

# COVID-19

Good health practice guide

FOR CAR RENTALS AND TAXIS in Madagascar



JUNE 2020



# EDITORIAL

---

Stopping the coronavirus from spreading is everyone's business if we want to safeguard our source of income and business, whether we are hoteliers, restaurant owners or tourist trade players in Madagascar.

Let's all pull together to keep our local or overseas customers coming back. Reassure your employees about prevention and be proactive, as they play an important role in limiting the spread of the virus. So it is important to raise their awareness and train them properly in the health and safety measures to put in place.

This health guide has been drawn up by professional organizations representing the travel agency and tour operator sector so that companies have the health instructions needed to carry on business while safeguarding the health and safety of all their staff. This health protocol is intended to be applied for the duration of the covid-19 epidemic, and may change according to government instructions.



## A HEALTH GUIDE FOR GETTING BACK TO BUSINESS IN THE BEST CONDITIONS



### Reassure employees

By proving that appropriate health practices are being applied



### Reassure customers

With a guide available in hotels and restaurants and on official websites



### Standardize practice

Via a common standard jointly developed with the industry and local authorities

#### In this guide you will find:

- The essential health measures that must be put in place
- Recommendations: criteria strongly recommended to back up the mandatory measures

# CONTENTS

---

## COVID-19 : WHAT YOU NEED TO KNOW

1   Recap of the risks of infection .....	01
2   Symptom recap .....	01
3   Recap of protective measures .....	02

## CORE GUIDANCE FOR ALL WORKERS

4   How to wash your hands .....	03
5   How to put on, wear and take off a mask .....	04
6   How to manage waste .....	05
7   What to post up .....	05
8   How to manage stress during this health crisis .....	06
9   How to deal with someone with symptoms .....	07
10   New routine measures .....	08

## JOB FOCUS

11   Car rental .....	10
12   Bush taxis .....	12
13   Taxis .....	14



# COVID-19 : WHAT YOU NEED TO KNOW

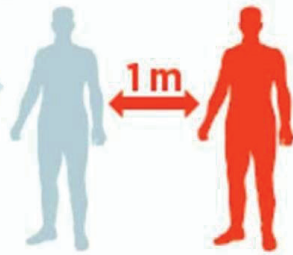
## 1 | What are the risks of getting infected with Covid-19?

### How you catch it

#### Through the air

Via **droplets** from an infected person who **coughs or sneezes**.

Minimum safe distance from an infected person:



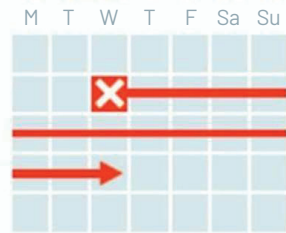
#### From contact

By touching your **eyes, mouth, or nose** with your **hands** after coming into contact with a **contaminated surface**

### Incubation time

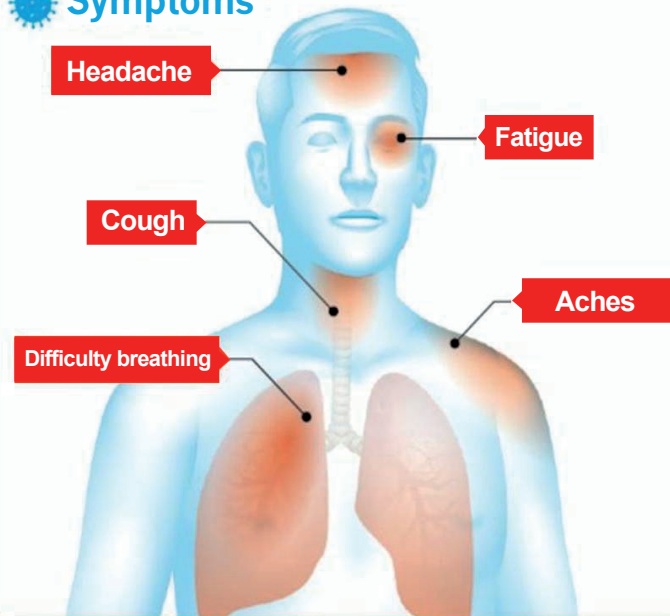
**14**  
**days**

after the last risky contact



## 2 | What are the symptoms of Covid-19?

### Symptoms



Watch out for infection symptoms : breathing difficulties, temperature of 38°C or more, chills, severe fatigue, unusual muscle pain, headache.

### EMERGENCY NUMBERS 910 or 911



I have symptoms  
(cough, fever)

I have a cough  
and/or fever

I have a cough and a fever.  
I am having trouble  
breathing and/or  
I am unwell

• I call a doctor

• I stay at my home  
and isolate myself.

I call 910



# COVID-19 : WHAT YOU NEED TO KNOW

## 3 | What protective measures are there?

- Thoroughly wash your hands regularly (every hour) for at least 40 seconds with soap and water, if you can't wash with soap and water, use a disinfectant or hand sanitising gel containing at least 60% alcohol;
- Cough into your elbow;
- Avoid touching your face;
- Avoid contact with sick people;
- Stay at home if you have flu-like symptoms (fever, cough, headache, body aches, etc ) ;
- Avoid shaking hands and hugging;
- Keep at least 1 metre away from people;
- Wear a face mask at work at all times. (The mask should cover your mouth and nose to prevent contamination when breathing in case there are virus particles in the air).

## CORONAVIRUS, TO PROTECT YOURSELF AND OTHERS



Wash your hands  
very often



Cough or sneeze  
into your elbow  
or a tissue



Use a disposable  
tissue and throw  
it away

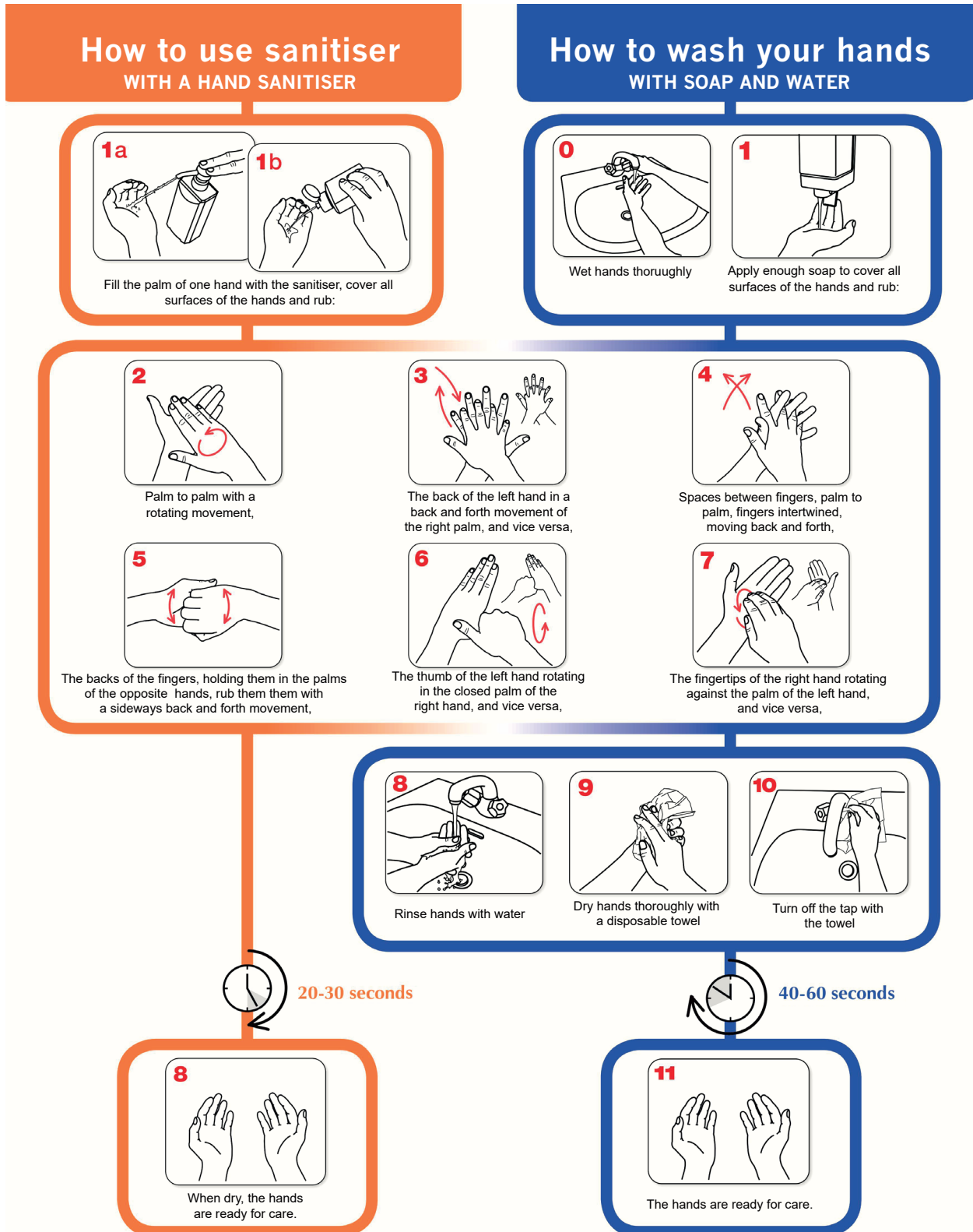


Greet people  
without shaking  
hands, avoid hugs

# CORE GUIDANCE FOR ALL WORKERS

## 4 | How to wash your hands

Wash hands with soap and water when they are obviously dirty, or rub them with hand sanitiser:





# CORE GUIDANCE FOR ALL WORKERS


## 5 | How to put on, wear and take off a face mask


You don't have to wear certified masks. Masks can be washable and homemade provided they comply with AFNOR standards.


### How to wear your mask


- 


1 Hand rubbing with sanitiser or washing with soap and water
- 


2 Take the mask, place the stiff edge at the top and the brand name or coloured side on the outside. Place it on your face holding it by the upper strings
- 


3 Tie the upper strings at the back of your head, then tie the lower strings at the back of your neck. Skip this step if the mask has an elastic band
- 

4 Pinch the top of the mask over the bridge of your nose
- 

5 Pull the bottom of the mask under your chin
- 

6 From now on do not touch your mask again. Change it after four hours or as soon as it gets damp
- 






7 Before removing the mask, rub your hands with sanitiser or, failing that, wash with soap and water
- 

8 Remove the mask making sure you touch only the strings / elastic bands. Undo the ones at the bottom first, then those at the top
- 


9 Throw the mask in a trash can (infectious clinical waste or similar available), then wash your hands or use sanitiser

### How to use your mask

**DON'T :**

-  Wear it under your nose
-  Leave your chin exposed
-  Wear it loosely (gaps at the sides)
-  Cover only the tip of your nose
-  Leave your mask under your chin to rest







**DO :**



Your mask should:

- Cover your nose
- Cover your chin
- Be tight-fitting on your face

If you take your mask off your face, you need to throw it away.

	→		<b>risk of infection</b> 70%
<b>Virus Carrier.</b>			
	→		<b>risk of infection</b> 5%
<b>Virus Carrier.</b>			
	→		<b>risk of infection</b> 1.5%
<b>Virus Carrier.</b>			

A face mask should cover your nose, mouth and chin. Once the mask is in place, you should never touch it with your hands but adjust and handle it using the elastic bands. Otherwise, the filter will no longer work and the mask will not be clean or airtight.

# CORE GUIDANCE FOR ALL WORKERS

## 6 | How to manage waste

- Produce as little waste as possible.
- Do not discard except in the trash.
- If possible, wear gloves to put your bags in the trash. Afterwards, wash the gloves with soapy water, then wash your hands.

For waste likely to be contaminated (employees and customers) :



## 7 | What to post up

***Inform and warn, to protect yourself, your staff and your customers.***

For employees:

- Where ? On mandatory notice boards at the staff entrance, in the changing rooms, in the staff room.
- What? Protective measures; Hand washing instructions; New procedures and work organization; Dates of special meetings or training courses; Schedules for talks between management and employees.
- How? In Malagasy and French and/or with illustrations.

For customers:

- Where ? At the entrance and reception desk, in the common areas and elevators, in the rest rooms, bedrooms, the dining room and kitchens, at the pool/spa...
- What? Initiatives put in place to guarantee health security during their stay; Protective measures and social distancing; Invitation to use proper hand hygiene; Wearing a mask in case of symptoms; Conditions and/or frequency of disinfecting a given space ; New organization and ways of accessing the establishment's services; Closing down certain services or changing how they operate.
- How? In several languages and/or with illustrations. Also add floor marks to facilitate social distancing in queues (reception area, breakfast buffet, etc).

For suppliers or subcontractors:

- Where ? Email suppliers, service providers and subcontractors before they arrive at the reception area (delivery dock, etc.).
- What? New procedures and organization for action.
- How? In Malagasy and French and/or with illustrations



# CORE GUIDANCE FOR ALL WORKERS

## 8 | How to manage stress during this health crisis

It is essential to reassure staff so that they can apply the health measures needed for their safety and that of their colleagues and customers with peace of mind. This guide explains how to minimize the risk of infection and create an appropriate working environment for this situation.

However, here are some practical tips for dealing with the emotions related to Covid-19:



**It's okay** to feel sad, stressed, disoriented, angry, or scared during a crisis.

Talking to someone you trust can help



**Check out what you hear about the Coronavirus.**

Stay informed and up to date: Use trusted sources like health authorities, the World Health Organization (WHO), or the Red Cross.



**No unnecessary worry or fuss!**

Reduce the time you and your family spend reading or looking at information that you find distressing.



**Use techniques that have worked for you in past events**

Use these skills to help you deal with your emotions during this epidemic.



**If you have to stay at home, keep up a healthy lifestyle.**

Balanced meals, proper sleep exercise, and social contact with family and friends at home and away.



Manage all your emotions in a healthy way.

If you feel overwhelmed, talk to a healthcare professional. They will direct you to psychological or medical support according to your needs.

# CORE GUIDANCE FOR ALL WORKERS

## 9 | How to deal with someone with symptoms

### A/ If one of your employees shows symptoms

- The **hygiene manager** must safeguard the staff's health and suspend any worker that is a risk or shows signs of infection.
- In the event of an employee suspected or actually being infected, refer to the instructions for symptoms and notify the Covid-19 action squad.
- If suspicious symptoms occur in the workplace:
  - Isolate the employee (in a separate room),
  - Avoid contact with colleagues (keep over one metre away from them)
  - Apply protective measures and arrange to send the employee home
  - The employee contacts his attending physician
  - Call 910 only in an emergency
  - Inform the other staff of a potential case!

### B/ If one of your customers is showing symptoms

Draw up a list of health professionals easy to phone (names, distances, contact details) and put this information in a special booklet.

*During their journey:*

- Ask the customer to talk about their state of health
- Encourage the customer to stay isolated while waiting for the doctor's opinion.
- Make sure they have face masks and soap, if not provide some.

*After they leave:*

- Mark the area involved (room, lounge, etc.) closed off for 4 hours
- Air the room whenever possible. To reduce the risk of exposure, wait at least 4 hours and preferably 12 to 24 hours if possible, before cleaning surfaces in the space occupied by the sick customer.

As the coronavirus can probably survive more than 3 hours on dry surfaces, wet clean the contact points, surfaces and floors in both cases (A and B). Follow the waste management protocol. Implement the special laundry procedure.

## 10 | New routine measures

1/2

### Identify and appoint a COVID go-to person in your business.

Their role is to:

- Train all staff in the new procedures put in place
- Check that protective measures and best practice are implemented by all staff as well as throughout the customer's trip.
- Make sure health and safety instructions are prominently displayed in reception areas, vehicles and on staff premises.
- Make sure there is an uninterrupted supply of consumables for all vehicles and on all premises, they must never run out of the following consumables:
  - Hand sanitiser;
  - Face masks ;
  - Disinfection wipes;
  - Bleach, or disinfectant;
  - Liquid soap;
  - Disposable hand towels ;
  - Trash bags

### Reception areas and offices

- Ask people to systematically wash their hands or disinfect them with sanitiser every time they come into the company premises.
- Stop any outsider from entering if they show symptoms such as fever, cough, body aches, difficulty in breathing.
- Keep the doors wide open, if they are not automatic.
- Set up well-differentiated entry/exit access points (in time or space) to prevent people meeting, by using floor marks, for instance.
- Regularly air the premises at least 2 to 3 times a day for 15 min
- Make sure there are sanitiser, soap, disposable hand towels, disposable tissues, easy-access bins on all premises.
- At the reception desk, use a plexiglass shield or wear a face mask
- No personal items on desks, no eating at desks
- Suspend the use of water fountains in favour of personal water bottles
- No lending items (pens, phones, etc)
- No personal electric fans or air conditioners
- Systematic checks and visits to the company's social/health service

### Cleaning

- Regularly disinfect offices
- Regularly disinfect door handles, switches, elevator buttons, handrails, taps,
- Disinfect keyboards, mice, printers, photocopiers, ... Disinfect debit card payment terminals
- Wet clean floors daily, vacuuming is not recommended unless no other cleaning solution is possible.
- Systematically disinfect the grounds and workplace at the end of the day

## 10 | New routine measures

2/2

### Staff

- Cut down the numbers and rotate staff on duty to reduce risk and change schedules accordingly.
- Ask employees with flu-like symptoms not to come to work.
- Take employees' temperatures daily when they arrive.
- Outside clothes must be different from working clothes..
- Wearing a face mask is mandatory.
- Keep a social distance of 1 metre away from others.
- Prohibit all direct contact between staff and customers.
- For drivers, washing hands with soap and water before picking up the vehicle

### Vehicle

- Step up checks that vehicles are in good condition (tires, windshields, wipers, etc.) so as not to have unplanned trips to the garage.  
There must be hand sanitiser in each vehicle at all times, as well as a supply of soap and water, disposable towels or disinfectant wipes, disposable tissues and especially trash bags.
- If the vehicle is shared by several drivers, protect the seat with a washable cloth (wash at 60°C) or clingfilm and throw it away after use by each driver.
- Systematically clean and disinfect all vehicles after every use (keys, handles, steering wheel, gear lever, dashboard, passenger compartment, etc).
- Draw up a cleaning monitoring sheet for drivers (time-stamped and signed).
- Luggage must be loaded and unloaded either by customers in individual transport vehicles or by a porter in collective transport vehicles after the luggage has been disinfected by the customers and the porter's hands disinfected between each piece of luggage.
- No luggage on the back seat except for a small bag.
- Stick to the number of passengers depending on the type of vehicle.
- Avoid using air conditioning or fans to prevent the virus spreading quickly inside the vehicle. Promote airing the vehicle.
- During trips, stop every 2 hours if possible to air the vehicles and open the doors for 15 minutes.
- For breaks and meal stops: no meals inside the vehicle.
- Do not offer drinks or snacks during trips.

### Passengers

- Take customers' temperatures before boarding the vehicle.
- Wearing a mask is mandatory.
- Provide passengers in each vehicle with a poster showing protective measures.
- The driver is allowed to exercise their right to withdraw and refuse to let someone showing symptoms of Covid-19 infection into the vehicle.
- Customers open and close the vehicle door themselves.
- Passengers must take all their trash away with them.
- Passengers are not allowed to eat in the vehicle.



## 11 | Car Rental Protocols

## ESSENTIALS



1. Take down the passengers' contact details.
2. Promote payment with a debit card or mobile banking.
3. Passengers are asked to keep a 1-metre distance between them as a health precaution.
4. Inform clients of existing health protocols before, during and after the trip.
5. For breaks and meals, be sure to choose places that comply with protective measures.
6. Supervise customers at each stop and visit, if any, to reduce physical contact with street vendors.
7. Anticipate each activity to prevent customers from queuing or staying in one place for a long time. Disinfect hands after visits/outings.
8. Purchases en route must be made with care, purchased products must be wrapped and placed in the trunk or on the roof of the vehicle.
9. Hand washing or disinfection with hand sanitiser must be done before entering the vehicle (after an outing, break, visit, purchase, etc..).
10. If a checkpoint on the road finds a passenger showing symptoms, the passenger will be taken by the health service or law enforcement to be tested at the nearest CSB II.
11. Promote airing the car naturally and avoid air conditioning or closed air circuits.
12. Comply with the required arrangements for separating the driver from the passengers by a distance of at least 1 metre and inform passengers according to CCO guidelines:
  - 4-seater vehicle = 3 people including the driver
  - 7-seater vehicle = 5 people including the driver
  - 9-seater vehicle = 6 or 7 people including the driver
  - 12-seater vehicle = 7 people including the driver
  - 15-seater vehicle = 8 people including the driver
  - 18-seater vehicle = 10 people including the driver
  - 23-seater vehicle = 12 people including the driver
  - 32-seater vehicle = 18 people including the driver

## 11 | Car Rental Protocols

### RECOMMENDATIONS



- 13. Facilitate phone, e-mail, website booking
- 14. Promote electronic quotes and invoices



## 12 | Bush Taxi Protocols

### ESSENTIALS



1. **Booking at least 72 hours in advance.**
2. **Take down passengers' contact details when they book.**
3. **Promote paying with a debit card or mobile banking.**
4. **Only passengers (with ID) and vehicles leaving immediately may come to bus stations.**
5. **Checks on leaving by the Ministry of Health, ATT (the road transport authority) and cooperative officials.**
6. **Daytime travel only.**
7. **It is mandatory to pass through the various health checkpoints on National Roads.**
8. **Inform customers of existing health protocols before, during and after the trip.**
9. **Supervise customers at each stop to reduce contact with street vendors.**
10. **Anticipate each stop to prevent customers from queuing or staying in one place for a long time.**
11. **Purchases en route must be made with care, purchased products must be wrapped and placed in the trunk or on the roof of the vehicle.**
12. **Hand washing or disinfection with hand sanitiser must be done before entering the vehicle (after an outing, break, visit, purchase, etc.).**
13. **If a checkpoint on the road finds a passenger showing symptoms, the passenger will be taken by the health service or law enforcement to be tested in the nearest CSB II.**
14. **For breaks and meals, be sure to choose places that comply with protective measures.**
15. **Avoid crowding around the vehicle. Close windows during stops to avoid contact with street vendors.**
16. **Observe the required arrangements to separate the driver from the passengers by a distance of at least 1 metre and inform the passengers according to instructions from the CCO:**
  - **12-seater vehicle = 7 people including the driver**
  - **15-seater vehicle = 8 people including the driver**
  - **18-seater vehicle = 10 people including the driver**
  - **23-seater vehicle = 12 people including the driver**
  - **32-seater vehicle = 18 people including the driver**

## 12 | Bush Taxi Protocols

### RECOMMENDATIONS



17. Take bookings only by phone, email, or via a website. No booking on site at the bus stations.

18. Promote electronic quotes and invoices.





**13 | Taxi Protocols****ESSENTIALS**

1. **Comply with the required arrangements to separate the driver from the passengers by at least 1 meter and inform the passengers according to guidelines from the CCO:**
  - 4-seater vehicle = 3 people including the driver
2. **If paying in cash, put a system in place to avoid direct contact.**
3. **Wash hands or disinfect with hand sanitiser after any contact with money.**
4. **Daytime trips only.**
5. **Require face masks to be worn in the vehicle.**
6. **Provide hand sanitiser for passengers.**
7. **If a passenger takes a break or stops to buy something, the purchased products must be wrapped and placed in the trunk of the vehicle.**
8. **Hands must be washed or disinfected with hand sanitiser before entering the vehicle (after an outing, break, purchase, etc.).**

**RECOMMENDATIONS**

9. **Promote payment via mobile banking if possible.**

# Thank You

## FOR HELPING TO PRODUCE THIS GUIDE



Anjary Hôtel- Café du musée- Coin du foie gras Behenjy / Isoraka- Espace Diamant- Grand Mellis- Groupe Lorenzo- Havana Resort & Spa- Hôtel La Villette- Irinah Hôtel- Karibotel- Louvre Hôtel & Spa- Mantasoa Lodge- Princess Bora Lodge- Rova Hôtel- Sahanala- Tana Hôtel- Tsiky Restaurant

### Sources

Ministry of Health | CCO Ivato | World Health Organization | Public Health France  
Madagascar Hôtel Consultant - Coaching, advice and training firm (MHC)  
François Tourisme Consultants - Consulting firm & iglobal expert network (FTC)  
Photos - Canva.com

### CONTACT

Madagascar National Tourism Board : [operation@ontm.mg](mailto:operation@ontm.mg)  
Confédération du Tourisme de Madagascar : [de@confederation-tourisme.mg](mailto:de@confederation-tourisme.mg)