

Community Health and Safety Plan

June 30, 2021

CEPF Grant 111490

Caribbean Natural Resources Institute

CEPF Regional Implementation Team for the Caribbean Islands Biodiversity Hotspot

Antigua and Barbuda, The Bahamas, Dominican Republic, Haiti, Jamaica, Saint Lucia, St. Vincent and the Grenadines, Trinidad and Tobago

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Grant Summary

1. **Grantee organization:** Caribbean Natural Resources Institute (CANARI)
2. **Sub-project title:** CEPF Regional Implementation Team for the Caribbean Islands Biodiversity Hotspot
3. **Grant number:** 111490
4. **Grant amount (US dollars):** \$1,500,000
5. **Proposed dates of grant:** July 1, 2021 – June 30, 2026
6. **Countries where activities will be undertaken:** Antigua and Barbuda, The Bahamas, Dominican Republic, Haiti, Jamaica, Saint Lucia, St. Vincent and the Grenadines, Trinidad and Tobago
7. **Date of preparation of this document:** June 2021

8. Project components

This project will allow CANARI to be the Regional Implementation Team (RIT) for the second phase of CEPF's investment in the Caribbean Islands Biodiversity Hotspot, building on the results of the first investment (2010 – 2016) when CANARI also served as the RIT. The main role of the RIT is to support CEPF's approach of combined grant-making with capacity building to allow a range of local, national, regional and international CSOs to access funding to support critical conservation actions and to strengthen these CSOs and foster partnerships and networks for sustained impact. This project will also play an important role in supporting the CEPF Secretariat's efforts in monitoring, evaluation and learning at the sub-grant and portfolio levels.

Most of the RIT staff will be based in CANARI's office in Trinidad and Tobago. Four RIT staff will be based in the Dominican Republic (1), Haiti (1) and Jamaica (2). RIT staff will travel to the project countries to visit grantees and other key partners and to monitor sub-grant implementation and build capacity of local CSOs through various means, including training, coaching, mentoring and peer exchange.

The RIT will face-to-face facilitate meetings, exchanges, site visits and workshop events (if COVID-19 restrictions allow) in the target project countries, and so this Community Health and Safety Plan outlines the steps the RIT will take to ensure the health and safety of communities in the seven project countries (not including Trinidad and Tobago) that may be visited and engaged throughout the project.

9. Risks to community health and safety

Activity	Description of risk	Risk probability	Risk rating
<i>Component 1 of RIT project: Coordinate the CEPF investment in the Caribbean Islands Biodiversity Hotspot</i>			
Facilitate face-to-face and virtual meetings to support effective coordination and collaboration with civil society organizations (CSOs), grantees, international donors, host country governments and agencies, regional	Transmission of communicable diseases, particularly COVID-19, to local stakeholders.	High	High

technical agencies and other potential partners within the hotspot	Risks related to hurricanes, earthquakes and other natural disasters.	High	Substantial - High
Component 2 of the RIT project: Support the integration of biodiversity into public policies and private sector business practices			
Deliver a collaborative social accountability programme in at least 4 geographies (individual sites and clusters) in The Bahamas, Haiti and St. Vincent and the Grenadines. This will be done through meetings, workshops and other gatherings among CSOs, local communities, government partners, private sector actors and other key stakeholders.	Transmission of communicable diseases, such as COVID-19, to local stakeholders.	High	High
	Risks related to hurricanes, earthquakes and other natural disasters.	High	Substantial - High
	Political and social unrest in Haiti with crime, widespread kidnappings and car-jackings restricting in-country travel and raising safety concerns.	High	High
Component 3 of RIT project: Communication of the CEPF investment throughout the Caribbean Islands Biodiversity Hotspot			
Launch of CEPF's second investment phase in the Caribbean Islands Biodiversity Hotspot	Transmission of communicable diseases, such as COVID-19, to local stakeholders.	High	High
	The launch is planned to take place during hurricane season in the region and so there is a risk in terms of travelling to project countries and holding events	High	Substantial - High
Component 4 of RIT project: Civil society capacity building			
Facilitation of meetings, workshops, training events, national and regional peer exchanges, visits to project sites	Transmission of communicable diseases, such as COVID-19, to local stakeholders.	High	High
	Political and social unrest in Haiti with crime, widespread kidnappings and car-jackings restricting in-country travel and raising safety concerns.	High	High
Component 5 of RIT project: Support the CEPF Secretariat process for solicitation and review of proposals for large grants (above a threshold of \$50,000)			
Visits to CSOs and communities in the proposal preparation phase	Transmission of communicable diseases, such	High	High

	<p>as COVID-19, to local stakeholders.</p> <p>Political and social unrest in Haiti with crime, widespread kidnappings and car-jackings restricting in-country travel and raising safety concerns.</p>	High	High
Component 6 of RIT project: Manage a program of small grants (up to \$50,000) in compliance with the operation manual			
<p>Visits to CSOs and communities in the proposal preparation phase</p> <p>Monitoring site visits to project sites (small grants) during sub-project implementation</p>	<p>Transmission of communicable diseases, such as COVID-19, to local stakeholders.</p> <p>Political and social unrest in Haiti with crime, widespread kidnappings and car-jackings restricting in-country travel and raising safety concerns.</p>	High	High
Component 7 of RIT project: Monitor and evaluate the impact of CEPF's large and small grants			
<p>Facilitation of the mid-term assessment</p> <p>Facilitation of the final evaluation</p>	<p>Transmission of communicable diseases, such as COVID-19, to local stakeholders.</p> <p>Risks related to hurricanes, earthquakes and other natural disasters.</p>	High	High
Component 8 of RIT project: Support the CEPF Secretariat to monitor the large grants portfolio and ensure compliance with CEPF funding terms			
<p>Monitoring site visits to project sites (large grants) during sub-project implementation.</p> <p>Participate in bi-annual RIT supervision missions with the CEPF Secretariat</p>	<p>Transmission of communicable diseases, such as COVID-19, to local stakeholders.</p> <p>Risks related to hurricanes, earthquakes and other natural disasters.</p> <p>Political and social unrest in Haiti with crime, widespread kidnappings and car-jackings restricting in-country travel and raising safety concerns.</p>	High	High

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10. Risk mitigation measures

Mitigation against the risk of transmission of COVID-19

The majority of the RIT's work can take place virtually, at least in the first year of implementation. Some face-to-face engagement during the first year, following national guidelines and COVID-related regulations, may be able to take place in countries where the RIT has in-country staff (the Dominican Republic, Haiti and Jamaica) and consultants (in the other four project countries). Throughout the project, the RIT will monitor each country's specific regulations and guidelines related to COVID-19 on a frequent basis and will work closely with the CEPF Secretariat and in-country partners to make decisions that put the health and safety of everyone as the highest priority. The RIT will also work within the guidance issued by the World Bank on conducting public meetings and engaging stakeholders as outlined in the ESMF. CANARI has a Business Continuity Plan that will be utilised for project risk management and mitigation. CANARI also developed COVID-19 guidelines for events and public gatherings that will also be used and adapted as needed.

Specifically, the RIT will put the following measures in place during project implementation:

- **Meetings with key partners and stakeholders:** Face-to-face meetings and roundtables with donors and partners will shift to virtual platforms on a case-by-case basis, following all national regulations and guidelines to safeguard people against transmission of COVID-19.
- **Communication:** The RIT will develop a participation and communication strategy within the first three months of the project start date. This strategy will take into account the risks identified in this plan in how local stakeholders are engaged throughout the project.
- **Launch of the CEPF Caribbean Islands second investment phase:** The RIT will facilitate a virtual launch of CEPF's second investment in the Caribbean Islands and will only consider in-country face-to-face meetings on a case-by-case basis following all national regulations and guidelines to safeguard people against transmission of COVID-19. All face-to-face interactions will follow relevant health and safety guidelines and regulations.
- **Capacity building:** The RIT's capacity building strategy will take into consideration capacity building activities that may take place at the community level and will outline appropriate mitigation strategies.
- **Supervision missions of the RIT:** While the travel restrictions related to the COVID-19 pandemic remain in place and travel to the region is not possible, virtual supervision missions will be substituted for in-person visits. Conference calls will be organized with the CEPF Secretariat to cover the same content as would be covered during an in-person meeting. The RIT's management of the small grant mechanism will be supervised by review of information in the online grants management system, ConservationGrants, supplemented by financial records (bank statements, financial reports, etc.) shared in advance with the CEPF Secretariat. In a similar fashion, the CEPF Secretariat will supervise the RIT's financial management through review of financial reports supplemented by a desk review of supporting documents for a sample of transactions; vouchers will be scanned and sent electronically in advance of the mission, for this purpose. If in-country travel by RIT staff is possible, RIT staff may undertake field visits to selected sub-grantees in advance, and then discuss their findings during the mission. These visits will be documented in site visit reports prepared by the RIT, while the

overall mission will be documented in a supervision mission report prepared by the CEPF Grant Director.

- **Technical assistance, training, mentoring and implementation support to CSOs:** While the travel restrictions related to the COVID-19 pandemic remain in place and international travel to and within the region is not possible, the emphasis will be on virtual mechanisms (webinars, virtual meetings, etc.) rather than face-to-face events. Options for exchanges and mentoring with partners in the same country will be explored, subject to compliance with national guidelines on COVID-19 (outdoor meetings, face coverings, etc.). Where a CSO has priority training needs that cannot be met by a suitable case study, mentor or trainer in the same country, virtual means will be used to provide access to expertise outside of the country. As per guidance in CEPF's Project Operational Manual (POM), where necessary, the CSO will be provided (through funding from CEPF) with hardware and a data package to enable them to access this support online.
- **Implementation of the collaborative social accountability programme in The Bahamas, Haiti and St. Vincent and the Grenadines:** The RIT will be working with and through local consultants based in The Bahamas, Haiti and St. Vincent and the Grenadines and will ensure all necessary protocols are in place for in-person gatherings related to this component of the RIT's project. Shifting to virtual means will also be done as needed.

Mitigation against the risk of hurricanes, earthquakes and other natural disasters

The RIT will aim to organize regional travel (especially events including the mid-term assessment and final evaluation that require several people to travel) to be outside the Caribbean's hurricane season (June to November).

Planning for grant-making across all eligible countries will allow implementation of the program as a whole to adapt to a natural disaster in one or more countries. Flexibility will be shown in the timing and focus of calls for proposals and disbursement of funds to grantees to enable them to respond to changing situations.

The RIT will be responsive to requests from small grantees to amend their grants to adapt to changing circumstances and respond to immediate humanitarian and subsequent recovery needs. The RIT will also work closely with the CEPF Secretariat to support similar requests from large grantees.

Mitigation against political and/or civil unrest in target countries

CANARI will monitor the political and social climate of target countries during project implementation and will engage directly with government partners and beneficiary CSOs to support successful implementation of project activities. The RIT will operate with safety as a high priority, using virtual means of communication as needed and working closely with in-country partners, including the government, technical agencies and other stakeholders at local sites to support implementation.

Relevant laws in project countries

The CEPF Environmental and Social Management Framework (ESMF) outlines the following key laws in the project countries and their relevance to this Community Health and Safety Plan. The RIT will ensure that staff adhere to these laws and guidelines:

Country	Law	Relevance to ESS4
Antigua and Barbuda	Environmental Protection and Management Act (2015)	Provides for measures for the control and mitigation of all forms of environmental degradation or pollution including the management of pesticides and other hazardous substances to protect human health and maintain the quality of the environment.
Antigua and Barbuda	Public Health Act (1957; amended)	Makes provisions for various matters relating to public health, including with regards to notification and control of infectious diseases.
The Bahamas	Disaster Preparedness and Response Act (2006)	Provides for more effective organization of the mitigation of, preparedness for, response to and recovery from emergencies and disasters.
The Bahamas	Health Services Act (1914; amended)	Provides for regulation of various matters related to the protection of public health, including control of infectious diseases.
Dominican Republic	General Health Law (2001)	Defines the role of the state in relation to fulfilling citizen's rights to health.
Haiti	Organic Law of the Department of Public Health and Population (1971)	Provides for the implementation of various measures to protect public health.
Jamaica	Public Health Act (2003)	Provides a list of communicable diseases that must be notified to the competent authorities.
Jamaica	Disaster Preparedness and Emergency Management Act (1993)	Provides for disaster preparedness and emergency management measures.
Saint Lucia	Public Health (Communicable and Notifiable Diseases) Regulations (1978; amended)	Provides a list of communicable diseases that must be notified to the competent authorities under the Public Health Act.
Saint Lucia	Public Health Act (1975)	Consolidates regulations for public health, including on the prevention, treatment, limitation and suppression of disease.
Saint Vincent and the Grenadines	Environmental Health Services Act (1991)	Provides for the regulation of activities that may affect public health and the environment.
Saint Vincent and the Grenadines	Public Health Act (1977)	Provides for various measures concerned with protecting public health, including control of infectious diseases.

11. Measures to avoid risk of COVID-19

In addition to what has been specified above, the RIT will follow CANARI's guidelines that advise staff on all forms of travel and events while COVID-19 still poses a public health risk. These guidelines are subject to change based on national and international regulations and guidelines related to COVID-19. The guidelines state that in all cases, CANARI staff MUST follow all national regulations and guidelines and should strive to put enhanced measures and precautions in place for the safety of themselves and any other persons involved.

The following sections are drawn from CANARI's guidelines that the RIT staff will adhere to during implementation of the project:

Events in the region

- Staff may organize local events, meetings and site visits in other Caribbean countries once it is permitted under the relevant Government's regulations and guidelines related to COVID-19.
- Staff should work closely with local partners and liaisons to support their needs to plan and facilitate events in other Caribbean countries, including ensuring all events have the proper safeguarding measures in place to protect participants and facilitators. This includes, but is not limited to: providing written guidelines to facilitators to follow before, during and after the event; providing resources for hand sanitisers, gloves and/or masks as needed; providing sufficient resources to ensure the venue of the event can adhere to the maximum number of allowed participants and social distancing requirements.

BEFORE the event:

- the local partner, liaison or mobilizer is required to send an email to the CANARI project manager outlining the up-to-date national guidelines and regulations in place for gatherings/ events.
- the venue (as necessary) should adhere to the social distancing and maximum number of participants requirement. The venue should ideally also have facilities for handwashing.
- The organizer should send clear guidance to all participants and facilitators along with the event invitation, to explain what will be required to follow national protocols (e.g. wearing a mask) and other personal safety measures to reduce risk (e.g., using personal equipment and supplies).
- The organizer should purchase masks, gloves, hand sanitizer and/or cleaning products to sanitize the venue before and after use for the event.
- The organizer should ensure local transport is provided to and from the event, as needed and as far as possible, for facilitators and participants (e.g., arranging for a direct ride in one vehicle instead of asking people to take public transportation to reduce risk).

DURING the event:

The organizer should:

- Sanitize the space on arrival and when setting up as much as possible.
- Set up seating at least 6 ft apart or have participants sit in alternate seats if there is fixed seating.
- Set up a registration table outside the door to screen participants for symptoms (e.g. temperature above 37°C indicating a fever) and ensure they provide their full name and email/phone # to enable contact tracing. Note if someone has symptoms or is believed to have been in contact with someone with COVID-19, they should not be allowed to enter venue.
- Ensure participants sanitize their hands and put on a mask before they enter the venue.
- Recommend that participants use their own pen to register/for writing notes or supplying them with one if needed.
- At the start of the event, remind participants of the COVID-19 guidelines that must be followed
- Provide hand sanitizer, gloves (if needed for field activities and/or group activities such as P3DM where participants have to share materials) and extra masks for participants and facilitators.

- Encourage facilitators and participants to speak up when wearing masks, rather than removing them to speak.
- Ensure social distancing practice is upheld.

AFTER the event:

- If the event is held in CANARI’s office, the office should be properly sanitized. Note that events in CANARI’s office should be avoided if possible.
- Contact lists should be filed to ensure that they are accessible to facilitate contact tracing if needed.
- Lessons learnt should be discussed and used to update these guidelines if needed.

Communities in and around areas where CANARI staff will be engaging during the project will also be protected by CANARI’s Safeguarding People Policy, which is intended to protect people, including partners and beneficiaries, from any harm that may be caused due to them coming into contact with CANARI. The policy is publicly available on CANARI’s website: <https://bit.ly/3AxWiUP>

12. Emergency preparedness and response plan

CANARI has drafted an Emergency Preparedness Plan and has an active Business Continuity Plan to guide the organization’s work in response to emergency events, including hurricanes, earthquakes, other natural disasters, as well as COVID-19 and other infectious diseases. The RIT will be guided by these plans.

13. Measures to mitigate risks relating to security personnel

Not applicable.

14. Timeline and resources

The implementation of mitigation measures will be throughout the entire timeframe of the RIT project. Resources have been built into the RIT project budget to facilitate virtual communication and operations, including:

- support for improved internet and phone access for RIT staff (including staff based outside of Trinidad and Tobago) = US\$21,300
- an online plan for hosting virtual meetings, events and training webinars = US\$2,400
- Back-up electricity supply for Haiti Country Coordinator = \$3,330

The RIT project will hire in-country consultants to support the RIT’s work in Antigua and Barbuda, Saint Lucia, St. Vincent and the Grenadines and The Bahamas as a contingency measure for situations where RIT staff will be unable to travel due to the abovementioned risks. The cost of hiring these consultants = US\$58,000

Total RIT project budget to support implementation of this plan = US\$85,030

15. Monitoring arrangements

The RIT will monitor and evaluate the effectiveness of the measures listed above through regular communication and coordination with all its staff, consultants, the CEPF Secretariat and key project stakeholders such as grantees, government agencies and other in-country partners. The RIT will report on its efforts and results in bi-annual reports to the CEPF Secretariat as well as in bi-annual supervision missions.

16. Disclosure

This plan will be publicly available on CANARI's website and specific measures and steps within the plan will be communicated to stakeholders as needed (i.e. in preparation of meetings, workshops, events and other in-person gatherings).