



**THE REPUBLIC OF UGANDA**

**STANDARD OPERATING PROCEDURES  
FOR  
THE TRADE, INDUSTRY AND COOPERATIVES SECTOR  
DURING CORONA VIRUS/COVID-19 PANDEMIC**

**APRIL 2020**

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**Buy Uganda Build Uganda (BUBU)**

## **PURPOSE**

The purpose for the Standard Operating Procedures (SOPs) for the Trade, Industry and Cooperatives Sector is to ensure that all stakeholders stay safe, and continue to do business in critical areas to sustain the Economy the period of COVID-19 Pandemic.

It is enforce the effective implementation of H.E the President's Directives and the SOPs issued by the Ministry of Health (MoH) in the Sector.

## **SCOPE**

The provision in this SOPs covers all the industries/ factories, markets, Cooperatives, Government and Non-Governmental entities under the Sector.

The SOPs encompass the following areas:-

- Management of entry and exit of cargo at the border points and goods in transit
- Operationalization of Industries/ factories/ value addition chains
- Management of markets i.e. periodic, food and supermarkets and distribution channels for essential commodities
- Guidance on the operations of Cooperatives/ SACCOs

## **RESPONSIBILITY FOR KEY FUNCTIONS**

- Uganda Revenue Authority (URA), particularly Commissioner Customs, Customs Officials and the cargo crew at the borders and on transit routes.
- The Department of Industry (MTIC), Management and essential staff of industries/ factories.
- Kampala City Council Authority (KCCA), Local Governments, Urban Authorities, District Commercial Officers (DCOs). The leadership of markets, vendors, distributors. Guidance on the operations of Cooperatives/ SACCOs.
- The Registrar of Cooperatives, District Commercial Officers, Uganda Cooperative Alliance Limited (UCAL), the leadership and management of Cooperative Unions and Societies.

## **INTERNAL AND EXTERNAL TRADE**

### **Trading across borders and certainty of supplies of raw materials and consumer goods/ essential commodities**

- All entry/exit points remain open, particularly for inward and outward movement of cargo. Only three people are allowed in the cargo vehicle and they must observe the Ministry of Health Guidelines which includes; regular hand washing with soap, sanitizing and wearing protective gear i.e. gloves, masks and other protective wear.
- **Customs and other Border Agencies:** Are in place to provide services to enable expeditious clearance. These agencies should ensure that all cargo crew are subjected to temperature checks at the point of entry, transit routes and exit.
- **Hoarding of goods:** Traders should desist from hoarding of goods which result in hiking of prices. The District Commercial Officers should be co-opted into the District Task Force to ensure tracking of available quantities and prices of essential commodities in their respective districts; and report the defaulters to the task force. Traders found hoarding or hiking prices of essential commodities will have their licenses revoked and their premises sealed off.

- **Harassment of Foreign Business Persons:** The law enforcement organs, particularly the Uganda Police Force, are asked to ensure that no such harassment takes place. Any suspicious cases, whether foreigners or local, should voluntarily report to the Ministry of Health or be reported to the Ministry of Health for professional management. In any case, returning foreigners and nationals are being placed under quarantine in line with medical recommendations. This is for the good of both the suspected patient and the general public.

## **INDUSTRIES/ FACTORIES**

The factories will remain operational with essential staff who will encamp at the factory premises and the management must ensure the factories operate in accordance with the SOPs of Ministry of Health and the Presidential directives in place.

All factories must be decongested through allowing work in shifts where the number of essential staff are big and may not allow the MoH prescribed social distance to be applied.

**Supply of sanitizers, masks and other protective gears.** All manufacturers of sanitizers are urged to ensure that their products are certified with UNBS. UNBS has confirmed fast tracking, testing and Certification of these products within seven (7) days. Manufacturers should apply on-line.

## **MANAGEMENT OF MARKETS**

**Periodical Markets:** Whether weekly or otherwise, are henceforth suspended. Local Authorities led by the RDC and a team comprising of DISOs, Chief Administrative Officers/ Town Clerks, District Commercial Officers and DPCs are asked to ensure that this suspension is observed. The Chief Administrative Officers and Town Clerks should co-opt all staff at Lower Local Governments and Administrative Levels (Parish and village levels) to ensure compliance. The exception is for those selling fresh food stuff, who must also observe the public health guidelines put in place by the Ministry of Health. There must be access control to ensure that everybody accessing them washes their hands and sanitizes and observes social distancing. The vendors must ensure they observe the four meter social distance prescribed by MoH.

**Food Markets:** To scale down the number of people in the markets, and only those trading in food items such as bananas, poultry, and meat remain functional but must observe the Guidelines in place. Trading in non-food products and selling of cooked food on the streets is also suspended.

**Supermarkets:** All supermarket owners are urged to put in place the following facilities; temperature guns, hand washing facilities, protective gear and sanitizers. They must ensure that clients and staff while inside the supermarkets observe social distance of four meters. Sanitization and body temperature monitoring should be applied at entry and exit points. Trolleys must be disinfected after every use.

**Distribution Channels of Essential Commodities:** distribution of essential commodities including foods and beverages should continue operating as long as people do not converge. Trucks, delivery vans, and pick-ups, Boda boda strictly for delivery of food and essential commodities are allowed. Depots/ stockiest stores and distribution chains of foods and beverages also remain operational.

At delivery points such as stores, supermarkets and depots, forklifts should be used as and when available. Where these are not available, the turn boy or other person should be availed protective gear and other such implement that will aid their adherence to the SOPs issued by MoH.

## **MONITORING OF COOPERATIVES AND SACCOS**

The term of the governing committees for those whose term has expired (about to expire) is considered extended for the period of lockdown, this is in view of the suspension of Cooperatives Annual General meetings.

SACCOs should remain open during the lockdown period to facilitate members to access their savings through this period. The SACCOs will retain only two staff (one supervisor and teller) to keep the offices open but who must observe the SOPs which have been given by the Ministry of Health. The RDCs of respective districts should issue movement passes for the staff who must have workplace identification cards. Fieldwork activities for credit appraisal and collection is suspended till further notice