



**MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND INSTITUTIONAL  
REFORMS  
MAURITIUS**

**08 March 2021**

**Ministry of Public Service, Administrative and Institutional Reforms**  
**Circular Letter No. 5 of 2021**  
**E/152/11/07**

**From : Secretary for Public Service**

**To : Supervising Officers in charge of Ministries and Departments**

**Response to COVID 19- Precautionary measures at the Workplace**

Mauritius has successfully managed the COVID-19 pandemic but unfortunately, recently a few local cases have been detected. Hence, it is of crucial importance that all precautionary measures already adopted are strictly observed and reinforced to enhance safety at the workplace.

2. In this context, Supervising Officers are hereby requested to take appropriate action to ensure strict compliance with the guidelines issued by the Secretary to Cabinet and Head of the Civil Service on 19 March 2020 on response to COVID-19. Moreover, the following measures should be strengthened -

- a) Maintenance of proper hygiene, such as an adequate supply of soap, water, alcohol-based hand rub, disinfectants, disposable tissues, and toilet papers whilst making sure that these are kept clean, properly stocked and in good conditions;
- b) Provision of a sufficient number of appropriate face masks and disposable gloves;
- c) Installation of sanitising hand-rub dispensers in prominent places;
- d) Reinforcement of office sanitary conditions through routine cleaning and disinfecting of surfaces, equipment and other elements of the work environment;
- e) Reactivation of the COVID-19 Dedicated Response Team(DRT) at the level of your Ministry/Department to closely monitor the situation and to take appropriate remedial measure; and
- f) Ensuring business continuity under all circumstances.

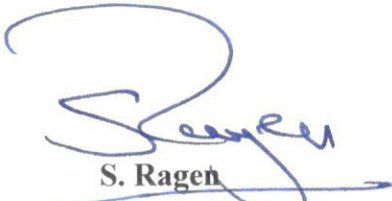
3. Furthermore, Public Officers should also be encouraged to practise and maintain good hygiene at all times, through: -

- frequent hand washing or hand sanitising;
- limiting contact with others, including handshakes;
- coughing or sneezing into a disposable tissue and discarding the tissue immediately into a bin and, where tissues are not available, to cough or sneeze into their upper arm or sleeves by avoiding their hands; and
- maintaining social distancing of at least one metre from others.

4. Supervising Officers are requested to encourage their staff members to be vaccinated against COVID-19 in line with the guidelines set by the Ministry of Health and Wellness with minimum disruption in service delivery. You are also reminded that you must adhere to the statutory obligations pertaining to the safety and health of your staff members as per applicable law.

5. I should be grateful if the content of this Circular letter could be brought to the attention of all your staff and that the Parastatal Bodies, Local Authorities and State-Owned Enterprises falling under the aegis of your Ministry.

6. I rely on your usual collaboration and commitment to enhance safety at workplaces and protect our Public Officers from COVID-19.

  
**S. Ragen**  
**Secretary for Public Service**