CIRCULAR INSTRUCTION NO. 10 OF 2020

DATE: 6TH APRIL 2020
FILE: SEC: 4-11
TO: ALL DEPARTMENTAL HEADS
     ALL PROVINCIAL ADMINISTRATORS
     ALL HEADS OF OTHER PUBLIC AUTHORITIES
     ALL PUBLIC EMPLOYEES

IMPLEMENTATION OF THE COVID-19 STATE OF EMERGENCY ORDERS NO. 5 COVERING THE WORK ARRANGEMENTS IN THE PUBLIC SECTOR AGENCIES FOR A TWO MONTH PERIOD.

Circular Instruction No. 09 of 2020 covers the 14-day lock down arrangements under the State of Emergency declared by the Head of State on advice on 23rd March 2020, due to end on 6th April 2020.

On 3rd April 2020 the National Parliament brought into immediate effect the National Emergency declared by the Head of State on advice on 23rd March 2020 together with the Emergency (General Powers) (COVID-19) Regulation 2020 (the Regulation).

The Emergency Order No. 5 and Circular Instruction No. 09/2020 provides the working arrangements for all public employees which were due to end on 6th April 2020, however Parliament has further extended the State of Emergency for two months. All public employees are subject to any directions issued by the Emergency Controller.

Clauses 3, 4 and 5 of Emergency Order No. 5 specifically enforce the work arrangements as directed in Circular Instruction No. 09 of 2020 to be maintained with the additional re-arrangements as follows:
Agency heads of the essential service organizations listed in Clause 4 are required to implement safe work practices in order to prevent COVID-19 entry into the Country and to trace, test and control the spread of any COVID-19 that may enter the Country. For clarity purposes, all central agencies are required to resume normal work after the completion of the 14 days lockdown, in order to support the work of the Emergency Controller on COVID-19.

Agency heads of non-essential organizations will continue to determine which non-essential employees are to remain away from the work place and to work from their homes and maintain communication through appropriate means; and/or provide support services to the essential service agencies as directed.

Agency Heads of non-essential services are further advised to identify the relevant staff in the core functional areas of their organisations to continue to work, including any activities relating to COVID-19.

All public employees are to continue to follow the strict guidelines issued by the Department of Health on social distancing, personal hygiene and self-isolation and to remain at home and seek medical clearance in the event of feeling sick.

The terms and conditions of employment of all public employees including their wages and salaries determined under the respective laws and contracts are protected. The pay of public employees will be maintained and all public employees are required to cooperate and to comply with the directions given under the Emergency Orders.

For further clarification and answers to any specific queries relating to the application of this Circular Instruction and the Emergency Orders please contact the following numbers:

1) Department of Personnel Management: 327 6379, 327 6447, 327 6335, 327 6315 & 327 6326; OR

2) Emergency Controller’s Office at NOC-19 office, Morauta Haus on telephone number 1800101.

TAIES SANSAN
Secretary

DAVID MANNING, MBE, ODS, QPM
Emergency Controller

Circular Instruction No 10/2020/National Emergency Orders
8th April 2020