14th April 2020

All Chief Administrative Officers

MANAGEMENT OF RESOURCES RECEIVED FOR THE FIGHT AGAINST THE SPREAD OF COVID-19 VIRUS

Reference is made to the above captioned subject.

As you are aware, the Ministry of Finance, Planning and Economic Development has released emergency funds to support the fight against the Covid-19.

In order to standardize the Emergence response activities in this period, the Ministry of Local Government in consultation with Ministry of Health is providing the following guidelines:

1) The District Task Forces are expected to have Sub Committees that include;
   i) Surveillance and Laboratory,
   ii) Case Management (in Districts with COVID-19 Isolation/Treatment Centres),
   iii) Risk Communication and Community Engagement, and
   iv) Planning and Resource Mobilization.

2) The COVID-19 Emergency Response Funds sent to the Districts are for the following activities
   i) Provision of fuel and allowance to surveillance teams for responding to alerts, contact tracing, taking off samples, sample transportation.
   ii) Fueling of ambulances and allowances for drivers and medical personnel for transporting patients with emergencies and women in labour.
   iii) Transport arrangements for Medical Staff who stay far from the Health Facilities. All health facilities should remain open to provide routine health care services to the population.
   iv) Payment of risk allowance to the clinical staff for management of COVID-19 in the designated treatment Centres only.
   v) Payment of allowances to Village Health Teams for risk communication activities as per the Operational Guidelines on COVID-19 for the VHTs.
vi) Provision of food and other essential items for people under quarantine in the approved isolation centres. The District must ensure that quarantine centres are established according to the Ministry of Health guidelines.

In addition, the following should be noted as the above funds are being warranted

i) Facilitation for DTF activities and allowances should not exceed 10% of the Total allocation.

ii) Facilitation of the Sub-committees who will be carrying out activities across the Local Government and at lower levels should not exceed 20%.

iii) Fuel for all operations should not exceed 40%

iv) Vehicle Maintainance should not exceed 20%. However, all records for Vehicles repaired/serviced should be kept for future review.

v) The remaining 10% should be utilized for information and communication related activities as well as emerging necessities and essentials which are not provided for under any other allocation.

3) The staff allowances have been standardized across Districts as in the table below and must be paid on time.

<table>
<thead>
<tr>
<th>No.</th>
<th>Activity</th>
<th>Amount per day</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>i)</td>
<td>Community surveillance, contact tracing, follow up and psychosocial support by the District and Subcounty Surveillance Teams</td>
<td>50,000/=</td>
<td>To cater Allowance and Meals</td>
</tr>
</tbody>
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| ii) | Risk Communication in the Community (Village Health Team sensitization on COVID-19 using megaphones) | 20,000/=       | To cater for Safari Day Allowance, meals and transport for VHTs for upto 14 days only per VHT. |

| iii) | Clinical staff managing COVID-19 patients in the designated hospitals | 80,000/=       | Risk allowance. There must be evidence of attendance to patients for health worker to be paid |

4) Funding for facilitation of the Resident District Commissioners’ COVID-19 Response and Security, Isolation Centres and Surveillance have been provided under Office of the President and Resident District Commissioners are already informed.

5) A Number of Districts have received Donations which should also be managed as indicated below: -

i) Every Donation should be channeled to the District Covid-19 Task Force.

ii) The Donations should be acknowledged in writing and the District Task Force should then inform the National Task Force as per the Details of the Donation.
iii) The Donations should be used in line with the Standard Operating Procedures (SOPs) as issued by the relevant Government Agencies.

6) While Managing the Resources received, I would like to draw your attention to, Section 12, of the Public Service Act (2008) which stipulates the following obligations among others;
   i) Be transparent, accountable, impartial and professional.
   ii) Exhibit Expertise and Integrity and portray a good image of the Public Service.
   iii) Apply management techniques as may be prescribed to ensure economy, efficiency and cost effectiveness in service delivery.

In addition, you should apply the relevant provisions of the Public Finance and Management Act (2015) and all other laws relating to use of resources and let them be your guide as you execute the above important Task.

As Accounting Officers, you should also take note and bring to the attention of all stake holders the provisions of Article 164(2) of the Constitution which stipulates that “Any person holding a Political or Public Office who directs or concurs in the use of Public Funds contrary to existing instructions shall be accountable for any loss arising from the use and shall be required to make good the loss even if he or she has ceased to hold that office”.

The purpose of this communication is to forward to you the above guidance for your urgent action accordingly.

Ben Kumumanya
PERMANENT SECRETARY

Cc: The Rt. Hon. Prime Minister
Cc: Hon. Minister of Local Government
Cc: Hon. Minister of Finance, Planning and Economic Development
Cc: Hon. Minister of Health
Cc: Hon. Minister of the Presidency
Cc: The Head of Public Service and Secretary to Cabinet, Kampala
Cc: All Permanent Secretaries
Cc: Direct General Health Services
Cc: All Resident District Commissioners
Cc: All District Chairpersons
Cc: All District Health Officers