Off-grid energy employers operating in sub-Saharan Africa should ensure that their staff members receive clear and correct information on the following topics in a language and vocabulary that they understand:

**ACCUKATE COVID-19 INFORMATION, INCLUDING:**
- COVID-19 prevention
- COVID-19 symptoms
- What to do and where to go when sick
- Where to find help

For more information, refer to:
- Respective Ministry/Department of Health for country-specific resources and regulations

**COMPANY POLICIES RELATED TO:**
- Illness and sick leave
- Cleaning and disinfecting
- Work meetings and travel
- Remote working
- Closing and reopening of offices
- Where to direct questions

Inform staff whether to notify employer if sick with COVID-19 symptoms or have a sick family member at home (in accordance with privacy laws).

**CLEANING & PERSONAL PROTECTIVE EQUIPMENT**

Employers should ensure that the workplace has the following:
- Adequate supply and ready access to soap and running water, alcohol-based hand sanitizers, cleaning agents, and tissues. Surfaces like doorknobs, tables, desks, and handrails should be disinfected regularly.
- Visual reminders to reinforce good hygiene practices.
- De-densified workstations and spread out seating to maintain social distancing. Gathering spaces such as kitchens, break rooms, etc. should be structured to allow for appropriate distancing.

For staff – such as sales agents and field service technicians – required to have direct contact with other people, employers should provide the following in addition to the above:
- Personal protective equipment (in particular gloves and face coverings).
- Alcohol-based sanitizers, disinfectant wipes, and other relevant cleaning products.
- Instructions on how to wear, use, clean, disinfect, and safely store/dispose of the equipment.

Note: CDC recommendations and instructions for homemade cloth face coverings can be found online at: bit.ly/2R9av5m

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