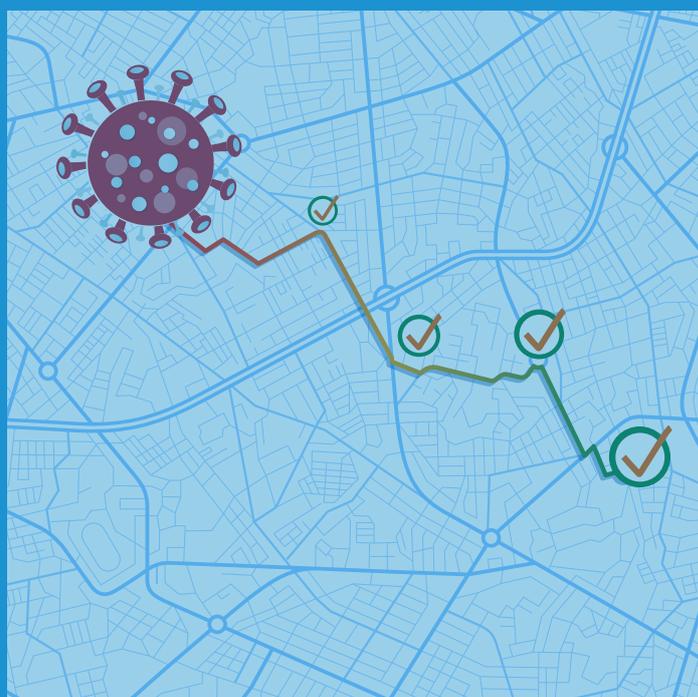


# Practical actions in cities to strengthen preparedness for the COVID-19 pandemic and beyond

An interim checklist for local authorities



17 July 2020

WHO continues to monitor the situation closely for any changes that may affect this interim guidance. Should any factors change, WHO will issue a further update. Otherwise, this interim guidance document will expire 2 years after the date of publication.

WHO/2019-nCoV/ActionsforPreparedness/Checklist/2020.1

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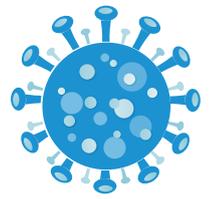
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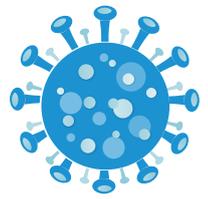
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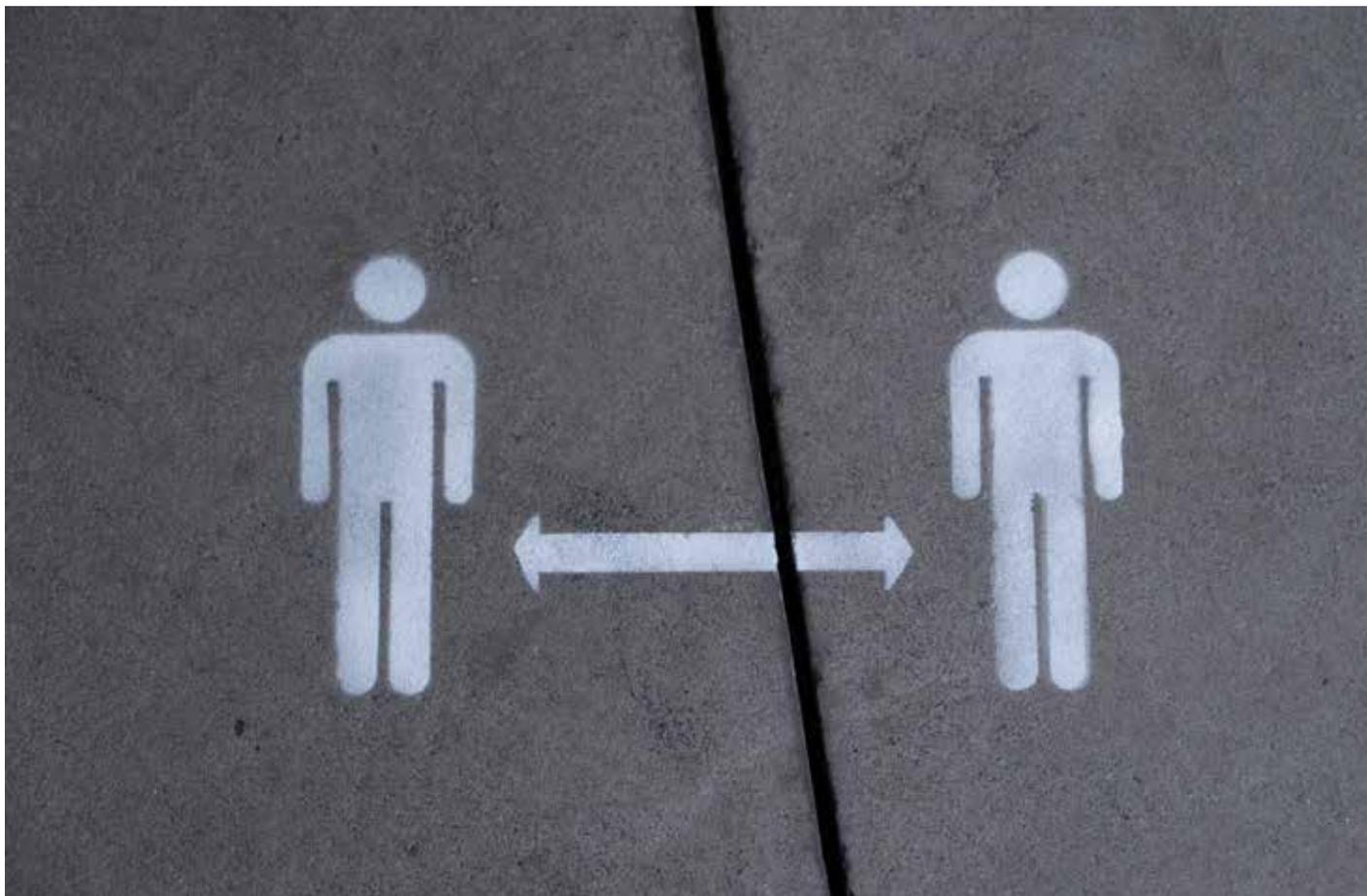


# Purpose, target audience and scope

This document accompanies the interim guidance “Strengthening preparedness for COVID-19 in cities and urban settings” (1), which is to complement the COVID-19 strategic preparedness and response plan (SPRP) (2) and strategy update (3).

It elaborates and expands on recommended actions as listed in the interim guidance and provides local authorities, leaders and policy-makers in cities with a checklist tool to enhance preparedness for the COVID-19 pandemic and beyond.

It is neither prescriptive nor exhaustive and should be adapted to national regulatory frameworks, the competences of subnational actors, and local social, cultural and economic contexts. The checklist is not intended to replace other guidance and plans but to complement them by helping local authorities ensure that key areas have been covered.

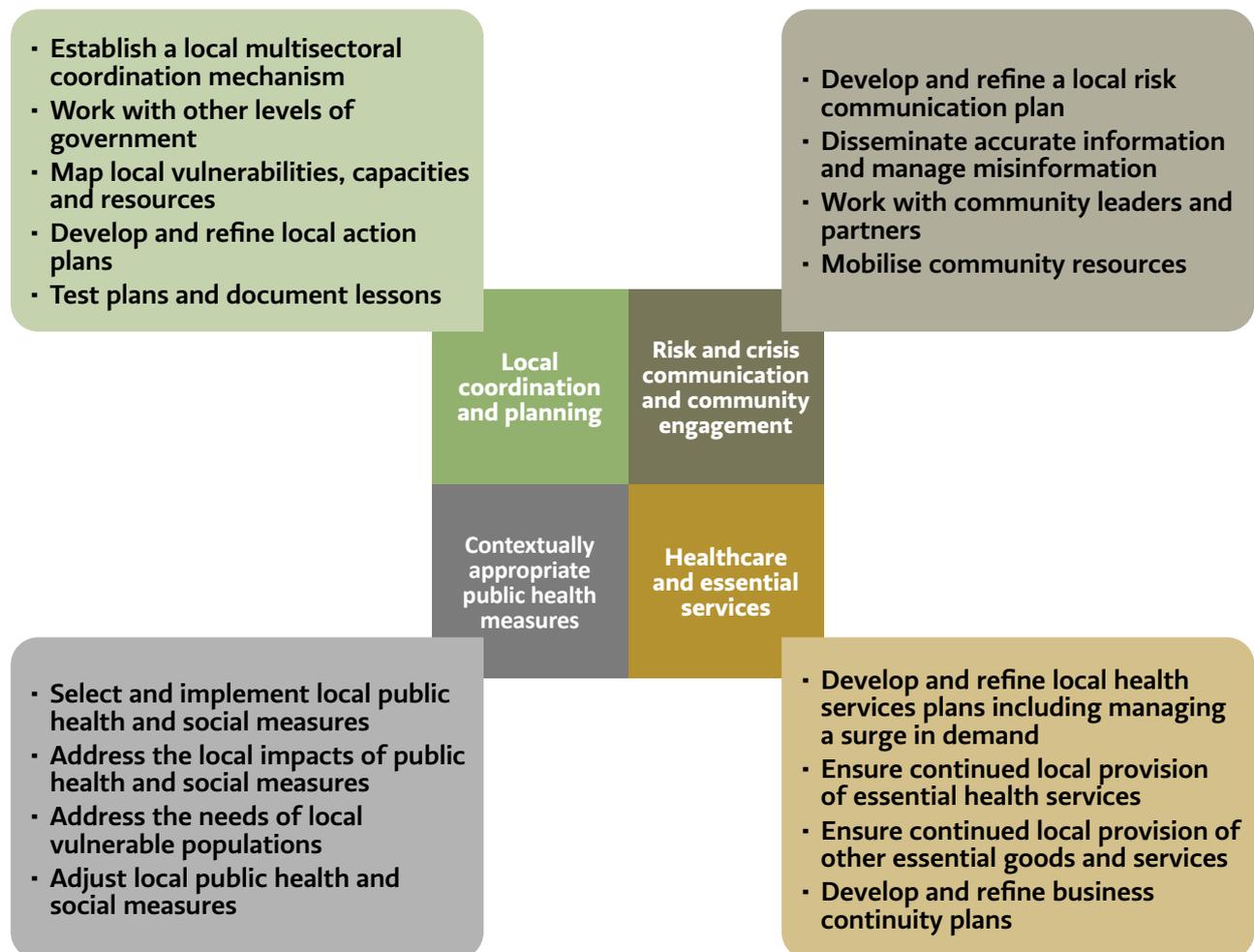


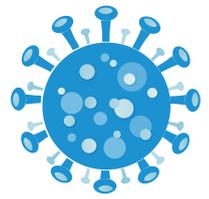
# Conceptual framework

The framework for the checklist is based on the four key areas of focus described in the interim guidance (1), namely:

- coordinated local plans in preparation for effective responses to health risks and impacts;
- risk and crisis communication and community engagement that encourage compliance with measures;
- contextually appropriate approaches to public health measures, especially physical distancing, hand hygiene and respiratory etiquette; and
- access to health care services for COVID-19 and the continuation of essential services.

The figure below shows high level objectives that local authorities of cities should consider when strengthening preparedness for COVID-19 and beyond. These can be achieved through implementing actions described in the checklist.





# Using the checklist

The checklist should be used by local authorities when developing or refining their plans for managing the COVID-19 pandemic and beyond. This can occur at any stage of the emergency management cycle, but especially when they are in the preparedness and readiness phases, in transition to and after recovery, or periods between epidemic peaks.

## Basic structure

The checklist is structured around the four key areas of focus as described in the interim guidance document and set out above. There are three steps of actions that countries can take.

<b>Step 1 actions – in red, should be given highest priority</b>	<b>40 actions</b>
<b>Step 2 actions – in yellow, should be next in priority after Step 1</b>	<b>34 actions</b>
<b>Step 3 actions – in green, should be next in priority after Steps 1 and 2</b>	<b>28 actions</b>

If resources are limited, the most important gaps, especially those relating to Step 1 actions, should be identified and acted on first. This provides a more manageable list of possible actions for improving preparedness for COVID-19 and beyond.

The actions shown in the checklist were distributed across the three steps through a consensus-based approach. Local authorities are recommended to assess their local context and to adjust the distribution as appropriate.

## Editable version and filtering options

An editable Microsoft Excel file can also be found on the WHO website, reflecting the content below. Local authorities may wish to adapt its contents to meet their needs. The file allows for filtering by: steps of action; the suggested domains / responsible teams within local governments for each action; and phase of the emergency management cycle.

## Domains

The generic domains used are: leadership and coordination; health, social cohesion and solidarity; commerce and development; communications; transport; and urban environment and security.

Each local authority should adapt this domain structure to their unique organisational perspectives. This may help to improve the distribution of work. Many actions, in practice, also require the involvement of many sectors. Applying a multisectoral, whole-of-society approach as far as possible remains key to a coherent preparedness and response plan.

## Emergency management phase(s)

Each action is attached to phases of the emergency management cycle most directly addressed by the action, namely: all phases; preparedness and readiness; response; or recovery. This may help local authorities to select actions that are most pressing for their current situation. All actions can be applied at any stage, especially in the context of improving longer-term preparedness.

	All phases	Preparedness and readiness	Response	Recovery
Step 1 actions	18	12	8	2
Step 2 actions	7	4	22	1
Step 3 actions	9	5	13	1

## Going through the checklist

The actions listed are not meant to suggest an all-or-nothing approach to preparedness. Local authorities should not, therefore, be overly focused on ensuring that all boxes are checked. Rather, emphasis should be given to indicating areas where there are gaps or where further improvement is needed. A suggested approach would be to register current status by marking each action with one of the following symbols:

- not applicable/not a priority
- X needed but does not exist
- √ needs further improvement
- √√ well developed

Local authorities may also wish to add actions that may be unique to their place and context. It is

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