



MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND
INSTITUTIONAL REFORMS
MAURITIUS

16 August 2021

Ministry of Public Service, Administrative and Institutional Reforms
Circular Letter No. 35 of 2021
E/125/19/04/12 V2T

From: Secretary for Public Service

To: Supervising Officers i/c of Ministries/Departments

Resumption of Electronic Attendance System

Please refer to this Ministry's Circular Letter No. 6 of 2021 of 12 March 2021, requesting Ministries and Departments to suspend the use of Electronic Time Recorders (ETRs) until further notice in a bid to contain the spread of COVID-19 infections at workplaces.

2. It has now been decided to resume the use of the Electronic Time Recorders **as from 01 September 2021** across the Public Service. Supervising Officers are, therefore, kindly requested to initiate appropriate action to ensure that the attached sanitary protocol on the safe use of ETRs is put in place and adhered to.

3. I rely on your usual cooperation.

B. Boyramboli
Secretary for Public Service

Copy to: Secretary to Cabinet and Head of the Civil Service

Annex: Circular Letter No. 35 of 2021

Protocol on Safe Use of Electronic Attendance System during COVID-19 outbreak

For the safe use of Electronic Attendance System all basic precautions prescribed below need to be implemented and maintained so that everyone adheres to the standards of hygiene and health protocols at the workplace.

- (1) All Electronic Time Recording (ETR) machines should be properly cleaned and disinfected using 70% alcohol products on a daily basis.
- (2) Members of staff should proceed to the ETR only after having performed the daily temperature check which should normally be below 37.8 °C.
- (3) While queuing up for the recording of attendance at the Electronic Time Recording (ETR) machine, social distancing of 1 metre should be observed.
- (4) Members of staff are advised to refrain from touching any other part of the ETR except the fingerprint scanner or the keypad to minimize direct contact with the machine.
- (5) After using the ETR machine, hands should be immediately disinfected using the alcohol-based hand sanitizer provided.
- (6) During peak hours, 07.30 to 09.30 and 15.00 to 16.30, the ETR machine should be disinfected every 30 minutes with a 70% alcohol-based products and during the day ETR machines should, as far as practicable, be frequently disinfected.
- (7) During the process of disinfecting ETR machines, it is recommended that disposable gloves are worn.
- (8) Avoid using gel hand sanitizer before using the fingerprint scanner as this may leave a residue on the surface and may reduce enrollment quality on the reader thus failing to record the attendance of the user.
- (9) In case of any difficulty encountered while using the ETR machines, the HR Section of your Ministry/Department should be contacted.

Ministry of Public Service, Administrative and Institutional Reforms

16 August 2021