manage COVID-19 in the workplace. • To monitor that the leave for suspected persons or persons under quarantine are not affected. • To provide funds for the supply of Covid-19 PPEs. • To ensure staff in quarantine are paid.
All Staff	<ul style="list-style-type: none"> • To adhere to the Covid-19 health protocols in place at the MFK Offices. • To follow the Covid-19 risk mitigation measures established by respective contractors and consultants when in the field. • To observe the hygiene protocols set out in this Plan.

- To comply with all preventive measures as outlined in this Plan including proper use of PPE and social distancing.
- To participate in all Covid-19 related trainings/awareness campaign.

5.0 Administration of MFK’s Operations

National and Local COVID-19 Requirements

National protocol for case management of Covid-19

MFK has implemented international and national protocols and guidelines for managing individuals suspected of having Covid-19 symptoms. These measures in place include the following:

Adhering to Government of Kosovo (“GoK”) protocol: Employees who appear to have symptoms (See Annex 1) upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors, and sent home. If an employee is confirmed to have been infected with Covid-19, they should inform employees of their possible exposure to Covid-19 in the workplace but maintain confidentiality as per ethical regulations.

MFK has put in place additional measures including initiating sanitization of its offices.

MFK has enforced respiratory health protocols for all staff at the office including mandatory wearing of face masks.

Personnel Management	
	<p>MFK has maintained a database of all staff which is managed by the Human Resources and Administration unit. MFK also maintains a database about vaccination status and Covid-19 status for all staff.</p> <p>No staff has suffered, or will suffer, any punitive measure as a result of being sent home for an extended period due to sickness or showing symptoms of Covid-19. Such personnel shall be managed following the guidance in Annex 1.</p> <p>MFK has developed a policy on the stigmatization of staff to protect staff who return to work after recovering from symptoms associated with Covid-19 or recovery from treatment of confirmed Covid-19 case. The policy has created awareness on Covid-19 infection to all staff and this has reduced Covid-19 infection stigma.</p> <p>MFK has instituted an alternative working arrangement to allow staff to work from home. Office operations is limited and a rotational working structure ensures that social distancing and Covid-19 risk mitigation protocol are viable.</p>
Workforce Screening	
<p>Workforce screening is an essential strategy for managing Covid-19 risks.</p>	<p>MFK has instituted mandatory daily screening for staff and visitors to the office.</p> <p>MFK has implemented a consistent health screening protocol upon entry (daily temperature and checks of symptoms: see Annex 1). Workers showing Covid-19 symptoms who do not require hospitalization shall be asked to isolate for 14 days and shall be paid while in isolation. Symptoms of Covid-19 include a temperature of 38°C or higher, cough, shortness of breath, fatigue, loss of taste, loss of smell etc. Please refer to screening checklist for more a more comprehensive list of symptoms.</p> <p>In a situation where a staff member has been identified to be in contact with someone who is infected with Covid-19 or is showing Covid-19 symptoms, that person is asked to self-quarantine for 14 days. The self-quarantined staff member will be paid during their period of isolation.</p> <p>Ongoing screening at the office has been implemented since April 2020 and includes the following:</p> <ol style="list-style-type: none"> a. Temperature checks (using non-contact thermometer). b. Mandatory screening checklist: see Appendix 2. c. Application of hand sanitizer at the entrance to the office before being allowed entry d. Enforcement of the “No mask, no entry” policy for all staff and visitors. MFK has provided face masks to all staff and visitors.

Social Distancing	
Social distancing has proven to be an effective means to control the corona virus.	<p>Mandatory social distancing requirements include:</p> <ol style="list-style-type: none"> 1. Avoiding crowding and gathering in groups. 2. Ensuring people maintain at least two meters of separation. 3. Avoiding handshaking by using other forms of greeting. 4. Conducting virtual meetings using telecommunications platforms whenever possible (e.g. Webex, Zoom). 5. When possible, conducting meetings outdoors instead of inside offices. 6. Setting up MFK Office configuration to allow for social distancing. 7. Creating a rotational working protocol at MFK offices to limit the number of staff in the office at any given time.
Personal Hygiene	
These safe work practices are among the most effective in reducing the risk of transmission of the virus.	<p>The following practices has been implemented at the office:</p> <ol style="list-style-type: none"> 1. Frequent hand washing with soap (for at least 20 seconds). In addition, application of hand sanitizers provided by MFK at the office. 2. Staff encouraged to carry and use their own cups, silverware and crockery as much as possible and use what is available to others only if it is adequately sanitized with soap and water between uses. 3. Encourage workers to cough or sneeze into a tissue or bent arm. 4. Assume that used masks, gloves and tissues are contaminated and dispose of them in sealable bags.
Workplace sanitation	
<p>Current evidence suggests that the novel coronavirus may linger for hours or days on surfaces made from a variety of materials. The objective of workplace sanitation is to clean surfaces that people are likely to come into contact with their hands.</p> <p>Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of Covid-19 and other viral respiratory illnesses.</p> <p>Additional disinfection should take place of areas and equipment used by workers who present symptoms of Covid-19.</p>	<p>MFK has ensured that highly touched surfaces are disinfected¹, and hands are cleaned with soap and water immediately afterward. Workplace sanitation focuses on highly-touched surfaces in:</p> <ul style="list-style-type: none"> ▪ Structures, including offices, gates, toilets, break areas, grievance boxes, suggestion boxes, stair handrails, and other equipment (computers, printers, etc.) shall be cleaned regularly (once every two hours). ▪ Vehicles: This includes inside of work vehicles. Handles, knobs, levers, seatbelts, and commonly touched surfaces shall be cleaned once every two hours.

¹ Disinfecting non-porous surfaces: (a) If a surface is visibly dirty, clean it first with soap and water; (b) Use either a diluted solution of unexpired bleach (1 part bleach to 60 parts water), an alcohol solution with at least 70% alcohol, and/or a government recommended solution for use against COVID- 19; (c) After application, allow 2 minutes of contact time before wiping, or allow to air dry (without wiping). NOTE: Never mix household bleach with ammonia or other cleaner.

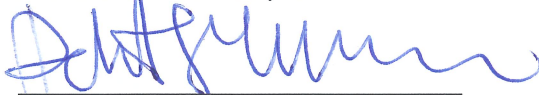
Training and Safety Awareness	
	<p>MFK has liaised with experts from the MoH to provide training and awareness to staff on Covid-19. The training provided include the following:</p> <ul style="list-style-type: none"> - Signs and symptoms of Covid-19 - How it is transmitted - What social distancing is - What preventative measures have been found to be effective - Office protocols (transportation, screening, what do if you have symptoms, safe work practices) - How to properly wear and dispose of PPE - Who to contact with Covid-19 related follow up questions. <p>Refresher training/awareness and education and Covid-19 posters have been used subsequently to the initial training to reinforce messages and communicate any changes.</p>
Personal Protective Equipment	
<p>PPE provides protection through equipment that a person wears. When social distancing cannot be consistently achieved, PPE should be deployed to break the exposure pathway. PPE must be chosen based on risk level in different scenarios.</p>	<p>MFK has provided supplies and training in the inspection, use, maintenance, storage, and proper disposal of:</p> <ol style="list-style-type: none"> 1. Masks: Masks reduce inhalation of the virus and can minimize the virus being exhaled by contaminated individuals. Masks are particularly important when work must be done in close quarters. 2. Gloves: Where worker protection warrants gloves, then proper selection will be based on the specific activity. Glove selection should be task specific to afford needed protection from injury. If known or suspected contaminated surfaces are touched, the gloves should be placed in a sealable bag and disposed of as construction waste and replaced with new gloves. 3. Sanitizing: Sanitizing reduces the risk of Covid-19 infection. Sanitizers and Disinfecting wipes are important where work is done in the office. All staff and MFK vehicles are provided with Sanitizers and disinfecting wipes during operations in the office and field monitoring <p>Disposal: PPE should be placed in a sealable bag and disposed of as construction waste.</p>

Working Arrangement	
<p>To protect the workforce and the public and to prevent the potential for exposure to the virus wherever possible. Currently MFK has put in place working arrangement that allows staff to work from home and office or from any other location.</p>	<p>The following practices has been implemented in the MFK offices:</p> <ol style="list-style-type: none"> 1. Frequent hand washing with soap (for at least 20 seconds). In addition, application of hand sanitizers provided by MFK at the office. 2. Staff encouraged to carry and use their own cups, silverware and crockery as much as possible and use what is available to others only if it is adequately cleaned with soap and water between uses. 3. Encourage workers to cough or sneeze into a tissue or bent arm. 4. Used masks, gloves and tissues are assumed to be contaminated and should be disposed of in sealable bags. 5. MFK has implemented a teleworking system in place where staff can telework from home; this is aimed at eliminating or minimizing exposure to potentially individuals in daily commute, at the office and/or eating facilities. <p>MFK has put in place the following measures:</p> <ol style="list-style-type: none"> 1. Provision of internet connect support and data to work effectively from home as necessary. 2. Flexible schedule for staff. 3. Regularly scheduled (daily or otherwise) virtual meetings for work teams to ensure effective coordination. <p>When staff are authorized to use the office, all Covid-19 procedures in place must be adhered upon entrance into the facility or building for use of office spaces, including:</p> <ol style="list-style-type: none"> 1. Screening of all persons entering MFK offices. 2. Practicing social distancing. 3. Wearing of face masks. 4. Handwashing and Sanitizing regularly.
Isolation	
<p>Isolation</p>	<p>During screening, observation and interviews of personnel for symptoms of Covid-19 infection (temperature checks, history of travel, coughs, chest pains, places visited etc.) by trained staff, a suspected person will immediately be isolated from staff and visitors and sent home, as articulated in GoK recommendations on Covid-19 risk mitigation.</p>

Vaccination and Testing	
<p>According to the WHO, as of 18th February 2021, at least seven (7) different vaccines across three platforms have been rolled in countries. Although no vaccine is considered 100% effective, vaccination can greatly reduce individuals' risks of infection. The faster the number of people in a community become vaccinated the faster the rate of transmission and infection will be reduced in that community</p> <p>There are different types of Covid-19 tests available which have distinct advantages and disadvantages. It is a consideration when deciding to allow an individual to return to work who has been quarantined either for being symptomatic or having a confirmed infection</p>	<p>MFK has put in place the following measures:</p> <ol style="list-style-type: none"> 1. MFK has encouraged all staff members to be vaccinated when possible. 2. MFK maintains a register with information on which employees have received vaccines and which employees have previously contracted Covid-19. 3. MFK staff, regardless of vaccination status, are to adhere to all requirements of MFK's Covid-19 Risk Mitigation Plan, including the wearing of face masks, handwashing and sanitizing, practicing social distancing, etc. 4. The MFK Covid-19 Risk Mitigation Plan remains in effect until the closure period or until the GoK has determined that Covid-19 transmission and infection rates no longer represent a significant risk in the country and around the globe. 5. In the case of showing symptoms or having a confirmed infection, PCR or rapid testing will be conducted for Staff who came into contact with a Covid-19 positive staff. 6. A return-to-work protocol includes results of Covid-19 PCR testing, the duration of quarantine (minimum 14-days), medical clearance by qualified professionals, and national and international Covid-19 protocols for return-to-work. 7. For asymptomatic individuals, a test administered by a qualified medical professional that returned negative results could allow them to return to the work environment assuming they do not become symptomatic following the test. However, they must adhere to all the Covid-19 requirement and procedures in place.
Transportation	
	<p>MFK has implemented the following measures:</p> <ul style="list-style-type: none"> ❖ Use of Covid-19 PPE when MFK staff use Public Transportation (Gloves, Face Masks, Sanitizers etc.) ❖ Maintain social distancing with adequate provision of Covid-19 PPE (Gloves, Face Masks, and Sanitizers etc.) even in a non-public bus or MFK Vehicles. ❖ MFK Vehicles should be clean and disinfected regularly. ❖ For all MFK Vehicles, social distancing and other Covid-19 risk mitigation protocols must be observed.

Reporting	
	MFK reports to its Board, MCC and other stakeholders on the implementation of these measures, including:
	<ul style="list-style-type: none"> a. The implementation of the Plan and any updates to the Plan. b. Incidences of suspected and confirmed Covid-19 cases. c. Incidences of non-compliance and remedial actions. d. Impacts on MFK operations and the Threshold Program implementation and completion. e. Additional steps taken to reduce risks through lessons learned.
Periodic Updating	
Adaptive management is important as new information becomes available.	This Plan will be reviewed and updated as needed. Given the rapidly changing nature of the Covid-19 pandemic situation, it may be necessary to review and update the plans frequently. Major updates and revisions to this Plan will be carried out in collaboration with MCC.

Chief Executive Officer, MFK



Date 12.07.21

Environment and Social Performance Consultant



Date 12.07.2021

ANNEX 1: Health Screening Protocol for Covid-19 Symptoms

Implementing a consistent protocol for screening workers will not prevent workers from getting sick, as 25 – 50% of infected people may not show symptoms. But it is important to limit the spread, as people appear to be most infectious when showing symptoms.

Key symptoms of COVID-19	YES	NO	Action
Temperature screening with non-contact thermometer (Fever: $\geq 38^{\circ}\text{C}$ [100.4°F])			<p>Certain symptoms could require immediate medical attention, including shortness of breath or difficulty breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, and bluish lips or face.</p> <p>If all responses are NO, individual access to facility is allowed.</p> <p>If any of the key symptoms exist (any YES response), individual access to facility should not be allowed.</p> <p>Individuals with symptoms should be isolated or directed to return home and/or seek medical advice and follow that guidance. If no medical advice is available through either source, quarantine for 14 days. Per national requirements MFK should call the relevant Health Authority.</p>
Have you experienced any of the following in the past 48 hrs.?			
Cough (usually dry)			
Shortness of breath or difficulty breathing			
New loss of taste or smell			
Chills / repeated shaking with chills			
Fatigue			
Sore throat			
Headache			
Muscle or body aches			
Diarrhea			
Congestion or runny nose			
Nausea or vomiting			
Additional Quarantine Consideration			
Have you been in contact with anyone who has key symptoms of COVID-19 in the last 14 days?			<p>If YES, quarantine for 14 days since contact, and if symptoms develop, follow the guidance above.</p>
Are you currently waiting on the results of a COVID-19 test?			

<p>Have you had exposure to anyone who is known to have laboratory-confirmed COVID19?</p>		<p>High risk exposure: close contact within 1 meter of a COVID-19 confirmed case for >15 minutes without PPE (no face cover/eye cover) or with failure of PPE and/or direct contact with respiratory secretions of confirmed COVID-19 case (clinical or laboratory). If YES, quarantine for 14 days since contact, and if symptoms develop, follow the guidance above.</p> <p>Low risk exposure: >1 meter away from a COVID-19 confirmed case for <15 minutes OR within 1 meter but wearing PPE (face cover, eye cover). Also consider lower risk if COVID case was wearing a surgical mask (source control). If YES, worker can access the facility subject to access screening protocols (use symptom monitoring form above).</p>
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If individuals have had symptoms consistent with Covid-19 or have tested positive for COVID-19, DO NOT physically return to work until you get a medical evaluation and are approved to return to a work setting. Please call your supervisor to discuss when to return to work.

If individuals have been in close contact with someone with Covid-19 stay home and self-quarantine for 14 days before returning to work.

Employees can be granted access to facilities providing:

- ✦ The quarantine/self-isolation period has been completed
 - **AND**
- ✦ Temperature has been < 38°C for at least 72-hours prior to returning to work site (that is three full days of no fever without the use medicine that reduces fevers). Temperature will continue to be monitored along with rest of work force. ○ **AND**
- ✦ Other symptoms have improved (example: cough or shortness of breath have improved)
 - **AND**
- ✦ The answer to **Additional Quarantine Consideration** is **No.**

