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親愛的 ACC 夥伴們和工作人員

國際阿彌陀佛關懷中心 (ACCI) 正在向非洲國家的弱勢兒童提供至關重要的服務。在這些前所未有的挑戰中，我們所服務的兒童和社區都依賴著我們。此時此刻，我們與世界各地的所有 ACC 夥伴成員、助養父母和利益相關者一起表達我們的想法。

阿彌陀佛關懷中心 (ACC) 在其運營中長期投資於照顧弱勢兒童的健康、教育和福祉，並與當地社區和當地政府部門進行高度的配合。

由於 2019 冠狀病毒正在引發全球經濟的不確定性和可能的經濟蕭條，全球捐款正在迅速枯竭。而我們將繼續努力為助養父母捐助的每一分錢盡我們最大的努力擴大價值。非洲各 ACC 院區自 1 月份以來一直在實施 COVID-19 備災計劃，並儲備供給兩個月使用量的基本非易腐爛糧食和關鍵生活用品。在世界衛生組織 (WHO) 3 月 11 日宣佈這一事件後，我們啟動了我們的大流行防疫計劃。

基本的個人保護措施

1. 定期用肥皂和自來水洗手或含有酒精的洗手液洗手。
2. 咳嗽和打噴嚏時用彎肘或衛生紙遮住嘴和鼻子，並洗手。衛生紙使用後立刻丟棄進封閉式垃圾桶。
3. 與其他人保持 2 米的社交距離，特別是有任何咳嗽、打噴嚏或發燒的人。社交距離的要求可能需要取消一些非學術的活動。
4. 避免握手，用揮手、點頭或合掌方式向人問候。
5. 避免觸摸眼睛、鼻子、嘴巴。
6. 避免在公共場所吐痰。
7. 如果您有發燒、咳嗽和呼吸困難，儘早就醫。
8. 經常擦拭頻繁使用區域，包括工作崗位、門手把等。

ACCI 指令

ACC 院區須遵守地方政府的法律、法規為當務之急。此外，應在整個院區實施更嚴格的規則和措施。

1. 進入院區應限於一個出入口。院區內每個區域將受到嚴格控制。
2. 謝絕公眾入院參訪。院區只允許經過院長授權的外來人員。
3. 所有院區和學校工作人員、兒童、義工和承包商 (如果允許進入) 均需在抵達前和抵達時進行體溫檢查，並定期測試，這將嚴格執行，沒有例外。須詳細記錄進出院區者姓名、時間、聯繫方式、體溫、拜訪地點，單位等相關資料。
4. 院區的家庭日將暫停。
5. 所有外部參訪團將暫停。
6. 就病毒的症狀和感染風險向所有員工和義工持續宣導防疫觀念。在院區張貼這些症狀和規則。
7. 如果在同一地點無法達到 2 米的社交距離要求，非學術活動可能需要分成較小的組進行，分批、分地點、不同時段完成 (例如,早、晚課、用餐、出坡或其他活動等)。
8. 自 3 月 18 日起，任何新聘海外職員 (員工/義工) 不得前往非洲任何院區，直到國家與 WHO 公告疫情警報解除。
9. 若服務合約期滿，在 Covid-19 疫情期間到期，希望返回居住國的海外工作人員/ 義工，入境規範以該國規定辦理。
10. 在 Covid-19 疫情期間服務合約到期，不希望返回居住國的海外工作人員/義工，並同意延後回國者，可延長服務合約，依照合約由 ACC 負責所有改票費用、薪資等。
11. 若在 Covid-19 疫情期間服務合約未滿，欲提前解除合約返回居住國的海外工作人員/義工，需自行負責回程機票等相關費用及各項手續，離開院區後的一切風險需自行承擔，並簽立切結書。
12. 避免在國內、地區和國際上進行不必要的外出/旅行。有必要的出門/旅行包括前往學校、工作場所、超市、銀行、加油站、藥店、基於同情理由的外出/旅行和緊急情況。
13. 對於在受影響國家/地區過境的 ACC 工作人員/義工，必須實行 14 天的自我隔離。
14. 不允許員工借款或預支工資。
15. 根據財務狀況而定，在這些具有挑戰性的時期，除非勞工部有另行規定，我們將支援我們的當地員工 (包括院童在 COVID-19 期間返回村莊時的保姆), 繼續保留其工作並發於工資。
16. 若當地政府規定須關閉學校:
 - a) 並規定將院童送回原生家庭 (部落)，須做出建設性的計劃，院區在國家規定關閉學校期滿，分批接回院童 (考慮當地人力、物資、隔離位置等)，自主管理 14 天後，再將下一批接回。
 - b) 但無強制規定須將院童送回原生家庭 (部落)，即院童仍在院區，當地老師放假。開學前可分小組化進行活動學習以加強中英文程度 (前提當地學校老師放假，且院區其他師資充足)。
17. 記錄院區所有依據國家政府法規所做的相關決定。

18. 保持警惕，不斷密切關注疫情的變化，與當地衛生局保持聯絡，跟蹤世界衛生組織非洲區域辦事處 <https://www.afro.who.int/health-topics/coronavirus-covid-19> 的最新情況。
19. ACC 的所有本地和國際工作人員/義工應嚴格遵守 ACCI 指令和該國政府對 COVID-19 疫情而實施的防疫措施，以及當地法律和法規。員工/義工違反當地法律法規者，對公共健康構成風險是無法受到容忍的，根據相關規定，可能導致立即解僱。
20. 所有員工/義工都應熟悉 ACCI 舉報政策。
21. 此公告應提供給所有本地和海外員工/義工，並明顯顯示在院區和學校的公告欄。

整個 ACC 社區的健康、福祉和安全是我們危機管理應對工作的核心。這是一個不確定、具破壞性、不像往常一樣運作的時刻。在冠狀病毒疾病爆發期間，我們制定了適當的組織持續性運作模式，以便根據世界衛生組織 (WHO)、國家和地方衛生當局的建議，根據情況的變化調整我們的運作。

我們都在面對同一個新挑戰，因為團結能使我們更加強大。我們須對彼此保持透明化，並恪守於我們的宗旨。請照顧好您自己與您的親人。

Dear ACC Community and Staff

The Amitofo Care Center International (ACCI) is providing a vital service to vulnerable children in the African countries. The children and communities we serve are depending on us during these unprecedented challenges. Our thoughts are with all of our community members, donors and stakeholders around the world at this time.

Amitofo Care Center (ACC) has a long history of investing in vulnerable children's health, education, and wellbeing around its operations, and engaging with local communities and authorities with high levels of cooperation.

As coronavirus is triggering global economic uncertainties and probable recession, donations are drying up quickly. We continue to strive to do our best driving value for every dollar our donor community provides. ACC Centers in Africa have been implementing COVID-19 preparedness plans since January, and have increased its basic non-perishable food reserve and key living items two months above their normal level. Following the March 11 announcement from the World Health Organization, we have since activated our pandemic plan.

Basic Individual Protective Measures

1. Regularly washing your hands with soap and running water or with an alcohol-based hand rub.
2. Cover mouth and nose with flexed elbow or tissue when coughing and sneezing, and wash your hands. Tissues should be discarded after use into a closed bin.
3. Maintain social distancing of 2 meters between yourself and anyone, especially those who is coughing, sneezing or with fever. The social distancing requirement may require some non-academic activities to be cancelled.
4. Avoid shaking hands, greet people with a wave, a nod or palms together.

5. Avoid touching eyes, nose and mouth.
6. Avoid spitting in public.
7. Seeking medical care if you have fever, coughing and difficulty breathing.
8. Wipe down frequently areas including work stations, door handles, etc.

ACCI Directives

ACC Centers should always comply with local governments' laws and regulations as a top priority. Furthermore, stricter rules and measures should be implemented throughout the Centers.

1. Access to the Center's main ground should be limited to one entrance. **Access to each site across the Center is strictly controlled.**
2. Public visit is not allowed. Only authorized outside personnel by the Center Director will be permitted at the Center.
3. All Center and school staff, children, volunteers, and contractors (when allowed access) are subject to temperature screening before and on arrival and routinely tested with NO EXCEPTIONS. Name, time, contacting detail, temperature, site, department should be recorded in the log book.
4. Center's Family Day to suspend.
5. No external tour visits.
6. Counsel all employees and volunteers about the symptoms of the virus and the risk of contracting the infection. Post these symptoms and rules throughout the Center.
7. If 2-meter social distancing requirement cannot be met in the same venue, non-academic activities may require to be divided into smaller groups with differing sessions (e.g., Morning and evening prayer services, meals, activities, etc.).
8. From March 18, no overseas' new recruit (staff/volunteer) is allowed to travel to any Centers in Africa, until the COVID-19 alarm is officially off when announced by the host country and the World Health Organization.
9. Overseas staff/volunteer who wishes to return to country of residence, if service agreement expires during the Covid-19 outbreak period, are subject to destination local authorities travel advice and regulations.
10. Overseas staff/volunteer who do not wish to return to country of residence when service agreement expires during the Covid-19 outbreak period, and wishes to extend their service agreement. ACC shall make the necessary amendment to travel arrangement required.
11. Overseas staff/volunteer who wishes to return to country of residence, prior to service agreement expiry during the Covid-19 outbreak period, are required to sign the Release and Separation Form. Outgoing overseas staff/volunteer is responsible for all traveling related expenses.
12. Avoid non-essential travel domestically, regionally, and internationally. Essential travel include travel to school, workplaces, supermarkets, banks, petrol stations, pharmacies, travel on compassionate grounds, and emergencies.
13. A mandatory 14-day self-quarantine for ACC staff who have been in/transiting through affected countries.
14. No staff loans or wages advance.
15. Subject to availability of cash flow, we support our local employees (including dormitory mothers/nannies when children return to their village during COVID-19) to continue their employment with pay during these challenging periods, unless contrary to Labor Department requirements.
16. If the host government requires the school to be closed:

- a) Where it also stipulates that the children should be returned to their tribes, Center is to rollout a constructive plan to bring children back when school reopens in small groups and provide 14-day self-quarantine (consider local manpower, supplies and availability of isolation space, etc.).
 - b) No compulsory requirement to send children back to their tribes and local teachers are on school holiday. Before school reopens can divide children into smaller groups for interactive activities. Learn through play, to enhance other language skills such as English and Chinese (provided that the Center has adequate staff supervising the activities).
17. Document all decisions made by the Center relevant to and in accord with host government law and regulations.
 18. Stay vigilant and closely monitor the changing situation, engaging with local health authorities and tracking updates from the World Health Organization Regional Office for Africa <https://www.afro.who.int/health-topics/coronavirus-covid-19>.
 19. All local and international staff/volunteers of ACC should strictly obey ACCI Directives and measures imposed by ACCI and host government to fight the COVID-19 epidemic, as well as local law and regulations. Employee/volunteer contravene to local law and regulations imposing risk to public health cannot be tolerated, according to relevant rules, may result in immediate employment dismissal.
 20. All staff/volunteer should familiarize themselves with ACCI Whistleblower Policy.
 21. This announcement should be made available to all local and overseas staff/volunteers and visibly displayed on the Center and school public noticeboard.

The health, wellbeing, and safety of the entire ACC community are at the core of our response efforts. It's a moment in time of uncertainty, disruptive and isn't business as usual. During the Coronavirus disease outbreak, we have appropriate organization continuity procedures in place to adjust our operations in accordance with advice from World Health Organization (WHO), national and local health authorities, as the situation changes.

We're all in this together and we are stronger together. We need to be transparent with each other and stay true to our purpose. Please take care of yourselves and your loved ones.

順頌 健康吉祥

ACCI 秘書處秘書長

Arthur Tseng
Secretary