



## Memo on the Precaution Against the Covid-19

Date: 18 March 2020

To: CCC Staff, Members, and Partners

With instruction from the Cambodian government, World Health Organization (WHO) and guidance from CCC Executive Committee (Excom), and CCC's actions on COVID-19, we would like to inform you that CCC has set up guidelines for self-protection, and preventing the breakout of COVID-19 in public. These guidelines are as the followings:

### A. Individual level:

- 1) Regularly wash your hands with soap, or thoroughly clean your hands with hand sanitizer or alcohol.
- 2) Wear masks in the public spaces, use tissue paper for any running noose with properly place
- 3) Keep monitoring the COVID-19 status, particularly through the trust sources including the Ministry of Health and World Health Organization  
<http://cdcmoh.gov.kh/> and <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
- 4) Avoid big gathering following the guideline from the Ministry of Health and World Health Organization
- 5) Keep informing to HR and your Line Manager once you have any personal cases concerning the Covid-19
- 6) Look after family members and keep them informed on development of COVID-19

### B. Institutional level:

- 1) Place the bottle of alcohol or hand sanitizer in each staff room, including the front desk and security guard stand.
- 2) Print caution poster about COVID-19 and poste in the office
- 3) Not encourage staff members to have mission to provinces and countries within March and April 2020.
- 4) Use thermometer to check temperature of staff before walk into the office.
- 5) Set up online platform for staff, members and network which enables them to manage all correspondences related to work.

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- 6) Allow flexi-schedule arrangement which allow staff to have remote working mode (internal rotating schedule).
- 7) Send the announcement letter of the postponement of events to all members, donors and partner funding.
- 8) Work with members on delay of membership fee payment till the end of May 2020
- 9) Keep members updated about status of Covid-19 and where possible to coordinate members for joint effort in fighting against COVID-19.
- 10) Regular communicate with the government especially Ministry of Health and other health based NGOs for joint efforts.
- 11) Closely monitor developments of COVID-19 and assess its impacts on CCC works and the members and where possible communicate the impacts to related stakeholders for their consideration.

In case of having inquiries with CCC regarding the arrangement above, please contact CCC staff via the following focal points:

1. Mr. Soeung Saroeun, Executive Director of CCC, via: email: [ccc.director@ccc-cambodia.org](mailto:ccc.director@ccc-cambodia.org), tel/telegram/WhatsApp: 085 777 954
2. Ms. Sin Putheary, Head of Communications and Member Development, via: [putheary.sin@ccc-cambodia.org](mailto:putheary.sin@ccc-cambodia.org), or tel/telegram: 012 769836
3. Ms. Chan Somaly, Membership Development Specialist, via: [somaly.chan@ccc-camboida.org](mailto:somaly.chan@ccc-camboida.org) or tel/telegram: 092 959 709

CCC strongly encourages all staff, members, partners to follow the instructions/updates from the Ministry of Health and World Health Organization about the situation to date of Covid-19. CCC wishes every one of you good health and safety during this critical time.

Sincerely Yours

**Mr. Soeung Saroeun**  
Executive Director  
Cooperation Committee for Cambodia (CCC)

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