

CONDUCT OF TRAININGS AND/OR CAPACITY BUILDING SESSIONS FOR COMMUNITY PARTNERS

(I.E. BANTAY BUKID, BANTAYO AWEG)

**Subject to changes in accordance with the policies and guidelines that will be issued by the IATF and LGUs in the future*

- Field activities such as nursery maintenance, tree planting, and water monitoring will be continued but should strictly observe government and organizational guidelines
- Observe maximum number of participants to ten (10)
- **Outside participants for community-based water monitoring is temporarily not allowed**
- **IDIS will continue to facilitate field visits / educational tours provided that participants will not exceed the maximum number of 10 including Bantay Bukid, Bantayo Aweg and IDIS staff**
- Actual field training and workshops will still be conducted.
 - Prepare the program and workshops in such a way that is participatory but will observe physical distancing
 - Prepare the list of participants early and before starting the activity. Only those who are listed will be allowed to attend during the actual activity.
 - Check venue if there is enough space for physical distancing
 - Provide PPEs to the participants (if possible) or remind them to bring their own water tumbler, utensils, face mask



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- ▶ Bantay Bukid volunteers will also continue with their regular field activities such as foot patrolling, biodiversity monitoring, river clean-up and monitoring, tree planting and disaster preparedness and response activities.
- Implement clustering in every meeting or activities in the field. Bantay Bukid cluster with more than ten members are encouraged to conduct the activity with ten members only and discouraged prolonged face to face interaction and conversation.
- Regular disinfection must be done for the tools and other equipment used for tree planting, nursery establishment / maintenance and water monitoring
- Wear PPEs
- Bantay Bukid volunteers with illness and more than 60years old are discouraged to attend trainings, capacity building and other related activities
- During the release of Bantay Bukid allowance from CMO, Bantay Bukid volunteers must wear mask and maintain physical distancing. For partner organizations and schools, trainings can be conducted online.



PARTNERSHIP ACTIVITIES AND/EVENTS WITH SCHOOLS AND OTHER ORGANIZATIONS

(CHURCH-BASED, EXISTING EVENTS-BASED PARTNERSHIPS IN OTHER CITIES AND/PROVINCES)

**Subject to changes in accordance with the policies and guidelines that will be issued by the IATF and LGUs in the future*

- **Prepare concept of the activities** (i.e. quiz bee, forum, etc.) one month before the event. If the activity is in partnership with IDIS, make sure to **review the details of the events**.
- **Opt for online or digital activities** as much as possible.
- **Conduct online partnership meetings with schools and other organizations**
- **Coordinate the activity with DepEd Division** thru sending necessary documents and letters. Memo from DepEd will help us reach our target schools. Letters shall include the title of the activity, rationale, schedule, and target participants for each schools.
- **Do preparations online, conduct regular updating** through email, group chat
- **Online forms and attendance** shall be made for the activity
- **Updating of the participants** prior and after the event shall be made online thru group chats, email, and personal messaging.
- **Check technical and logistical requirements** – steady internet connection, paid zoom account, updated laptop software
- **Prepare checklist and assign tasks** properly and conduct dry runs
- **Start on-time, ensure time management**
- **After the activity, edited videos and highlights** of the activity shall be sent to the participants, organizations and schools to be shared in the GC of their students
- **Follow-up commitments and continue updating**



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CONDUCT OF FORUM AND/OR SUMMIT

**Subject to changes in accordance with the policies and guidelines that will be issued by the IATF and LGUs in the future*

- **A combination of online and physical forum may be conducted limiting physical audience, including IDIS staff to 10 observing physical distancing**
- **Digital forum or summit is highly recommended**
- **Prepare the event concept one month before the scheduled forum or Summit**
- **Do preparations online, conduct regular updating through email, group chat**
- **Check technical and logistical requirements – steady internet connection both for the host, organizers and resource persons, paid zoom account, updated laptop software,**
- **Prepare checklist and assign tasks properly**
- **Conduct dry runs**
- **Secure presentations earlier**
- **Start on-time, ensure time management**
- **Send digital certificates to RPs and participants after the forum or Summit**
- **Prepare highlights of the events after the forum or Summit (video and texts document) and email to all at least a week after the event**
- **Ensure follow up of commitments of the participants and speakers**



CONDUCT OF MEETING WITH NETWORKS

**Subject to changes in accordance with the policies and guidelines that will be issued by the IATF and LGUs in the future*

- Online meeting is recommended
- If physical meeting is needed, maximum of 10 participants should be observed by checking the meeting venue earlier ahead of time
- Remind meeting participants of the regular health reminders – wearing of face masks, physical distancing, bringing of alcohol or sanitizer, personal tumbler and utensils, etc
- Avoid hand shake and physical touches (hug, beso-beso, etc)
- Prepare alcohol/hand sanitizers and footbath at the entrance of the meeting place/venue for physical meeting.
- Do an online attendance signing for physical meetings (this should be done a day before the meeting)
- Email the agenda in advance and highlights of the meeting after to all IDIS staff and/or network members (if in-charge of the documentation)
- Sanitize the place/room after the meeting



CONDUCT OF MEETING WITH PARTNERS AND POLICY TARGETS

**Subject to changes in accordance with the policies and guidelines that will be issued by the IATF and LGUs in the future*

- **Online meeting** is highly recommended
- If online meeting is impracticable, **physical distancing must be strictly observed** and ensure that the meeting venue is not crowded.
- Ensure also that **staff and other participants are wearing PPEs** when meeting physically.
- **Prepare discussion points** and email in advance. **Highlights of the meeting** shall be emailed after the meeting
- As much as possible, letters, minutes, and other **pertinent documents shall be scanned or digitally converted and shall be sent online.**
- Identify transportation options that would lower the risk of transmission and maintain physical distancing whenever travelling to and from the meeting venue.
- Staff and partners who committed to attend the scheduled meeting but are not feeling well or suffering from fever, cough, sore or itchiness of the throat, runny nose, allergic rhinitis or diarrhea on the day of the scheduled meeting are advised not to attend the meeting/lobbying and shall inform the management immediately OR agree to opt for online meeting.
- Meeting participants shall be reminded to bring their own pen (for signing in the attendance sheet) and notepad
- **Avoid handshakes** and other unnecessary physical contact
- **Wash or sanitize hands** before entering the meeting place
- All meeting participants are advised to **identify or keep a note of the persons who attended the meeting, mode of transportation used in going to the meeting place** (jeep, taxi, motorcycle, private vehicle) as this will be helpful in case of contact tracing.
- It is advisable that the **employee only attend one physical meeting per day or lobby in one building per day** in order to avoid further spread of infection/virus.



CONDUCT OF RESEARCH AND DATA GATHERING

**Subject to changes in accordance with the policies and guidelines that will be issued by the IATF and LGUs in the future*

- ▶ **Review all research plans/designs and ensure that research related activities will prevent or minimize physical contacts**
- ▶ **Research questionnaires, interview appointments and other data gathering tools, if possible, shall be paperless or shall be forwarded or discussed to research respondents through electronic means (e.g. email, messenger, zoom meetings and the like). If not practicable, it shall be encoded through the use of gadgets (e.g. tablets or phones) which shall be disinfected after each use**
- ▶ **The use of online technology in data acquiring, mapping, analyzing and the like are highly recommended**
- ▶ **If field data collection activities cannot be prevented, researcher/s shall practice physical distancing and shall protect him/herself with proper protective gears in all activities at all times:**
 - **Researcher should work with a partner, if possible, and inform other staff of their whereabouts and the time of their return to the office, if necessary.**
 - **Discuss transportation options to maintain physical distancing. Identify transportation options that would lower the risk of transmission and maintain physical distancing; (2 passengers in car/taxi is allowed, motorcycle back-ride is prohibited, 1-seat apart in PUJs/, van for rent) refer protocols in the general guidelines)**
 - **For research related tasks that will be conducted outside Davao City and will require an overnight stay, single room or separate bed per researcher/staff shall be ensured to maintain physical distancing. Unnecessary trips shall not be allowed. However, if possible, going back to Davao City is highly recommended;**
 - **Researcher/s is highly advised to disinfect and sanitize upon returning at home. Going back to the office after a field activity is discouraged unless necessary**
 - **All data gathered shall be encoded and/or submitted online**
- ▶ **Discussion of research updates/presentation shall be conducted online or if physical meeting is necessary, ensure a small-group meeting and physical distancing shall be observed from venue preparation to actual conduct of the meeting.**
- ▶ **Public presentation of research results shall be conducted online (webinar type)**
- ▶ **Research results shall be made virtually available (IDIS website and social media accounts)**



CONDUCT OF STAFF DEVELOPMENT ACTIVITIES AND MEETINGS

**Subject to changes in accordance with the policies and guidelines that will be issued by the IATF and LGUs in the future*

- Online meeting and webinar is encouraged (while there is public health emergency)
- Individual participation in trainings or capacity building is allowed provided that recommendations provided in the organizational guidelines are compiled (preparing for work and during attending the sessions)



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GUIDELINES FOR FIELD ACTIVITIES

While IDIS is implementing alternative work arrangements such as skeleton structure and work-from-home, we see the importance of continuing some field activities that will continuously promote environmental protection and management. However, there is a need to develop guidelines that will ensure the protection of both our employees and partners. Hence, this guidelines will be used as bases for the conduct of activities with partners, policy targets and networks in the field.

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- **All staff are mandated to comply all the provisions under the organizational guidelines – i.e. wearing of face mask, bringing of alcohol or sanitizer, bringing of personal water tumbler, utensils, and other needed PPEs**
- **For online activities or events, IDIS shall secure a paid zoom account to be used**
- **For activities and/or events that will be conducted in the field, activity concept or design shall be prepared in advance indicating the details of preparations, during and after the activities/events**
- **All staff shall inform the management of their schedule in the field before going to and after their activity**
- **All staff are encouraged to maintain a daily journal of where they have been to and who they were with in the field.**
- **All participants who are eighteen (18) years and below shall be requested to issue or submit a waiver signed by their parents or guardian**

