Memorandum of Understanding between:

**OXFAM GB**

&

**MEDICOS DEL MUNDO (MdM)**

&

**KOINADUGU DISTRICT HEALTH MANAGEMENT TEAM (DHMT)**

(“The Parties”)

Agreed on the ..................../........../..........

1. **Introduction**

The Parties have been working together in Koinadugu district to implement an ebola safe isolation project, funded through the UK Department for International Development (DfID). As part of this project two ebola community care centres (CCCs) have been constructed and are being managed jointly by Oxfam GB and MdM. The respective roles and responsibilities of MdM, Oxfam, DHMT and other actors for routine management of CCCs are laid out in a separate document.

As specified in the Oxfam Standard Operating Procedures no Oxfam staff are authorised to enter a high risk area (red zone). This MoU sets out the specific roles and responsibilities of The Parties before, during and after a CCC is temporarily shut down to allow for maintenance activities to be completed by staff or contractors hired by Oxfam in the red zone.

1. **Responsibilities before closure**
   1. Oxfam GB and MdM will agree a list of works to be completed, including a work plan and timescale
   2. MdM and DHMT will together design and agree a comprehensive alternate plan to manage ebola triage, isolation, case management and referral during the agreed closure time and communicate this plan with the District Ebola Response Committee (DERC) and other relevant stakeholders
   3. Oxfam GB will make all necessary preparations for the works including all skilled labour and material procurement to enable works to be completed on time
   4. Oxfam GB and MdM will communicate the closure plan to hygienists, nurses and other support staff working at the CCC
   5. MdM will oversee the complete decontamination of the Red Zone, following Government of Sierra Leone (GoSL) guidelines for decontamination of Ebola Treatment Centres[[1]](#footnote-1)
   6. MdM will ensure that working and access areas are safe working environments, including the safe disposal of sharps and other hazardous materials
2. **Responsibilities during closure:**
   1. MdM will hand over the patient isolation area to Oxfam GB in writing confirming that full decontamination has taken place and all hazardous materials have been safely removed such that the area can be considered a low risk area
   2. Under these decontaminated conditions Oxfam GB will carry out all repair works set out in the agreed work plan, and provide regular (at least daily) progress updates to MdM
   3. In addition, Oxfam GB will carry out any extra repairs or preventative maintenance identified during the closure, on a priority basis
   4. On completion of works Oxfam GB will remove and safely dispose of all construction wastes to ensure a safe working environment
   5. Oxfam GB will be responsible for ensuring that all works are completed to the required standard
3. **Responsibilities after completion:**
4. Before re-opening the CCC Oxfam GB and MdM will jointly inspect all works completed and agree final completion
5. Oxfam GB will hand over the patient isolation area to MdM in writing including a list of works completed
6. Oxfam GB and MdM will resume all normal activities at the CCC

For and on behalf of **Oxfam GB:**

Signature: ………………………………… Date: …………………………………

Name: ………………………………… Position: …………………………………

For and on behalf of **MdM:**

Signature: ………………………………… Date: …………………………………

Name: ………………………………… Position: …………………………………

For and on behalf of **DHMT:**

Signature: ………………………………… Date: …………………………………

Name: ………………………………… Position: …………………………………

1. GoSL MoHS 2015. Standard Operating Procedures on the decontamination of Ebola Care Centres (ECCs) [↑](#footnote-ref-1)