

APAMO's COVID-19 Reopening Guidelines for Protected Areas in Belize

November 5, 2020



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Overview

INFORMATION

Purpose of the Guidelines

The following guidance has been developed by the APAMO Central Resource Center (ACRC) to:

- Assist protected areas co-managers
- Implement plans for safe re-opening

These recommendations depend on the country's ability to monitor and to prevent COVID-19 from spreading. Protected Areas sites and offices may put in place the practices described in this guide as an integral part of reopening and receiving visitors in order to lower the incidence and spread of COVID-19.

The information provided here is obtained from publicly available sources, i.e. health agencies, governmental entities and member organizations. This information will be updated depending on current situations. There is yet much to learn about COVID-19, please be advised that APAMO gives no assurances as to the accuracy or completeness of the information provided. Furthermore, the information contained herein is provided for general informational purposes only and should not be construed as medical or legal advice on any subject matter.



MOST COMMON SYMPTOMS



What is COVID-19?

According to the World Health Organization (WHO), "Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. At this time, there are no specific vaccines or treatments for COVID-19. However, there are many ongoing clinical trials evaluating potential treatments. WHO will continue to provide updated information as soon as clinical findings become available. Currently, there are a number of COVID-19 positive cases in Belize, it is urged that we continue preventative practices to protect the general populace, including those who are most vulnerable.

Symptoms & Risks of COVID-19

Most people who are infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, 65 years and older, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are at a higher risk to develop serious illness and may even die.

Transmission of COVID-19

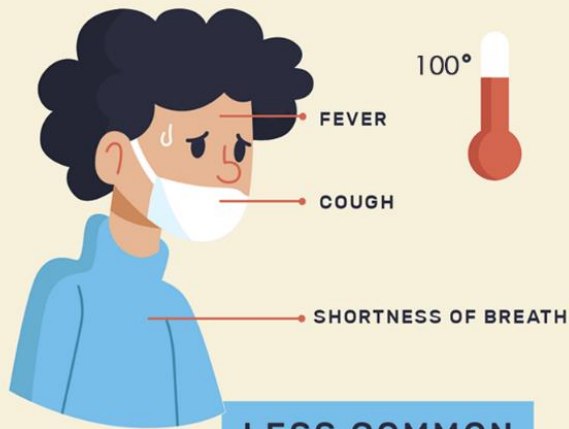
The best way to prevent and slow down transmission is to be well informed about the COVID-19 virus, the disease it causes and how it spreads.

Current evidence suggests that the COVID-19 virus spreads through direct, indirect or close contact with infected people and contaminated objects and surfaces. This happens when droplets of saliva or discharge exits the mouth or nose when an infected person coughs or sneezes, speaks or sings, for example. People become infected when the droplets enter the mouth, nose or eyes. Some droplets are so small, being referred to as aerosolized droplets, these can stay suspended in the air and cause infections especially in areas that are poorly ventilated.

Prevention of COVID-19

Workstation Hygiene and Etiquettes includes an extensive guide developed by the ACRC for the implementation of safety

and preventative measures during the re-opening of Protected Areas in Belize.



LESS COMMON

- DIARRHEA
- VOMIT

ADVANCED CASES

- PNEUMONIA
- RENAL FAILURE

TRANSMISSION

- AIR
- CONTAMINATED OBJECTS
- ANIMALS
- HUMANS



PREVENTION



Personal Protective Equipment (PPE)

Information

APAMO advises all members to use PPEs such as gloves, goggles, face shields and facemasks, as appropriate, for all staff in office and on site at all protected areas within the country of Belize. Note that depending on the activity or work being done, PPEs will vary.

Face Masks

Face masks should be utilized as a complementary measure and not a replacement for established preventive practices (Annex 11), such as physical distancing, cough and sneeze etiquette, hand hygiene and avoiding face touching.

- Face masks should completely cover the face from bridge of nose to chin
- Clean hands properly before putting the facemask on and after taking it off
- Only touch the cord or elastic at the ends of the facemask when removing it, do not touch the front face-covering piece
- If the facemask is disposable, be sure to do so safely in a proper container
- If reusable, see table below for care instructions.

HOW TO KEEP...

Keep 1 or 2 masks per day

Wash with detergent & Hot water

Dry with high heat or Sun dry & Iron

Wash hands before and after handling

TRASH IF...

The mask doesn't properly cover face

The ties\straps are damaged

Covering has holes or tears

Mask is worn out and too thin

The best way to test a mask is to hold a pressurized spray (e.g. Lysol can) directly behind the covering that faces the mouth and press to spray. If there is very little to no aerosol escaping, the mask is good.



Face Shields

The Centers for Disease Control and Prevention (CDC) DOES NOT recommend the use of face shields for normal everyday activities or as a SUBSTITUTE for cloth face coverings. Some people may choose to use a face shield when sustained close contact with other people is expected. If face shields are used without a mask, they should wrap around the sides of the wearer's face and extend to below the chin. Disposable face shields should only be worn for a single use. Reusable face shields should be cleaned and disinfected after each use.

Gloves

Wearing gloves can be helpful however, the user must pay keen attention to the dangers of Cross Contamination, which is transferring bacteria or other contaminants from one surface to another. In this case it would be the COVID-19 virus. Alternately, it is recommended to wash and sanitize your hands as much as you can while you avoid touching your face and other surface areas.

Workstation Hygiene & Etiquettes

IMPLEMENTATION: SAFETY & PREVENTATIVE MEASURES

At APAMO, safety is the first priority for all staff and visitors. The primary objective of following the workstation hygiene and etiquettes guide is as follows:

- To implement a system that will protect the staff from infection during the re-opening of the protected areas and establish good habits in adapting to the new norm that COVID-19 has imposed upon the country of Belize.
 - To prevent the transmission of COVID-19
 - To minimize the disruption of work activities

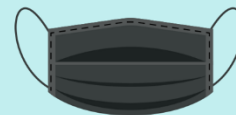
TYPES OF FACE MASKS



SURGICAL MASK



N95 MASK



ACTIVE CARBON MASK



SPONGE MASK



FFP2 MASK



CLOTH MASK



General Practices for ALL

In our day to day activities, all staff must remember to **avoid touching M.E.N** and instead **follow W.O.M.E.N**.



Stock Control & Inventory of Supplies for Cleaning and Sanitization on Site

1. Use the First in, First out (FIFO) method – this means that items will be used in order of batch purchase, this will assist to not have items expire in our storages
2. Maintain a log of the purchases and use of your items in stock (see Annex 7)
3. Perform stock counts weekly and monthly
4. Analyze the information so that you are able to project how often and in what quantities your cleaning and sanitization supplies will need to be replenished

Travelling to Protected Areas Site or Offices

Public Transportation

1. Always wear a mask

2. Sanitize hand frequently
3. Wash hands and sanitize upon arrival or before entering any facility

This applies to buses, vans, carpooling, boats, airplanes, helicopters etc. any means of transportation where you are required to travel using a mode that is also used by other members of the public.

PA Site/Office Issued Vehicles

1. Always wear a mask
2. Always disinfect Vehicle before and after use (Annex 8)
3. Maintain a passenger log (Annex 4)
4. Wash hands and sanitize upon arrival, before entering any facility

This will apply to automobiles, bicycles, motorcycles, ATVs, boats etc.

Private Transportation

1. Wear a mask if you are travelling with persons who do not reside within the same household
2. If you are travelling with persons outside your immediate family, it is advised to clean and disinfect your vehicle (Annex 8)
3. Wash hands and sanitize upon arrival or before entering any facility

This applies to any mode of transport owned by the driver.

Maintenance Personnel

*** No Maintenance Personnel? – All staff must adhere.*

All maintenance personnel and staff who are responsible for cleaning their own surrounding area must heed the following advice.

1. All surface areas, high touch areas and surroundings should be wiped clean with soap and water followed by a bleach solution (Add 4 tablespoons of Clorox to 1 quart of water) to properly disinfect with at least 1 minute of contact time
2. Each site and office will provide PPE and the items needed to properly clean and sanitize the areas of work (Annex 7)
3. Ensure to refill all wash stations with soap, sanitizer and other necessary items

Routine Cleaning for Offices (Annex 6)

- Reception areas
- Lobbies/waiting areas
- Bathrooms
- Offices and conference rooms
- Kitchen/food prep areas



- Storage areas
- New supplies
- Office tools and equipment

Routine Cleaning for Sites

- Ticketing counters/windows
- Common/waiting areas/visitors' centers/office/picnic areas
- Bathrooms/Changing rooms
- Kitchen/food prep areas
- Gift shops
- Staff quarters/accommodations
- Storage areas
- New supplies
- Equipment and rentals
- Site tools/ equipment

Office & Administration

All office and administration officers should follow the “General Practices for ALL” above. As a precaution also follow the following advice below for meetings and conferences.

Meetings and Conferences

For site or office meetings, bear in mind the potential risk from COVID-19 because:

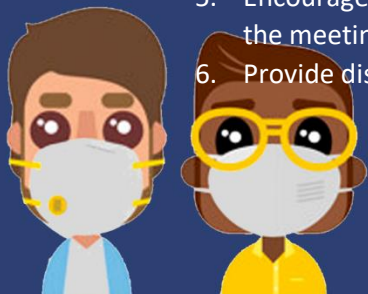
- There is a risk that people attending your meeting or event might unwittingly bring the COVID-19 virus to the meeting
- Others might be unknowingly exposed to COVID-19

Before the Meeting

1. Consider whether the meeting is necessary or whether it could be postponed or opt to replace the meeting with a tele or video conference
2. Pre-order sufficient supplies and materials, for all participants
3. Agree to a response plan in the event that someone at the meeting displays symptoms of COVID-19: Contact the authorities (Annex 10 for local COVID-19 assistance hotline)

During the Meeting

1. Wash hands before entering the facility for the meeting (Annex 11)
2. Maintain Social distancing protocols (Annex 11) and employ the use of PPEs
3. Provide information, preferably both orally and in writing, on the measures that organizers are taking to make this event safe for all participants
4. Build trust. For example, as an icebreaker, practice ways to say hello without touching
5. Encourage regular handwashing or use of an alcohol rub by all participants during the course of the meeting
6. Provide dispensers of alcohol-based hand rub prominently around the venue



MASKS ARE REQUIRED

7. Open windows and doors whenever possible to make sure the venue is well ventilated
8. If anyone starts to feel unwell, follow your preparedness plan

After the Meeting

1. Retain the names and contact details of all participants for at least one month. This will help the public health authorities to conduct their mapping exercise in order to trace people who may have been exposed to COVID-19 if one or more participants become ill shortly after the event
2. If someone at the meeting or event was isolated as a suspected COVID-19 case, the organizer should inform all participants of this development. They should be advised to monitor themselves for symptoms within the next 14 to 21 days

Drivers

All drivers should follow the “General Practices for ALL” above. As a precaution, drivers should also follow the following advice in the event that a passenger reports symptoms of COVID-19 in the near future. Passenger log (Annex 4)

Volunteers & Interns

All volunteers and interns are expected to follow the “General Practices for ALL” in addition to the specific directions given by their supervisors. Directions are to be associated with the guidelines, depending on where within the PA site or office, the volunteers/interns are placed.

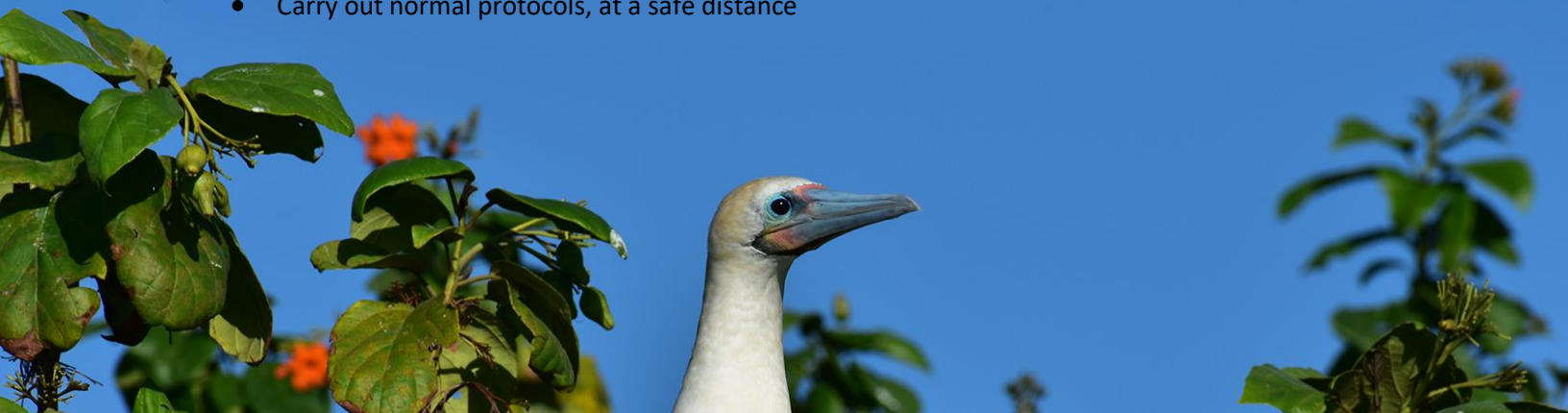
Rangers, Guides & Monitoring/ Surveillance/ Service Workers

All rangers, guides, monitoring and surveillance and service workers are expected to follow the “General Practices for ALL” listed above. In addition to that, adhere and enforce the guidelines below in the section for “Engaging with Visitors & Guests”. These will ensure that:

- Guest confidence is instilled
- Best Practices and expectations are communicated throughout the duration of visit
- Value is added to the experience of the visitors
- Staff and visitors are protected from the possibility of becoming infected with COVID-19

On Site Patrols

- It is advised to follow the “General Practices for ALL” when conducting either pre-designated or random checks at the PA site
- A mask is not needed for the patrol as it may include hiking or walking along the trails
- Your safety is always first, if you come across people who do not belong on the site, assume they are infected with COVID-19 and keep at a safe distance
- Carry out normal protocols, at a safe distance



Engaging with Visitors

IMPLEMENTATION: SAFETY & PREVENTATIVE MEASURES

Below are guidelines that will assist any staff who expects to come in contact with visitors during or after the reopening of the PAs. It is recommended that these guidelines are practiced and enforced as it will give our Protected Areas an edge in preventing infections and the transmission of COVID-19.

The main idea behind these guidelines is communication, preparation, and control. If a situation arises that has not been covered by these new measures you will be better able to make informed decisions on the spot.

NOTE: If such a situation arises, it is then expected that the staff will report such situations to the managers, followed by the ACRC to be able to chart out new solutions to address future incidents at all Protected Areas in Belize.

Before Arrival

1. Communication

- Attend COVID-19 capacity building workshops (see annex 5), practice to respectfully instill guest confidence and lay down regulations to enter the Protected Area at a short orientation.
- Ensure that signage has been put in place to serve as a reminder to PA workers and visitors of best practices for their own safety.
- Each PA should communicate their plan and safety measures first to regular/returning guides and resort areas within the vicinity and those whose guests frequent the location; and then be extended to all tourism-based organizations.
- Suggest that the organizers/guides/resorts let us know when visitors are expected to arrive, and in what quantities, if possible, to send us a listing so that we have recorded who has visited the site, in the event that any person has been found positive of COVID-19.

2. Preparation

- Ensure that staff has been briefed and are in practice of the workstation hygiene and etiquettes.
- Require that guests coming into the PA carry their own masks, water bottles, and any towels.
- Ensure that all soaps, sanitizers are refilled at wash stations throughout the location.
- Ensure that any forms, surveys, menus and other hard copy keepsakes be made virtually available to guests or laminated for easy cleaning.

3. Control

- Retain disposable masks and water on site for sale, in the event that a few guests do not have.
- Schedule regular breaks in the tour/visit to actively wash hands and encourage all guest to follow the example.



Upon Arrival

- a. Set the example.
- b. Wash hands before entering the site and as often as possible.
- c. Short orientation, instill guest confidence and establish regulations of the visit/tour as it relates to COVID-19 best practices as well as best practices for the PA and sites
- d. Mask (Face shield optional) to be used throughout the ticketing routine, DO NOT touch face, wash hands up to elbows immediately after handling tickets, monies, and other items.
- e. It is advised that guest facilities be cleaned every hour.

After Departure

- a. Wash, clean and sanitize all equipment, facilities and other items and vehicles that were used for visitors.
- b. Be sure to mark which items are clean and which items yet has to be cleaned to avoid any confusion.
- c. Prepare items for new visitors
- d. Replenish and refill the soap, sanitizers, paper towels and other necessary items throughout the PA.
- e. Documentation should be kept with the attendee's information including names and duration of visit also the names of staff who had been in contact with that group (Annex 3).



Recommended Guidelines per Activity

- **Trails | Hiking**
 - No mask is required
 - Maintain social distancing of 6 feet
 - 10 persons maximum per group
 - **Clean and sanitize all equipment before and after each use.**
- **Caving | Swimming**
 - No mask is required
 - Maintain social distancing of 6 feet
 - 10 persons maximum inside the cave
 - Visitors waiting outside the cave **MUST WEAR MASK**
 - Use discretion with maximum persons swimming depending on size of area
- **Diving | Snorkeling | Tubing**
 - No mask is required
 - Maintain social distancing of 6 feet
 - Keep track of equipment so that items are not shared
 - Use discretion with maximum persons depending on size of area
 - **Clean and sanitize all equipment before and after each use**
- **Horseback Riding**
 - No mask is required
 - Maintain social distancing of 6 feet
 - One person per horse
 - Use discretion with maximum persons depending on size of area
 - **Clean and sanitize all equipment (ropes, saddles etc.) before and after each use**
- **Fishing | Drumming | Birding**
 - Mask is required
 - Maintain social distancing of 6 feet
 - Use discretion with maximum persons depending on size of area
 - **Clean and sanitize all equipment before and after each use**
- **Interactive tours with surrounding communities**
 - Mask is required
 - Maintain social distancing of 6 feet
 - Use discretion with maximum persons depending on size of area

COVID 19- Response Measures

Appoint a COVID-19 Preparedness & Response Coordinator who is responsible for all control measures related to COVID-19 prevention. Refer to COVID-19 Preparedness & Response Coordinator profile (Annex 1).

1. If a worker on site is confirmed to be infected, the individual or his/her supervisor should inform the nearest clinic (see Annex 10) of the possible infection in the workplace while maintaining confidentiality.
2. Await instructions from the health authority. If possible, ensure that the individual remains on property in a secluded area until the relevant authorities arrive or until transportation arrangements have been made.
3. Where an employee has been asked to stay in a designated isolation room at the site/office, a doctor (wearing appropriate personal protective equipment) should perform a medical evaluation, or arrangements to be picked up by an ambulance should be made, especially if the individual is too ill to leave the site.
4. If an employee is COVID-19 positive, their workstation should be cleaned and disinfected, along with any public areas where s/he has spent significant time. The employee's contacts should be notified, including those individuals with close interaction since the time that the individual started to develop flu symptoms, as well as the preceding days.
 - a. The supervisor must also identify tools that the infected person used and disinfect or discard of those items.
5. Employee(s) exposed to a co-worker with confirmed infection should also inform his/her supervisor followed by local doctor in order to conduct a risk assessment of their potential exposure.
 - a. If the confirmation cannot be done immediately the employee(s) exposed with the suspected case must be sent home on 14-day quarantine just in case they develop symptoms, also informing supervisor and nearest clinic.
6. If confirmed as COVID-19 positive; the individual is required to follow the recommendations of the local health authority and may not return to work until given approval by the proper health authority.
7. Actively encourage sick employees to stay home and establish self-isolation if the symptoms previously described are present. Employees should notify their supervisor and report their condition on a frequent basis. Employees must keep on-site medical services informed, and with their authorization, they may return to work when they are free of fever and any other symptoms for at least 72 hours, without the use of fever-reducing or other symptom altering medicines (e.g. cough suppressants).

COVID-19 Isolation Room

For confirmed or suspected COVID-19 patients, evaluate need for hospitalization. If hospitalization is not medically necessary, an onsite isolation unit may be preferable if the individual's situation allows.

The below should be used as a guide for the preparation and utilization of an isolation room/ area (see Annex 9).

- Single patient room with working bathroom or access to secluded bathroom. If available, separate room/ area for donning and removing all PPE
- Ensure adequate room ventilation
- Remove all non-essential furniture and ensure that the remaining furniture is easy to clean and does not conceal or retain dirt/ moisture within or around it
- Post signs near the area indicating that the space is an isolation zone
- Ensure that appropriate handwashing facilities and supplies are available
- Place waste bags in a bin and if possible, use a touch-free bin. Ensure that used items and bins remain inside the isolation room
- Keep the patient's personal belongings to a minimum
- Isolation caddy or container stocked with PPE that remains outside room
- A checklist to ensure that all equipment is available
- Log sheets to record all persons entering room
- Ensure that visitors consult the health-care worker in charge (who is also responsible for keeping a visitor record) before being allowed into the isolation areas
- Place a labeled container with a cover outside the room for equipment that requires disinfection or sterilization
- Keep adequate equipment required for cleaning or disinfection near the isolation room or area
- Ensure that there is a method of communication in the isolation room or area to enable patients, family members or visitors to communicate with health-care workers
- Once used, the isolation room/ area should remain barred from entry with opened doors and windows and air-conditioning turned off until it has been cleaned and disinfected
- The isolation room/ area can be utilized once cleaning has been completed

COVID-19 Trainings

The goal of these trainings is to increase the health and safety awareness of Protected Areas workers to prevent potential exposure to COVID-19. Along with reviewing and implementing APAMO's COVID-19 Reopening Guidelines for Protected Areas in Belize, employees must complete any 3-5 training sessions pertaining to COVID-19 and health & safety protocols. A log sheet must be utilized to document the various training and the participants (see Annex 5).

Learning objectives: After attending participants will be able to:

1. Assess risk factors for work-related exposure to COVID-19
2. Understand and practice proper etiquettes in attending to visitors having COVID-19 protocols in place
3. Assess the preparedness and readiness of the PA site to receive visitors and dealing with a suspected COVID-19 positive case
4. Define protective measures that sites should implement applicable to their activities/ services

Training Program:

Training Title	Source (BTB)
Introduction to Tourism Gold Standard Program	https://youtu.be/m_ka4U4OIYo
Enhanced Safety Protocols for Tourism Sites	https://youtu.be/nbwSYhbCPIU
Enhanced Safety Procedures for Tour Operators	https://youtu.be/AOLgVJphRXw
Cleaning & Sanitization Guidelines for Tourism Sites	https://youtu.be/VkjQBIF7PVY
How to Operate Within the Safe Corridor	https://youtu.be/0PTHhiORLmU
Tourism Gold Standard Program Manager training	https://youtu.be/bP9yEEDv5Vk
Sanitizing and cleaning guidelines for Tour Operators	https://youtu.be/fLPOqr3m3M8
How to Handle a Suspected Case of COVID-19 Among Guests and Staff	https://youtu.be/phQnVIZ9BDs

Annexes

Annex I: COVID-19 Preparedness & Response Coordinator

Roles & Responsibilities

The COVID-19 Preparedness & Response Coordinator is responsible for coordinating and implementing all procedures adopted by the organization that are applicable to the site in connection with COVID-19. The COVID-19 Preparedness & Response Coordinator also serves as the focal point for all COVID-19 logistics, coordination, technical aspects and administrative questions related to COVID-19 – internally and externally. The COVID-19 Preparedness and Response Coordinator will attend relevant meetings at national and/or field level, collect site feedback and provide input and guidance on national guidelines; ensure good coordination between the different staff and personnel involved in COVID-19 preparedness activities; provide strategic direction, in collaboration with APAMO and the Ministry of Health, on the site's engagement in COVID-19 preparedness activities; finally, he/she will support Emergency Response Team interventions specific to COVID-19 response. One individual may be assigned this role, however with limited human resources, this role can be

Overview

Outbreak preparedness and site response for COVID-19 is the mandate which will include preparing the staff and facilities should their areas have confirmed cases. APAMO members are actively engaging with the national COVID-19 preparedness mechanisms, and the emergency response plans to implement COVID-19 preparedness and response activities.

The key functions of this role include:

Logistics, Health & Safety Control

1. Ensuring that a minimum of six (6) feet physical distancing is being adhered to by employees, suppliers and visitors throughout the facility, by:
 - a. Limiting gatherings of any size.
 - b. Minimizing personal interactions with suppliers or other third parties picking up or delivering materials/ equipment and encouraging drivers to remain in their vehicles while on-site. *Do not allow access to non-essential visitors*
 - c. Identifying and taking actions to eliminate any congestion and high-traffic areas such as hallways, staircase, break areas, and transportation vehicles.
 - d. Discussing alternatives, such as staggering schedules, with the manager or supervisor, if applicable.
2. Instructing/train personnel on the appropriate use of PPE, such as gloves, goggles, face shields and face masks for the activity being performed and reminding personnel to not share PPE.
3. Maintenance of sufficient washing stations, including:
 - a. Daily checks of inventories to promptly inform the appropriate procurement personnel of any shortages of cleaning supplies, including washing stations, soap and/or hand sanitizer and disposable napkins and/or paper towels.
 - b. Verify installation of easily accessible disinfectant gel dispensers for staff and any visitors to the site.
4. Schedule regular cleaning and disinfecting of workspace, vehicle, tools, and equipment.

5. Discontinuing, until properly cleaned, the use of any workspace, vehicle, tools, and equipment used by an employee that is either sent home due to illness, is quarantined due to confirmed COVID-19 or displays COVID-19 like symptoms.
6. Discouraging employees from sharing (without disinfecting before and after use) items with other employees, such as phones, kitchen/break room supplies, desks, offices, tools and equipment etc.
7. Display, in areas visible to all guests, suppliers and employees, updated COVID-19 site procedures, hygienic practices and physical distancing recommendations, including those materials enclosed in the PA Reopening Guidelines.
8. Enforce and remind anyone to stay home if they are sick with flu-like symptoms and follow the organization's reporting protocol for any instances in which someone is staying home or is leaving work due to feeling ill.
9. Instructing employees to inform manager/supervisor if they have a sick family or household member at home with COVID-19 or flu-like symptoms.
10. Maintaining a daily log of all workers, suppliers and visitors and ensuring the temperature screening process is being properly adhered to.
11. Any other procedures adopted by the organization in connection with COVID-19.

Communication & Coordination

1. Develop and maintain appropriate communication with the staff and other visitors.
2. Participate and proactively engage in COVID-19 preparedness coordination meetings and working groups at national and, field level. Provide summary notes of all external meetings for relevant staff.
3. In coordination with APAMO, develop and deliver training on COVID-19 preparedness to all site staff.
4. Ensure clear internal coordination within the staff including Emergency Response Teams, APAMO, local health authorities, and other support teams.
5. Assess the need for and contribute towards the design and implementation of on-site COVID-19-related staff/visitor health protocols and procedures.

Management of site - COVID-19 related

1. Manage COVID-19 preparedness activities, alongside the relevant staff in order to meet the objectives within budget and allotted time frame.
2. React quickly to crisis and organize and implement appropriate assessments, responses and reports.
3. Contribute to the development and implementation of a COVID-19 preparedness and response strategy.
4. Continuously monitor and supervise COVID-19 preparedness and response activities, evaluating progress through outputs and impact. Provide input into the integration of participation and accountability.
5. Ensure accurate and timely reporting of activities according to applicable timeframes and formats.
6. Participate in the development of interventions and new proposals, linked to the assessed needs and gaps.

The COVID-19 Preparedness & Response Coordinator reports to the Site/Park Manager and the APAMO Central Resource Center.

Annex 2: Employee Work & Temperature Log

Date	Time IN	Time OUT	Name	Temperature <100.4 F	Asked to go home? Yes/No	Notes / Other symptoms

Annex 3: Guest and Supplier Temperature Log

Date	Time IN	Time OUT	Name	Contact Number	Address	Temperature <100.4 F	Reason for visit	Notes / Other symptoms

Annex 4: Vehicle/ Passenger Log

Driver's Name:								
Date	Departure		Destination		Purpose of Trip	Passenger Details		
	Point	Time	Point	Time		Name(s) in Full	Signature(s)	Contact Number/ Address

Annex 5: COVID-19/ Site Preparation Training Log Sheet

Organization: _____					
Employee Name	Name of Training	Date	Time Started	Time Ended	Employee Signature
Supervisor Name: _____					
Supervisor Signature: _____					

Annex 6: Cleaning Checklist

Cleaning Checklist								
Area/Item to be cleaned	Days of the week							Supervisor's signature
	Mon	Tue	Wed	Thr	Fri	Sat	Sun	
Table/Desks								
Chairs								
Telephone/Cell phone								
Computer Keyboard and Mouse								
A/C Remote								
Office & Vehicle Keys								
Inner and outer Doorknobs								
Light switches								
Printers								
Credit Card Machine								
File Cabinet Handles								
Break area tables								
Counter Tops								
Microwave Handle								
Refrigerator Door Handle								
Cabinet Handles								
Visitor Waiting area table								
Ticket Counter/ Booth								
GPS								
Binoculars								
Flashlights								
Lifejackets								

Floatation Devices/ Tubes								
Bathroom inner and outer light Switches								
Bathroom inner and outer doorknobs								
Bathroom sinks								
Bathroom Toilet Seats								
Paper Dispensers Handles								
Soap Dispenser Handles								
Toilet Flush Handle								
Water Dispenser Knobs								

Annex 7: Checklist of Items/Cleaning Supplies for Office

ITEMS	AVAILABLE	NOT- AVAILABLE
Soap/Liquid Soap		
Paper hand towels		
70% and above alcohol hand sanitizer/rub		
Tissue paper		
Red garbage bags (infectious waste) or black/white bag labeled infectious waste *biodegradable bags are also recommended		
Foot operated waste receptacle		
Clorox bleach		
Clorox wipes		
Cleaning cloth		
Mop bucket		
Mops		
5 gallons water container for Clorox mix (1:100)		
Cleaners gloves		
Surgical masks		

Source: Ministry of Health and Wellness Jamaica, 2020

Annex 8: Vehicle Cleaning Checklist

Vehicle Cleaning Checklist								Vehicle No. _____
Area/ Item to be cleaned	Days of the Week							Supervisor's Signature
	Mon	Tue	Wed	Thr	Fri	Sat	Sun	
Steering Wheel								
Vehicle Keys & Tags								
Exterior door handles								
Interior door handles								
Interior door panels								
Trunk handle								
Gear Selector								
Parking Brake Handle								
Dashboard								
Turn Signal Lever								
Windshield Wiper control								
Centre console & Arm Rest								
Seat Belt & Buckle								
Driver & Passenger Visor								

Annex 9: Checklist for Isolation Room

Checklist for Isolation Room		Date: _____
Item		Quantity
Eye protection (visor or goggles)		
Face shield		
Gloves		
Particulate respirators (N95, FFP2, or equivalent)		
Medical (surgical or procedure) masks		
Gowns/ aprons		
Hand-free soap dispenser		
Liquid hand soap		
Alcohol-based hand rub		
Hand-free paper towel dispenser		
Paper towel		
Clean water for washing hands		
Clean single-use towels (e.g. paper towels)		
Sharps containers		
Appropriate cleaning and disinfecting detergent		
Hands-free garbage bin		
Large plastic bags		
Appropriate clinical waste bags		
Container for PPE (outside the room)		
Linen bags		
Collection container for used equipment		
Visitor log sheets		
Appropriate isolation area signage (ENHANCED CONTACT and DROPLET PRECAUTIONS)		

Annex 10: Ministry of Health Belize Hotline & Focal Point for Covid-19

COVID-19 Focal Contact Points	
Location	Contact Number
Corozal	<ul style="list-style-type: none"> • 675-667 • 670-9468 • 670-9468
Orange Walk	<ul style="list-style-type: none"> • 670-9367 • 670-9375
Belize City	<ul style="list-style-type: none"> • 613-0787 • 223-2722
Caye Caulker	<ul style="list-style-type: none"> • 668-2547
San Pedro	<ul style="list-style-type: none"> • 672-0911 • 671-0911
Belmopan City	<ul style="list-style-type: none"> • 822-1815 • 663-0691
San Ignacio Town	<ul style="list-style-type: none"> • 664-2694 • 824-4804
Dangriga Town	<ul style="list-style-type: none"> • 522-2494 • 629-7439 • 601-1045
Independence Village	<ul style="list-style-type: none"> • 632-4702 • 603-5123
Toledo	<ul style="list-style-type: none"> • 722-0410 • 625-6415 • 637-6497

Annex 11:
COVID-19
Signage



How to Properly Wash Hands



Wet Hands



Use Soap



Rub Hands
Palm to Palm



Lather the Backs
of Your Hands



Scrub Between
Your Fingers



Rub the Backs of Fingers
on the Opposing Palms



Clean Thumbs



Wash Fingernails
and Fingertips



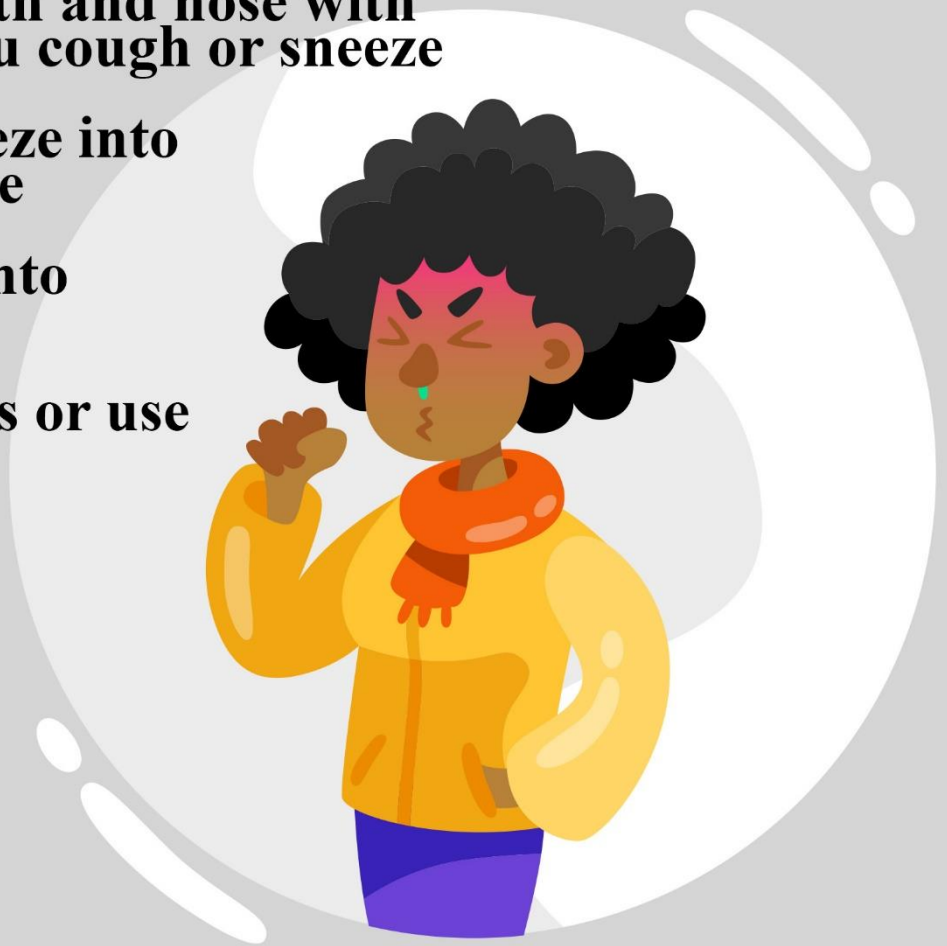
Rinse and
Dry Hands

Your Hands are Clean!!

Cover Your Mouth to Cough & Sneeze the Right Way

Stop the spread of germs that makes you and others sick

- ✓ **Cover your mouth and nose with a tissue when you cough or sneeze**
- ✓ **Or cough or sneeze into your upper sleeve**
- ✓ **Put used tissue into trash bin**
- ✓ **Wash your hands or use a hand sanitizer**



Do not use your hands to cover your cough & sneeze, you will end up spreading more germs via everything you touch.

Annex 12: Onsite Preparation







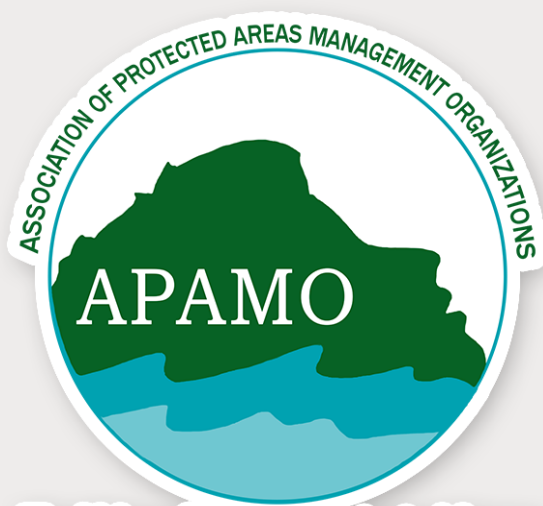
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About APAMO

The Association of Protected Areas Management Organizations, APAMO, is Belize's umbrella association for Protected Areas, (PAs) Co-managers. Established in August of 2007, APAMO has proven to be an essential partner to the Ministry of Forestry, Fisheries and Sustainable Development in the implementation of the National Protected Areas Policy and System Plan. APAMO also contributes to achieving Belize's obligations under the Convention on Biological Diversity and other international commitments. Over the years, APAMO has been able to build strategic partnerships with key conservation entities and donors including PACT, GEF SGP and WWF.

APAMO boasts fifteen protected areas co-manager members and a total of twenty-eight protected areas across Belize. This collectively helps to conserve 1.29 million acres of Belize's biodiversity, and through this, improves the lives of thousands of stakeholders. APAMO's membership has fostered a platform and environment whereby PA co-managers have committed to join forces to build on opportunities that will improve the management and secure the integrity of Belize's protected areas. Similarly, co-managers can effectively address the various challenges and threats that may hinder progress toward effective management or the quality of Belize's natural resources. Therefore, APAMO's role as the unified voice that advocates for and contributes to the sustainability and effective management of Belize's protected areas has demonstrated to be a critical one.



The Voice of Belize's Protected Areas

