

# COVID-19 Program Assessment Template Guide

Program Title (program period)	Funding Source	Engaged Staff / Volunteers	Program Beneficiaries	Program Goal / Brief description of key activities
Record the title of the program here and write in parentheses () the originally planned start and end date of the program	Record any particular donor or grants funding the program (thus, you are responsible to)	Record the name and role of staff members and volunteers who are working on this program	Record who the program is designed for (out-of-school youth, parents of small children, elderly, etc.) <b>and</b> how many people currently participate in the program or are anticipated to take part in the program.	<p><b>Goal:</b> Record the overall goal of the program – what is the purpose of the program? This can typically be summarized in 1 or 2 sentences.</p> <p><b>Activities:</b> Record the key activities that are part of this program. Describe each activity in 1 or 2 sentences, specifically explain <b>how</b> participants are being engaged in the program (monthly group meetings, household visits, community-wide event).</p> <ul style="list-style-type: none"> <li>○</li> <li>○</li> <li>○</li> </ul>

## Program Risk Assessment:

Critically think through whether or not the program may pose a risk of viral transmission to participants, as well as staff and volunteers, and record your thoughts in this section. Below are some thought-provoking questions to help you assess this risk.

- What would be the impact on the community if this program suddenly stopped?
  - Does this program provide essential services to the community, such as food and shelter?
- Would conducting the program activities pose a risk of viral transmission among participants and staff/volunteers?
  - Do the program activities require gatherings of more than 10 people?
  - If not, can the 10 or fewer participants maintain a safe distance of at least 2 meters during the activity?
  - Could the program activities be conducted online? What is the capacity of your staff with regards to implementing online?
- Is the program funded by a particular donor or grant that you report to with specific deadlines/deliverables? What conversations have you had with the funder about the impact of the pandemic on the program?
- Is the program time-sensitive or is it possible to pause the program for a period of time?
- What resources have already been committed to the program? Can these resources be used at a later date or go towards a different program?

## Decision:

Continue program

Modify program

Put program on hold

Record your final decision for the program here by checking one of the 3 options.

## Plan for Next Steps:

Use this space to start drafting your plan of action for what you need to do next with the program based on your decision.

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				<p><b>Goal:</b></p> <p><b>Activities:</b></p> <ul style="list-style-type: none"> <li>○</li> <li>○</li> <li>○</li> </ul>
<b>Program Risk Assessment:</b>				<p><b>Decision:</b></p> <p><input type="checkbox"/> <i>Continue program</i></p> <p><input type="checkbox"/> <i>Modify program</i></p> <p><input type="checkbox"/> <i>Put program on hold</i></p>
<b>Plan for Next Steps:</b>				
<p>This will be difficult and there will be stumbles along the way. Make sure you take time to take care of yourself!</p> <p><b>This Template is complemented by other materials and a free online course:</b></p> <p><a href="http://www.omprakash.org/resilience">www.omprakash.org/resilience</a></p>				