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REPUBLIC OF GHANA

**The Office of the
PUBLIC SERVICES COMMISSION
P. O. Box GP 1618
Accra**

13th March, 2020

TO ALL GOVERNING BOARDS/COUNCILS

CORONAVIRUS (COVID-19) – WORKPLACE CONTINGENCY MEASURES

The Public Services Commission extends its compliments to you all and hopes that this correspondence finds you well.

2. As we are all aware, the world is facing a major health crisis in the form of the coronavirus (COVID-19). Being part of the global village, Ghana has not been spared.

3. We are all aware of the seriousness Government has attached to taking measures to prevent and manage the spread of the virus in Ghana in order to contain it.

4. The Commission would like to remind all Governing Boards/Councils and Management of public service institutions and agencies to take proactive measures at their various outfits by putting in place measures to create awareness as well as safeguard and protect their employees and all other stakeholders' who come to transact official business with them.

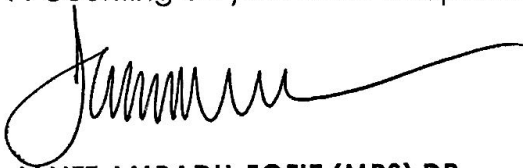
5. In addition to the clear directives from H.E., The President, with regards to the ban on external/foreign trips, except those deemed critical where prior travel approval would have to be sought from the Chief of Staff, the Commission further directs as follows:

- I. Ban on local non-critical conferences/seminars/workshops/face-to-face meetings/gatherings.
- II. The use of alternative information communication technology approach, such as video and telephone conferencing to hold meetings.
- III. Provision of basic preventative items and measures such as hand sanitizers, alcohol, access to soap and running water, paper towels and proper waste disposal items.

- IV. Public health education in the form of simple "Dos and Don'ts" displayed on notice boards, emails and other vantage points.
- V. Encourage employees who feel unwell to stay out of work and seek immediate medical attention.
- VI. Put in place contingency plans of workflow against any declared emergencies that may make it impossible to work from the office.
- VII. Public officers are advised to refrain from communicating false or unverified information on social media platforms that create fear and panic.
- VIII. Adhere to any other measure(s) and directive(s) put in place by the Ministry of Health and authorized agencies

6. We reiterate our continuous readiness to provide you with the necessary support in this challenging period.

7. Counting on your usual cooperation.



**JANET AMPADU-FOFIE (MRS) DR.
CHAIRPERSON**

cc: The Chief of Staff, Office of The President, Jubilee House, Accra.