



**REPUBLIC OF UGANDA**

**MINISTRY OF WORKS AND TRANSPORT**

**STANDARD OPERATING PROCEDURES (SOPs) FOR  
MOVEMENT OF VEHICLES DURING THE COVID-19  
LOCKDOWN PERIOD**

**JUNE 2021**

## **1.0 BACKGROUND**

H.E the President in his National Address on COVID-19 resurgence held on 6<sup>th</sup> June 2021 made a number of directives including suspension of inter district travel; suspension of schools and institutions of higher learning for 42 days, among others. The new directives were a result of a spike of COVID19 cases around the Country in the second wave.

He tasked the National Task Force led by Maj. Gen. Robert Rusoke to assess the COVID-19 situation and the implementation of the directives given.

Following the address by H.E the President on Friday 18<sup>th</sup> June 2021, the Ministry wishes to issue the following guidelines regarding movement of persons and goods. These guidelines are aimed at:

1. Avoiding as much as possible, contact between person to person but also persons with documents.
2. Fostering use of common sense by the Implementing Agencies in judging critical cases such as pregnant women and persons with chronic diseases, among others.

All persons are encouraged to avoid travel unless it is essential.

## **2.0 GUIDELINES FOR MOVEMENT OF VEHICLES DURING LOCKDOWN**

The Ministry of Works and Transport has developed an online application where details of all persons and vehicles permitted to move during the lockdown shall be populated. Applications, issuance and enforcement of permissions shall be managed using the application.

Individuals can verify the status of the authenticity of their travel authorizations by scanning the embedded QR Code. Verification of travel verifications can also be done by SMS.

Apart from cargo vehicles, only motor vehicles with valid permissions are allowed to move on the road.

These guidelines exclude security organs such as the Uganda Police, the Army and Uganda Prisons.

**ALL STICKERS AND/ OR PERMISSIONS ISSUED OUTSIDE THIS APPLICATION INCLUDING ALL THOSE ISSUED IN THE FIRST LOCKDOWN (2020) ARE HEREBY REVOKED.**

## **2.1 GOVERNMENT OFFICIALS**

- a. All Ministries, Departments and Agencies (MDAs) should as much as possible reduce staff to minimal levels (**at most 10%**) in accordance with the directive of H.E the President.
- b. All staff who use public transport should stay at home.
- c. Senior Officials in MDAs with permission to drive government vehicles from their respective Permanent Secretaries and Heads of Agencies should drive themselves and allow drivers to stay at home.
- d. Permanent Secretaries and Heads of Agencies are advised to allow officers to work from home and only come to office if their physical presence is required.
- e. Permanent Secretaries and Heads of Agencies shall submit lists of the 10% staffing levels for their respective MDAs to the Ministry of Works and Transport through the online application for issuance of permissions. The Officer should have the permission at all times while on the road.
- f. Permanent Secretaries and Heads of Agencies shall be held personally responsible for any false information submitted to the Ministry.
- g. The permission shall be strictly used for movement from home to office and back within the Greater Kampala Metropolitan Area.
- h. If an Officer wishes to travel outside the Greater Kampala Metropolitan Area, he or she shall seek clearance from the Ministry of Works and Transport through the online application.

## **2.2 ESSENTIAL WORKERS IN PRIVATE SECTOR AND NGOS**

- a. Essential services include:
  - i. Medical Service Providers
  - ii. Pharmaceutical manufacturers
  - iii. Agricultural Farms and Veterinary Services
  - iv. Telecom companies
  - v. Utility providers
  - vi. Food production companies

- vii. Door delivery companies - food and medicine essentials
  - viii. Financial Institutions
  - ix. Private security companies
  - x. Food stores - supermarkets, grocery stores and food suppliers
  - xi. Emergency services e.g Red Cross, Red Crescent, Fire Fighters.
  - xii. Fuel stations
  - xiii. Manufacturers and Factories
  - xiv. Media
  - xv. Construction Industry
  - xvi. Cleaning services and Fumigation
  - xvii. Licensed Tourist Operator's Vehicles
  - xviii. Airlines Operators
- b. Private Sector/NGOs should as much as possible reduce staff working in offices to the bare minimum. Staff should be encouraged to work from home.
- c. Leaders of essential workers in Private Sector and NGOs shall compile lists (Application Forms) of persons and vehicles to move within the Greater Kampala Metropolitan Area and submit them to the Ministry of Works and Transport via the web portal provided. The list (Application Form) shall include the Name, Organization, National ID Number and or Passport Number, Title or Designation of the Employee, total Number of Employees, Number of Employees for whom travel clearance is sought, and Registration Number of the vehicle to be used.
- d. All applications from the Private Sector shall be channeled through the relevant regulators or associations such as:
- i. Ministry of Health - Professional Medical Associations and other Medical Service Providers.
  - ii. Uganda Manufacturers Association - Manufacturers, Industries and Factories
  - iii. Uganda Media Center - Media Houses
  - iv. Uganda Bankers' Association - All financial institutions
  - v. Uganda Communications Commission - Telecom Companies and Couriers
  - vi. ERA, NWSC, KCCA and Local Governments - Utility providers.
  - vii. Uganda Supermarket Owners Association - Supermarkets.
  - viii. Association of Petroleum Marketing Professionals - Fuel Services providers
  - ix. Private Sector Foundation Uganda - Freight forwarders and Clearing Agents and all other categories e.g Door to Door Deliveries e.t.c

- e. The Ministry shall share the details of persons and vehicles submitted with enforcement agencies and the National Taskforce for ease of enforcement.
- f. The permission issued shall be strictly used for movement from home to office and back within the Greater Kampala Metropolitan Area.
- g. Essential Health Workers shall be given priority in the clearance process. However they are requested to move with their identification documents at all times.

### **2.3 EMERGENCIES**

- a. Any person who wishes to travel outside Kampala for burial, medical reasons, departing or returning persons shall apply using the online application to obtain special permission from the Ministry of Works and Transport.
- b. Requests from districts outside Kampala shall be handled by the Regional and District Taskforces which should set the framework based on LC1 recommendations, District Health Officers and Resident District Commissioners (RDCs).
- c. In case of emergencies that require immediate action, for instance pregnant women and persons with chronic disease going to hospital, such persons are advised to move with their original documents and a recommendation from the LC1 Chairman, the District Health Officer or the RDC/RCC.
- d. A person may also approach the nearest referral medical personnel to obtain permission to travel in case of a medical emergency.

### **2.4 DIPLOMATIC VEHICLES & OTHER UNITED NATIONS REGISTERED VEHICLES**

- a. The diplomatic corps intending to move by vehicle will only use vehicles that are registered under diplomatic number plates.
- b. In observing social distancing, the occupants of a diplomatic vehicle during any one-way trip will not be more than 3 (three persons).
- c. The permitted vehicle movements will be limited only to the Greater Kampala Metropolitan Area here defined as Kampala, Entebbe, Wakiso and Mukono District.

- d. The movement by diplomatic vehicle will only be for essential purposes including going to the Supermarket or food markets; visiting medical facilities and to office. Passage is permitted for Diplomatic and other UN registered vehicles involved in Essential Operations both within Kampala Metropolitan area and in the Country Side (Field Operations).

Essential Operations will include:

- i. Overall UN coordination
- ii. Emergency support for Health - COVID Emergencies; HIV/Aids; distribution of essential drugs and provision of health services to Diplomatic staff.
- iii. Emergency refugee responses.
- iv. Emergency support for food security: Including distribution of COVID response foods.
- v. Security of Diplomatic staff.

**N.B:** Driving out for social visits and leisure do not constitute essential movements.

- e. Travel of diplomats beyond the Greater Kampala Metropolitan Area are not encouraged at this time but in the event that such trips **MUST** be done, the concerned diplomatic mission shall notify the Ministry of Foreign Affairs in advance via email to: [protocoluganda@gmail.com](mailto:protocoluganda@gmail.com) with a copy to [ps@mofa.go.ug](mailto:ps@mofa.go.ug).
- f. Chauffeur driven diplomats are encouraged to accommodate their drivers during this time of lock down.
- g. During Essential Operations, the principle of social distancing will be observed and curfew timelines will be respected.

**NB:** We suggest that OPM consider drafting SOPs for predominantly field-based UN agencies i.e. UNHCR and WFP plus international humanitarian NGOs such as MSF and World vision.