



*Public Services (Management) Act  
Public Employment (Non-Citizens) Act*

**DEPARTMENT OF PERSONNEL MANAGEMENT  
CIRCULAR INSTRUCTION NO. 10 OF 2020**

**DATE:** 6<sup>TH</sup> 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 23<sup>rd</sup> March 2020, due to end on 6<sup>th</sup> April 2020.

On 3<sup>rd</sup> April 2020 the National Parliament brought into immediate effect the National Emergency declared by the Head of State on advice on 23<sup>rd</sup> 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 6<sup>th</sup> 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.

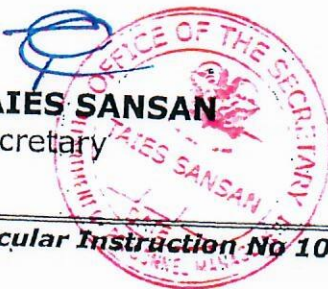
All public employees are to continue to follow the strict guidelines issued by the Department of Health on social distancing, personal hygiene and self-isolation and to remain at home and seek medical clearance in the event of feeling sick.

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, DPS, QPM**  
Emergency Controller

