**REPORTING ANNEX  
COVID-19 Activities**

The purpose of this report is to report on active and completed activities and outcomes achieved during the grant period as part of your organization’s response to COVID-19. With this information, charity: water wants to understand the activities being implemented by your organization, their status and the impact of our funding. Answers can be brief, clear, and relevant to charity: water’s funded portion of your response program. For any questions, please contact your charity: water partnership manager. This report should be submitted as an additional annex to the standard quarterly report and does not replace those requirements.

**SECTION 1: PROGRAMMING DETAILS & OUTPUTS**

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| **Provide a brief narrative description of your COVID-19 response activities.**  This should be a brief summary of the activities implemented, including the program areas (locations) where they’re being implemented (e.g. region or district) |
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| **Provide grant outputs for COVID-19 response activities.**  For any activities below not relevant to your grant, put N/A. If your implemented activity does not fall into one of the categories below, add rows to the table as needed. Please note that for people served, we expect you to report unique beneficiaries for all COVID-19 response activities implemented in this grant. (For example: If handwashing stations were provided at a school, and the nearby community also received hygiene kits, the students living in the community served by the hygiene kits should not be double-counted. This can be your best estimate.) | | |
|  | **Number Completed** | **Status**  **(Ongoing / Completed)** |
| People served (unique beneficiaries): |  |  |
| Total number of communities served: |  |  |
| Total number of schools served: |  |  |
| Total number of health centers/clinics served: |  |  |
| **Emergency Response in Hygiene or Sanitation** | | |
| Installation of handwashing stations |  |  |
| Distribution of hygiene materials and PPE |  |  |
| Emergency sanitation facilities and/or water delivery |  |  |
| Other: |  |  |
| **Community Mobilization** | | |
| Hygiene promotion campaigns/trainings and/or mass media messaging |  |  |
| Training for partner staff and/or WASH frontline workers |  |  |
| Other: |  |  |
| **Maintaining Access to Safe Water** | | |
| Maintenance/repair of existing water points |  |  |
| Water Point monitoring |  |  |
| Other: |  |  |
| **Other** | | |
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**SECTION 2: RISK MITIGATION**

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| **Describe how your organization's personnel limited transmission of COVID-19 while engaged in these activities.**  This section should include use of PPE, staff training and social distancing guidelines developed and utilized. |
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**SECTION 3: IMPACT STORIES**

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| **Where possible, please share at least one impact story including any photo(s) or, video or individual stories of COVID-19 activities being implemented.**  charity: water uses partner-reported impact stories or beneficiaries highlighted from the field in both our internal and external reporting, including e-mails to our donors and on social media channels. With each story you present, we want to understand the impact of the project/activity on the lives of beneficiaries. If possible, also include a high-resolution photo(s) to support or represent your impact story. By providing this story and accompanying photo in this report, you ensure that informed consent has been obtained by any individual highlighted. If the individual is under 18 years of age, informed consent must be provided by a guardian. Content collected and shared outside of the reporting cycle is appreciated. |
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