



# AF-SGW 2021 - Contingency Strategy

At the time of writing this proposal the 4th edition of the African Space Generation Workshop (AF-SGW 2021) is scheduled to take place on the **25th and 26th of February 2021** in Accra - Ghana.

This new date became necessary due to the global impact of COVID-19. The conference would not have been feasible in November 2020 because:

1. The pandemic is still not under control in most countries
2. Most countries have closed their borders.

We suggest 25-26 February 2021 because:

1. Travel restrictions could be lifted by then and travelers would not be faced with isolation conditions upon their arrival in Ghana.
2. This would provide ample time for planning and organizing, two full months into the new year.
3. Flight tickets could potentially be cheaper and there could not be much traffic for programs globally.
4. We believe the end of February is ideal for students to travel (postgraduates and few undergraduates).

Several measures will be implemented for the organization of the event, detailed in this document. These measures are to ensure the optimum safety for every participant and team member.

In parallel, the AF-SGW 2021 Organizing Team is working on an [alternative plan](#) in case the situation evolves adversely and an online version of the event is required.

## Venue

The AF-SGW 2021 will be hosted at the University of Ghana, at the [Isser Conference Center](#). This venue can accommodate over 300 delegates, making it possible for social distancing protocols to be implemented.

The Ga-East Hospital at Kwabenya, in Accra, would be the hospital for emergencies related to COVID-19. The hospital has an ambulance stationed for quick emergency responses. Accommodation will be provided at designated hotels and guest houses, including the [Airport West Hotel \(Accra\)](#), GAEC Guest House, and [Airport View Hotel \(Accra\)](#). Please contact the organisers for further details.



For all activities hosted in the premises of the venue (conferences, workshops, and coffee/lunch breaks) several contingency measures will be applied as per detailed in [AF-SGW Contingency Measures](#).

## Side activities

The AF-SGW 2021 will take place on the 25th and 26th of February, 2021. However, there are some side activities that have been organized in parallel on the day prior to event and the day after:

- 24 February 2021: Visits to space-related facilities in Greater Accra region
- 27 February 2021 : Cultural guided visit to Accra\*

Additionally, some social activities are scheduled in the evenings:

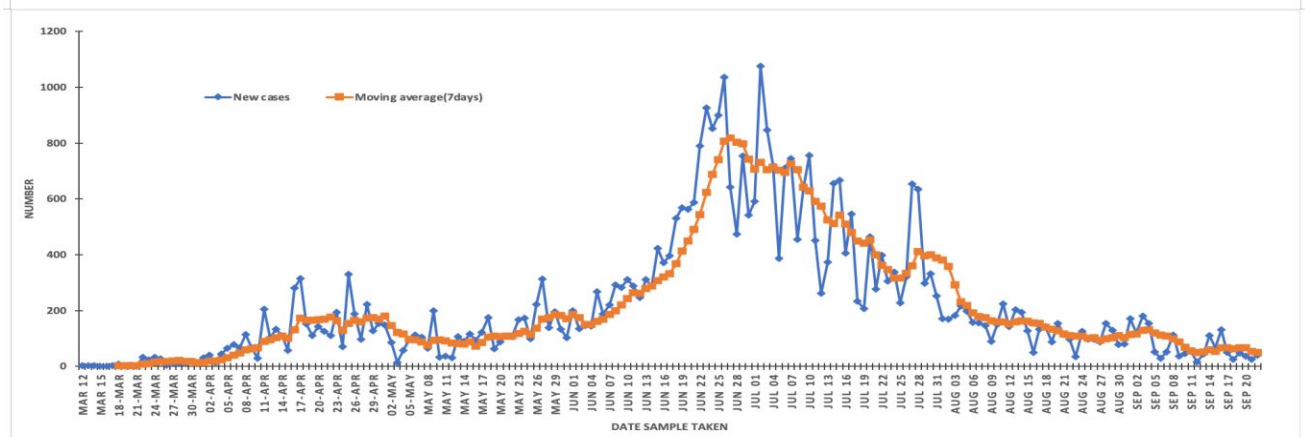
- 24 February 2021: Pre-workshop networking drinks
- 25 February 2021: Informal international night
- 26 Februar, 2021: Closing Dinner

These activities are subject to being cancelled depending on the COVID-19 restrictions as per national guidelines and particular partner security policies.

## Forecast of the situation

Our International Airports have been opened since 1 September 2020. Travelers are required to possess a valid, negative COVID-19 test 72 hours prior to arriving in Ghana. Travellers are to also undergo a mandatory test upon arrival in Ghana. This costs USD \$150.

The COVID-19 situation in Ghana currently looks like this



**Figure 3: Distribution of COVID-19 cases and 7 days moving average in Ghana by date sample taken, March – October 2020**

(credit- [Ministry of Health, Ghana](#), September 2020)

The forecast from the graph, indicates an improvement in the situation, but would require a close monitoring until the end of September 2020 to know whether the situation is still under control.

These forecasts might be affected by:

- Availability of a treatment
- Status and availability of a vaccine
- Outbreaks and new spikes approaching the flu season

## Phases towards AF-SGW 2021

Following the World Health Organization (WHO), [key planning recommendations for Mass Gatherings in the context of the current COVID-19 outbreak](#), the AF-SGW organizing team defines 3 phases:

- **Planning Phase** (1 August 2020 - 1 January 2021): The period leading up to the event, when operational plans for health and security services during the event are developed, tested, and revised. The planning phase results in the decision of the Board to out the face-to-face format of the event.
- **Operational phase** (1 January, 2021 - 1 March, 2021): The period in which the original plans are executed. This phase includes preparations for the event and finishes the last day of the event.
- **Post-event phase** (1 March, 2021 - 1 April, 2021): The period after the event when organizers review the event outcome and any follow-up actions that are necessary.



## Planning phase

During this phase (1 October 2020 - 1 January, 2021) the AF-SGW 2021 organizing team will:

- Establish **direct links** with local and national public **health authorities**.
- Perform a thorough **risk assessment** to evaluate the decision to proceed with the African Space Generation Workshop 2021 as a face-to-face event or to modify its format and perform an **online AF-SGW 2021**. This risk assessment will be reviewed regularly during the planning phase.
- Prepare the relevant **information** and **attendees guidelines on specific COVID-19 measures to be followed and adopted by each of the delegates during the event**. This guidelines will be included in the **Delegate's Handbook**<sup>1</sup> and **emails** to the attendees. Access to the event's premises and involvement with activities will be granted as long as attendees comply with the event's health guidelines defined by the Organising Team. These measures could require: the wearing of masks, the respect of social distancing, the following of programmed slots and groups to access the different premises, and the respect of the Organising Team recommendations in order to reduce delegates' COVID-19 exposure risk.
- Make a **decision** on the format of the AF-SGW 2021 on **1 of December 2020** taking into account the status of the COVID-19 situation, Ghana's Government guidelines, and the updated risk assessment. This will allow enough time for the participants to purchase their travel tickets and accomodation in case it is needed.
- Assess Government **guidelines from other countries** to deal with the influx of foreign nationals or foreign residents, determining their ability to enter the country and the quarantine requirements when doing so.
- The Organising Team will prepare a clear and detailed action plan with measures to be taken before and during the event to reduce attendees exposure to illness. Please, refer to [Operational Phase](#) for further details.
- In the event of a national or international travel ban for certain geographic groups, the full attendance fee will be reimbursed for those groups

## Operational Phase

During the operational phase (1 January, 2021 - 1 March, 2021) the AF-SGW 2021 Organizing Team will uphold the following practices to reduce event-related transmission of the COVID-19 virus:

- People should be advised to refrain from attending the event if they feel ill or develop any symptoms.

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<sup>1</sup> The Delegate's Handbook is a document that the AF-SGW participants receive in advance with relevant information about the event. It includes logistic indications, information about the speakes, content for preparing the Working Groups and panels and recommendations related to the COVID-19 for the event.



- People who feel unwell (have a fever and/or cough, or other COVID-19 symptoms) should quarantine at home and avoid crowds until their symptoms resolve. This applies to participants as well as staff.
- Promotion of appropriate **hand hygiene** and anti-COVID-19 etiquette, providing informational materials.
- Having a log of delegates' contact details and their next of kin to contact should the need arise.
- Seating arrangements would require that delegates sit at least 2 meters from each other.
- Soap and water or alcohol-based hand **sanitizers** and tissues will be easily accessible in all common areas.
- **Crowding** should be **minimized** where possible. Distancing measures to reduce close contact among people during the gathering are under consideration, minimizing congregation at sanitary stations and food and water distribution areas. Self-service format on drink and food distribution will be avoided.
- The usual precautions should be practiced with travellers arriving from international destinations: if travellers have **symptoms** suggestive of acute respiratory illness before, during, or after travel, they should be encouraged to seek medical attention and share their travel history with the healthcare provider.
- **Monitoring** of participants' health: the attendees should self-monitor for symptoms, including checking their temperature, and report to the organizers.
- The organization will provide thermometers and face masks.
- Wearing a **face mask will be mandatory** for all participants for their own and others safety.
- In the case any participant tests as positive during the event, the Organizing Team could consider **cancelling** the remaining activities.
- People who become ill will be asked to leave the event and seek isolation.
- Deep disinfection and **cleaning** of the venue used premises will be scheduled and carried by a specialised company at the end of each day.
- **Information** will be available at all times in different platforms (online website, emails, Delegate's Handbook, posters on site) such as:
  - An overall **assessment** of the local risk.
  - Advice on preventative measures, especially respiratory etiquette and hand hygiene practices.
  - Advice on how to access local **health care** if necessary.
  - Advice on self-isolation and refraining from attending the event if symptoms develop.
  - General information about **COVID-19 early and advanced symptoms**, including warning signs of severe disease that require immediate medical attention.

## Post event phase

During this phase (1 March, 2021- 1 April, 2021) the AF-SGW 2021 organizing team will:



- Review and identify lessons learned that can be passed on to future event organizers.
- **inform the rest of participants** to self-isolate in case COVID-19 positive cases are confirmed amongst attendees after the event.

## Change to online format

If the situation evolves adversely and the Organizing Team foresees that it won't be possible to ensure the safety of the attendees, the AF-SGW 2021 will be held online.

The decision of face-to-face/online format will be made the first week of December, according to Government guidelines and all situational information available at that moment.

For further information on the online components associated with the AF-SGW 2021, including the online format, please refer to the [AFSGW 2021 - Online proposal](#).

## Postponement Of The Conference To February, 2021.

We foresee that there may still be some few cases of Covid-19 around November 2020. Currently the borders are opened but the COVID situation is still dicy for the international conference to hold.

We also believe the practicality of the face to face conference and workshops may be lost if the conference is made a virtual one.

## Contacts

If there are any questions regarding this preliminary proposal do not hesitate to send an email to the AF-SGW 2021 Event Managers:

- Kingsley: [kingsley.ahenkora@spacegeneration.org](mailto:kingsley.ahenkora@spacegeneration.org)
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## Event protocol resources:

- WHO: [Key planning recommendations for Mass Gatherings in the context of the current COVID-19 outbreak](#)
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- WHO: [COVID-19 and food safety: Guidance for food businesses](#)
- WHO: [Operational considerations for COVID-19 management in the accommodation sector](#)
- WHO: [Getting your workplace ready for COVID-19](#)
- WHO: [Technical Guidance on Points of Entry and Mass Gatherings](#)
- CDC: [Interim Guidance for Event Planners](#)
- Steelcase: [The Post-COVID Workplace](#)