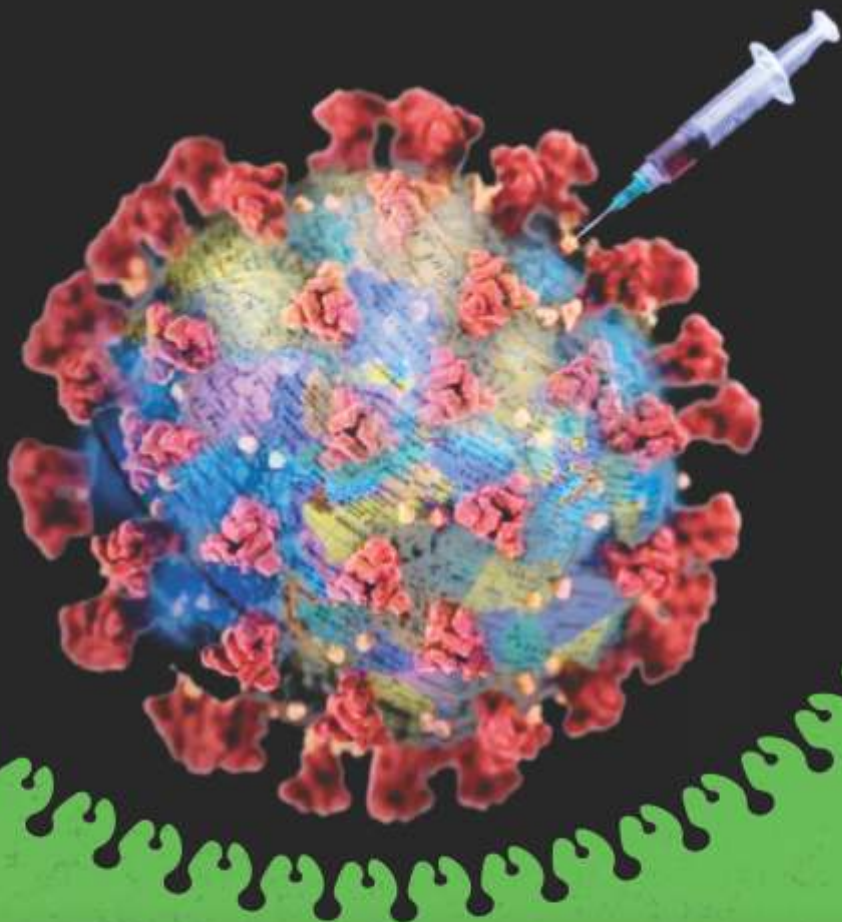




**FERMA COVID-19  
STANDARD OPERATING PROCEDURE (SOP)  
(COVID-19/SARS-COV-2/CORONAVIRUS)**





# CORONAVIRUS STOP THE SPREAD!

Stay Safe! Stay Healthy!! Save Lives!!!

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## **Vision**

To become the most efficient road maintenance management organization that will enhance the economic well-being and interest of Nigerians.

## **Mission**

To efficiently and effectively monitor and administer road maintenance with the objective of keeping all federal roads in good and safe condition.

**...for Good, Safe & Friendly Roads**

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## **FERMA COVID-19/SARS-COV-2/CORONAVIRUS Standard Operating Procedure (SOP)**

**As part of efforts to curtail the disease, FERMA has categorized the Standard Operating Procedure into three (3) different sections:**

- 1. FERMA Workforce Community (Work Protocols)**
- 2. FERMA Visiting Community**
- 3. FERMA COVID-19 Physical Safety Infrastructure**

*The Standard Operating Procedure is intended to provide workable strategies for all FERMA staff to mitigate against the impact of COVID-19 outbreak in the workplace in particular and the public in general.*

### **1. FERMA WORKFORCE COMMUNITY (Work Protocols)**

*The Agency hereby inaugurates a Committee on Compliance on the COVID-19 pandemic called **Compliance and Implementation Officers on the prevention of COVID-19**. They are charged with enforcement, advisory and guidance responsibility of preventing the spread of COVID-19 at the Agency.*

*The Agency further publishes the following as approved guidelines for the containment of the COVID-19 on her premises.*

- FERMA's operational/administrative procedures respect all guidelines published by the NCDC including the migration of all its meetings where attendance is more than 20 onto ZOOM, MICROSOFT TEAMS, GOOGLE



TEAMS and other such available and applicable electronic platforms for minimum physical interaction, as a preventive measure against the COVID-19 pandemic.

- In line with the guidelines from the Office of the Head of the Civil Service of the Federation on the resumption of work by Federal Public Servants, only officers from grade level 14 and above and staff on essential duties are permitted to report for duty at the Agency, pending further directives.
- As much as possible, other categories of officers should be encouraged to work from home.
- Security operatives at the gates should be directed to demand for the identity card of staff coming to the office to ensure that they are on GL 14 and above; while the list of those performing essential services but are below GL 14 should be sent to the gates for clearance.
- Officers are strongly advised to limit, to the barest minimum, the number of visitors they receive.
- Ensure adequate spacing of workstations of not LESS than 2 meters apart at the Headquarters, Zonal and State offices
- The Agency insists that all personnel approved to resume duty should comply with NCDC safety protocols on the use of face masks, face shields, washing of hands and physical / social distancing.
- Body temperature shall be taken at all entrances to the Agency premises nationwide. Body temperature above 38°C shall be barred from entry.
- Face masks and hand sanitizers can be obtained from the Communications and Public Relations office.

- Wash-hand basins and water tanks are provided and accessible at all Agency premises nationwide, with security personnel at hand to direct visitors and staff accordingly.
- The Agency shall continually increase effective communication to employees about COVID-19 and measures being taken for its prevention while adequately informing staff on new / reviewed policies to curb the spread of Coronavirus in the workplace, in simple and clear terms.
- The Agency encourages personnel to report observed and noticeable symptoms manifested by self or other employees in the workplace. Such report(s) shall be passed onto the Managing Director through the FERMA Committee on Compliance and Implementation on the prevention of COVID-19 or through the Head of Department or Unit. To this end, Federal Civil Service policies on sick leave may be relaxed to suit the exigency of containing the pandemic.
- In accordance with the guidelines of the NCDC on the containment of COVID-19, employees of the Agency on duty are expected to work on Mondays through Fridays, every week.
- Official files and other correspondences coming into or leaving the Agency's Headquarters and its offices nationwide, must be decontaminated.
- Personnel of the Agency in whose home / family receive visitors / arrivals from COVID-19 endemic areas, are advised to observe approved NCDC guidelines of self-isolation for 14 days. Such personnel shall not return to work without written authorization by the Managing Director. This authorization shall be applied for and received via online interactions.

- **MANDATORY** wearing of face mask within the office premises.
- Discontinue non-essential travel.
- Sharing of work tools, equipment, computers, phones, etc is discouraged.
- Avoid hand shaking or other physical contact.
- Avoid touching your face with unwashed hands.
- Ensure rooms are well ventilated by opening doors and windows to allow fresh air.
- Limit food sharing.
- All persons working where food is served should cover their noses and mouths with face mask.
- Limit visitors to your homes and offices.
- Avoid spreading false and unconfirmed/unauthorized information.
- Drink lots of water. Always stay hydrated.
- Eat fruits and vegetables liberally to help boost your immunity.

## 2. FERMA VISITING COMMUNITY

- The Agency shall increase communication to visitors about COVID-19 and measures being taken for prevention and containment.
- The Agency shall ensure that all visitors comply with the approved NCDC protocols on face masks, washing of hands and social distancing as they visit. Their body temperature shall be taken while hand washing items and decontamination stations shall be provided at strategic locations at the Headquarters, Zonal and State offices.



- The Agency shall ensure that only visitors that have genuine transactions are allowed entry into the Agency's office buildings nationwide. Such visits must be brisk and purposeful for safety reasons.
- The Agency shall ensure that all visitors register their visits at the security post and at the reception where they must leave functional telephone numbers and physical contact addresses for traceability, should the need arise.
- For order and compliance, all security operatives at FERMA offices nationwide must be trained to ensure that visitors are appropriately guided in line with safety protocols as provided.

### 3. FERMA COVID-19 PHYSICAL SAFETY INFRASTRUCTURE

*As a means of preventing COVID-19 infection in the Agency, the Agency provides the following physical safety infrastructure at the Agency, for a more effective protection of her workforce and environment:*

*Two (2) decontamination Chambers - One at the main entrance of the Agency's Headquarters and the other at the Annex office.*

- The procurement and installation of decontamination frames at the Office of the Chairman of the Governing Board, Managing Director/CEO, Zonal and State offices.
- The provision of necessary facilities and cleaning products to maintain a clean, sanitized and safe workplace. These products include face-masks, face shields, soaps, air doctor, hand sanitizers (not less than 75% alcohol based), hand washing items, etc.



## **The Agency shall ensure:**

- The provision of adequate public awareness signage on NCDC protocols for prevention of COVID-19 such as posters, banners which are to be placed at strategic locations.
  - The reactivation and mandatory use of intercom communication gadgets at the Headquarters for effective check and control of visitors.
  - The procurement and installation of Ultra Violet boxes for decontamination of files and documents going in and out of the office
  - The provision of adequate numbers of appropriate receptacles (such as no-touch dustbins) for disposal of waste in the offices.
  - The frequent cleaning and disinfection of work surfaces, paying close attention to high-contact objects like door handles, hand rails, elevator buttons, keyboards, tools etc.
- The Federal Government has provided facilities for Civil Servants for the conduct of COVID-19 test at the Thisday Dome, Central Business District, Abuja, FCT.

*This publication is part of the Agency's public enlightenment campaign on the prevention and control of the spread of the Coronavirus pandemic.*

**Engr. Nuruddeen A. Rafindadi, FNSE, FAEng, FNAHS**  
**Managing Director/CEO**  
**20th July, 2020**

## **FERMA Headquarters**

Federal Roads Maintenance Agency.  
163, Aminu Kano Crescent,  
Wuse II, Abuja.

## **FERMA Operational Zonal Directorate Offices**

<b>ZONES</b>	<b>STATES</b>	<b>ZONAL OFFICES</b>
<b>North Central I</b>	F.C.T, Kogi, Niger	<b>FCT</b>
<b>North Central II</b>	Benue, Plateau, Taraba, Nasarawa	<b>Benue State</b>
<b>North West I</b>	Kaduna, Kano, Katsina	<b>Kano State</b>
<b>North West II</b>	Kebbi, Sokoto, Zamfara	<b>Sokoto State</b>
<b>North East I</b>	Yobe, Borno, Jigawa	<b>Borno State</b>
<b>North East II</b>	Adamawa, Bauchi, Gombe	<b>Bauchi State</b>
<b>South West I</b>	Ekiti, Kwara, Oyo, Osun	<b>Oyo State</b>
<b>South West II</b>	Lagos (E), Lagos (W), Ogun	<b>Lagos State</b>
<b>South-South I</b>	Akwa Ibom, Bayelsa, Rivers	<b>Rivers State</b>
<b>South-South II</b>	Delta, Edo, Ondo	<b>Edo State</b>
<b>South East I</b>	Anambra, Enugu, Imo	<b>Enugu State</b>
<b>South East II</b>	Abia, Ebonyi, Cross River	<b>Ebonyi State</b>

# WARNING



**Business & Office Places are  
opening because of the economy.  
Not because it is safe.**

**Keep that in mind.**



**Wash your hands**




**Wear a mask**




**Keep social distance**





**Avoid crowds**





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**CORONAVIRUS is REAL!**

**Stay Safe! Stay Healthy!! Save Lives!!!**

**Contact NCDC 24/7 TOLL FREE NUMBER:**

**0800 9700 0010**

Whatsapp: 0708 711 0839 SMS: 0809 955 5577

Site for COVID-19 resources: [covid19.ncdc.gov](https://covid19.ncdc.gov)

  [@NCDCgov](https://twitter.com/NCDCgov)