



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

30 March 2020

Ministry of Public Service, Administrative and Institutional Reforms
Circular Letter No. 30 of 2020
E/152/11/07

From : Secretary for Public Service

To : Supervising Officers in charge of Ministries

Response to COVID 19 - Precautions at Workplace

Further to this Ministry's Circular Letter No 29 of 2020 which was issued on Friday 27 March 2020, after consultation with the Secretary to Cabinet and Head of the Civil Service, all Supervising Officers are requested to ensure that the following provisions are implemented in respect of the **core team** of relevant officers of their respective Ministry and Department during the present curfew period with a view to providing **minimum** business continuity -

- (i) that a Work Access Permit on their behalf has been duly issued by the Commissioner of Police;
- (ii) transport facilities are made available to the public officers who are eligible for same under the best available conditions; and
- (iii) all the necessary measures are taken to protect the health of these officers at their workplace, as conveyed in the Circular Letter issued by the Secretary to Cabinet and Head of the Civil Service on 19 March 2020 - accordingly, Heads of Ministries and Departments should ensure that -
 - all necessary facilities are made available to maintain good hygiene, such as an adequate supply of soap, water, alcohol-based hand rub, disinfectant, disposable towels, and toilet papers whilst making sure that these are kept clean, properly stocked and in good conditions;
 - there are a sufficient number of appropriate face masks and disposable gloves;
 - sanitizing hand-rub dispensers are put in prominent places and are regularly refilled; and
 - necessary action has been taken to reinforce office sanitary conditions through routine cleaning and disinfecting of surfaces, equipment and other elements of the work environment.

2. Furthermore, public officers should also be encouraged to practise and maintain good hygiene at all times, through-

- frequent hand washing or hand sanitizing;
- 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.

3. Supervising Officers are reminded that they must adhere to the statutory obligations pertaining to the safety and health of their officers as per applicable law.

4. In addition, public officers who have underlying medical conditions and pregnant women may be excluded from the minimum service during this curfew period.

5. I rely on your usual collaboration to reinforce our commitment towards the safety of our personnel who will be maintaining minimum business continuity.



S. Ragen
Secretary for Public Service