



National Public Service

DEPARTMENT OF PERSONNEL MANAGEMENT

CIRCULAR INSTRUCTION NO. 34 OF 2021

DATE: 30th NOVEMBER 2021

FILE: SEC: 4-10

**TO: ALL NATIONAL DEPARTMENTAL HEADS
HEADS OF OTHER PUBLIC AUTHORITIES
ALL CONSTITUTIONAL OFFICE-HOLDERS
ALL PROVINCIAL ADMINISTRATORS**

**SUBJECT: STANDARD OPERATING PROCEDURES COVID
- 19 FOR ALL GOVERNMENT DEPARTMENTS &
AGENCIES**

Based on the directive from the Prime Minister regarding the Covid-19 Protocols on Workplace Safety & Operations, the Controller has sought assistance from the Department of Personnel Management to issue a Circular Instruction advising all Government Departments and Agencies to formulate respective Standing Operating Procedures (SOP) for Covid-19 Safety & Operations.

There is no standard SOP for Covid-19 Safety & Operations in the workplace hence all Government Departments and Agencies are urged to liaise with the Niupla Pasin Team at the National Control Centre (NCC) to formulate their respective SOP.

Department of Personnel Management (DPM) and NCC have taken the initiative to formulate a Whole of Government SOP for Covid-19 taken into account the "**Niupela Pasin Measures**" for adoption and use. A copy of the SOP can be obtained from the NCC and DPM.

For further assistance with the implementation of the **Niupela Pasin Measures**, don't hesitate to contact Ms. Kimberley Kawapuro, Niupela

Pasin Team Leader on 71798098 and Mr. Rarua Simoi, Niupela Pasin
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TAIES SANSAN
Secretary



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INDEPENDENT STATE OF PAPUA NEW GUINEA

Whole of Government STANDARD OPERATING PROCEDURE

GETTING THE WORK PLACE READY
COVID 19 WORK PLACE SAFETY AND OPERATIONS
“LIVING THE NEW NORMAL”

Authorized by:
David Manning OBE DPS QPM
Controller

STANDARD OPERATING PROCEDURES

1. PURPOSE

CGO COVID-19 BUILDING PROCEDURES

These Building Operation procedures are in alignment to the WHO workplace guidelines, Central Government Offices (CGO) Notices 1 & 2 of 2020, National Circular Instructions 10 & 11 of 2020 and Emergency Orders pertaining to Public Safety Advice and Penalties. These procedures are for the occupation, health and safety of all officers conducting government business within CGO during this period of State of Emergency and living with this Corona virus in our work places. It is important that we strictly adhere and follow these procedures for our health and wellbeing. Persons found to lawfully disobey these procedures will be referred to the Controller during this period of pandemic and application of the General Orders for disciplinary actions.

APPLICABLE TO:

PUBLIC SERVANTS

(TENANTS OF ALL GOVERNMENT BUILDINGS AND RENTED OFFICE ACCOMMODATIONS)

VISITORS

CLIENTS

CONTRACTORS

RESPONSIBILITIES OF ENFORCEMENT & ADHERENCE;

ALL DEPARTMENT HEADS

ALL PROVINCIAL ADMINISTRATORS

ALL HEADS OF OTHER PUBLIC AUTHORITIES

ALL PUBLIC EMPLOYEES

2. APPLICABILITY AND RESPONSIBILITIES

PROCEDURE NUMBER 1: The use of Personnel Protective Equipment (PPE) in building

- 1.1. All tenants must wear facemask, social distance and hand sanitize within the premises of respective building and offices.
- 1.2. All agencies must ensure sanitizing hand rub dispensers are installed at the entrances of your building and on each floor's door access into their respective offices.
- 1.3. All agencies are also required to purchase liquid hand soaps for all toilets on each floor per agency, to maintain hygienic.
- 1.4. When touching common surfaces such as lifts and doorknobs, sanitize your hands immediately after.
- 1.5. In the event that PPE (facemask, gloves and hand sanitizers) cannot be supplied by agencies, Agency Heads must comply with these procedures by asking staff to STAY HOME until supplies are replenished.

PROCEDURE NUMBER 2: Temperature Checks

- 2.1. **Temperature Checks.** To be conducted at entrances of building/facility.
- 2.2. **Temperature Screening Standard Operating Procedures.** To be adhered to by those doing the temperature checks.
- 2.3. **High Temperature.** Any persons with high temperature of more than 37.5 °C are to be refused entry into the facility/building.

PROCEDURE NUMBER 3: Personal Hygiene

- 3.1. **Wash Your Hands Frequently.** Washing your hands with soap and water or using alcohol based hand rub, kills virus that may be on your hands.
- 3.2. **Maintaining Social Distancing.** Maintain at least 1 meter between yourself and anyone who is coughing or sneezing. If you are too close, you can breathe in the droplets, including the COVID-19 if the person coughing has the virus.
Social distancing to be practiced inside and outside the buildings/facilities.
- 3.3. **Avoid touching eyes, nose and mouth.** Hands touch many surfaces and can pick up virus.

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- 3.4. **Practice Respiratory hygiene.** Covering your mouth and nose with bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue or tissues immediately.
- 3.5. **Stay home if you feel unwell.** If you have fever, cough and difficulty breathing, seek medical attention.

PROCEDURE NUMBER 4: Security, Access and Communication

- 4.1. Security Officers will impose all strict measures according to this Covid-19 Standard Operation Procedures, National Circular Instructions 10 & 11 of 2020, Any Internal Notices and Memo on Covid-19 measures, Circular Instructions 10 & 11 of 2021 and Emergency Orders.
- 4.2. Security Officers will be in control of the main gates and front and back lobby entrances of the building. Non-complying officers will be removed from the premises.
- 4.3. Access to Building will only be by Staff Access and Vehicle Access Passes ONLY and enforceable by Security.
- 4.4. Security Officers will refuse unauthorized persons entry into premises.
- 4.5. Reports of all Covid-19 matters to be made to respective COVID-19 teams within your agencies and further escalated to National Toll Free number 1800 200 or St John Emergency Ambulance on Toll free number 111 or 71111234.
- 4.6. All breaches of these procedures must be reported to Head of Agency to action disciplinary process, in a formal complaint letter, minute or memo.

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PROCEDURE NUMBER 5: Transport

- 5.1. All Drivers and custodians of Government Vehicles must wear a mask, hand gloves, clean, and sanitize vehicles.
- 5.2. Drivers and custodians of Government vehicles carrying staff to and from for Government business must comply with the required number of passengers' instruction issued under the new normal;
 - 5.2.1. No more than 8 persons to be in a 15-seater bus at any one given time.
(inclusive of driver)
 - 5.2.2. No more than 8 persons to be in a 25-seater vehicle at any one given time.
(inclusive of driver)
 - 5.2.3. No more than 6 persons to be in a 10-seater bus at any one given time.
(inclusive of driver)
 - 5.2.4. No more than 4 persons to be in a car at any one given time. (inclusive of driver)
 - 5.2.5. No more than 4 persons to be in 4 x4 vehicle at any one given time.
(inclusive of driver)
 - 5.2.6. No more than 4 persons to be in 5-door vehicle at any one given time.
(inclusive of driver)
- 5.3. Drivers of all Government Vehicles must provide hand sanitizers and make sure staff entering the vehicle sanitize their hands.
- 5.4. Transport and Asset Managers of all Agencies to enforce compliance to this important procedure. Monitor and report non-compliances.

PROCEDURE NUMBER 6: Cleaning

- 6.1. Housekeeping/Cleaners must clean all common surfaces areas three times a day on all floors in all Government buildings and rented office accommodation, starting from 8 am in the morning and 1 pm and 3 pm in the afternoon.
- 6.2. Cleaning is priority and all agencies must allow housekeeping to clean your offices daily in light of Corona Virus.
- 6.3. For personal surface areas such as keyboards and workstation, these are the responsibility of the officers, to ensure these surfaces are cleaned frequently.
- 6.4. All officers must not share any utensils with anyone.
- 6.5. Refrain from rinsing your mouth in the pantry or kitchen sinks. These sinks are for washing utensils.

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PROCEDURE NUMBER 7: Finance

- 7.1. In compliance to the Public Finance Management Act, all requisitions regarding PPE (masks, gloves and hand sanitizers) must be given priority and paid within 12 hours.
- 7.2. If funds are an issue in providing all necessary equipment for officers of Agencies, convene a meeting and decide on how best combined resources can be utilized for the operation of all agencies to continue under the new normal.

PROCEDURE NUMBER 8: Children and Family

- 8.1. Do not expose your children and family to public areas such as office areas. Due to safety reasons, not all tenants ARE NOT ALLOWED to bring children under the age of 12 years to the work place.
- 8.2. If family, relatives or friends come with you to work, they should be asked to wait at the lobby at the ground level or outside the premises.

PROCEDURE NUMBER 9: Organizing meeting and events

9.1. Before Meetings

- 9.1.1. Check for advice from authorities in the places you plan to hold the meetings or events and follow their advice. There is a risk of people attending meetings and unknowingly bringing the Covid-19 virus to the meeting and exposing others to Covid-19 or can make others very ill.
- 9.1.2. For all meetings as much as possible, use disposable utensils or cutleries when catering food.
- 9.1.3. Consider whether a face to face meetings are necessary or replace with video conferencing or other means of media platforms.
- 9.1.4. Provide all PPE equipment (masks, gloves and hand sanitizers).
- 9.1.5. Make sure that all meeting participants, catering, and visitors at the event or meeting provide contact details and place of residence.

9.2. During Meetings

- 9.2.1. Display hand sanitizers prominently around the venue.
- 9.2.2. For any meeting or conference, it is important to maintain physical distancing at a minimum of 1.5 meters between each participant.
- 9.2.3. Open windows and doors whenever possible to make sure the room is well ventilated.

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9.2.4. If anyone starts to feel ill, call the Covid-19 Hotline on 1800 200.

9.3. After Meetings

9.3.1. Retain the names and contacts of all participants.

9.3.2. If someone at the meeting was isolated as a suspect of Covid-19 case, the organizer should inform all participants.

9.3.3. If they develop even a mild cough or low-grade fever, get tested, they should stay at home and self-isolate.

9.3.4. Open windows and doors whenever possible to make sure the room is well ventilated.

9.3.5. If anyone starts to feel ill, call the Covid-19 Hotline on 1800 200.

PROCEDURE NUMBER 10: Travels

10.1. Officers to be tested before and on return from duty travel (Provincial/International travel)

10.2. Are required to monitor symptoms and self-isolate in their homes for a minimum of 10 days.

10.3. To return to work after the 14 days self-isolation. Officers are required to take a Covid-19 test, a day or two prior to resuming on the basis on the certification of clearance with a negative result.

PROCEDURE NUMBER 11: Clients/Contractors/Agents

11.1. It is the responsibility of all agencies within CGO to make sure your clients/Contractors/Agents are adhering to Procedure 2: Personal Hygiene.

11.2. Each agency must put in place their own strategies on how to implement the five personal hygiene habits when in contact with and dealing with clients/Contractors/Agents on a daily basis or on client days.

11.3. Correspondences:

11.3.1. To be delivered at the Security/Reception Counters and entrances of facilities/buildings.

11.3.2. Security personnel and or reception officers to receive and deliver correspondences appropriately within the facility/building.

11.3.3. Correspondences to be emailed through to relevant officers.

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11.4. Clientele:

11.4.1. Limit face-to-face meetings with clients.

11.4.2. Meetings with clients to be on appointment basis

11.4.3. Registry of all clients/visitors to the facility/building to be kept at the entrance of facility/building.

11.4.4. Clients/visitors registry to include;

- Name
- Mobile number/landline
- Email address
- Organization
- Residential address

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3. MEASURES

MEASURE 1: Workstations

- Tables and Chairs/Workstations to be placed 1.5 meter part.

MEASURE 2: Meeting/Conference Rooms

- Meeting rooms to have no more than 20 persons at any one give time.
- Chairs to be spaced out at 1.5m apart.
- Tables to be spaced out at 1.5m apart.
- Meeting rooms to have good ventilation.

MEASURE 3: Lifts

- No more three (3) persons to be in the lift (average life size 1.83 x 1.53 m) at any one given time.

MEASURE 4: Entry/Exit Points

- Entry and exit points in and out of facilities/building to be separated and clearly demarcated.

MEASURE 5: Mandatory Mask Wearing

- Mandatory mask wearing at all times indoors and outdoors.
- Masks (fabric/medical) to be made available to staff.
- Masks (fabric/medical) to be changes and or regularly cleaned/washed.

MEASURE 6: Mandatory Mask Wearing

- Mandatory mask wearing at all times indoors and outdoors.
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MEASURE 7: Mandatory Mask Wearing

- Mandatory mask wearing at all times indoors and outdoors.
- Masks (fabric/medical) to be made available to staff.
- Masks (fabric/medical) to be changes and or regularly cleaned/washed.

MEASURE 8: Testing of Officers

- Unvaccinated officers to be tested for COVID-19 once every 7 days.
- Officers to be tested only if symptomatic to COVID-19.

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- Officers to be tested only if the officer is a close contact of a Covid-19 positive case.

MEASURE 9: Sick Leave

- Officers to remain at home if symptomatic to COVID-19. And take sick leave until well.
- Officers to remain in isolation (home/designated isolation facility) if Covid-19 positive and take sick leave for 10 days.
- Officers are not required to re-tested after isolation of 10 days.

MEASURE 10: Meetings

- Limited meeting to no more than 20 persons per meeting as per social distancing requirements.
- Use technology and appropriate applications to host meetings (zoom, microsoft teams, webinar, etc).
- Meeting to be conducted in a well-ventilated room with good airflow.

MEASURE 11: Support for Vaccination

- Staff should be given time off to attend vaccination clinics for vaccination.

MEASURE 11: Emergency Support

- Safety and fire drills to be formulated and incorporated for safety emergency

4. INFECTION PREVENTION & CONTROL MEASURES

- **Workstations, Meeting Rooms, Kitchen, Dining Areas**
 - Wiping down with disinfectants (70% alcohol solution) of chairs, tables and surface areas every morning and afternoon
 - Wiping down with disinfectants (70% alcohol solution) of workstations and surface areas every morning and afternoon
- **Touchpoints (Door handles/knobs, lifts, rails, etc)**
 - Wiping down with disinfectants (70% alcohol solution) of door handles/knobs and surface areas every morning, midday and afternoon
- **Air Ventilation**
 - Cleaning of fans, air condition systems, vents and windows every week
 - Ensuring proper ventilation is established in the facility/building
- **Transport Mediums**
 - Wiping down with disinfectant (70% alcohol solution) / washing of Department/Agency vehicles, watercrafts, aircrafts daily
- **Information, Education & Communication (IEC) Materials**
 - Information, Education & Communication materials to be displayed in and around the facility/building
 - COVID-19 and Niupela Pasin awareness sessions to be conducted for staff regularly (fortnightly)
- **Decontamination of facility/building**
 - Facility/building to be decontaminated in the event that an officer/s is/are found to be COVID-19 positive
 - Immediate evacuation of building/facility by officers prior to decontamination process
- **Sunlight**
 - Ensure as much as possible sunlight to come through the facility building

5. REFERENCES

- National Circular Instructions 10 of 2020.
- Emergency Orders.
- Standard Operation Procedures, National Control Center for Covid-19.
- National Circular Instructions 34 of 2021.

6. CONTACTS

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