

REPUBLIC OF KENYA



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**Subject : THE FIFTEENTH (15TH) PRESIDENTIAL ADDRESS ON
CORONA VIRUS PANDEMIC: GUIDELINES TO THE
PUBLIC SERVICE**

Forwarded is circular No.OP/CAB.6/11A dated 6th April, 2021 on the above subject.

Please bring the contents of the circular to the attention of staffs under your jurisdiction and ensure compliance of the same.


Justine Nelima

FOR: PRINCIPAL SECRETARY

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Ref. No.
and date

- The Attorney General
- All Cabinet Secretaries
- All County Governments
- All Chairpersons' of Constitutional Commissions
- All Principal Secretaries/Accounting Officers
- Clerk of the Senate
- Clerk of the National Assembly
- Chief Registrar of the Judiciary
- All Clerks of County Assemblies
- All Chief Executive Officers of State Corporations

THE FIFTEENTH (15TH) PRESIDENTIAL ADDRESS ON CORONA VIRUS PANDEMIC: GUIDELINES TO THE PUBLIC SERVICE

Your attention is drawn to this Office Circular Ref. No. OP/CAB.61/6A dated 11th November, 2020 which reiterated guidelines and measures to be adhered to by all Public Service institutions with the aim of enhancing the efficacy of the management of the COVID-19 Pandemic and protection of all Kenyans from the impact of the Pandemic.

His Excellency the President, in his 15th Address to the Nation on Friday, 26th March, 2021, noted with great concern the rising death rate of Kenyans from COVID-19 Pandemic and the steep and sustained rise in the number of admissions for COVID-19 across the country. It was also noted that this has been as a result of the third wave of the disease whose spread and impact is anticipated to be more severe in the next 30 days.

The President once again, reiterated the need to enforce and comply with protocols and guidelines on containment of the Pandemic and reviewed the earlier measures put in place by the Government in order to contain and reverse the escalation of the disease.

Accordingly, Authorized Officers and Accounting Officers in Ministries/Departments/ Counties and Agencies are guided to implement the reviewed measures as contained in the Fifteenth (15th) Presidential Address as follows:-

1. Cessation of Movement in Disease Infected Counties

Following the declaration of the Counties of **Nairobi, Kajiado, Machakos, Kiambu and Nakuru** as disease infected areas, Authorized and Accounting Officers are guided to take the necessary action to ensure that:-

- i. All field visits into or out of these Counties are suspended and alternative work arrangements put in place to ensure continuity of Government services.
- ii. Where work requires regular field visits and there is need for officers to travel out of the disease declared counties, the Office of the Head of the Public Service is notified of such travel and relevant travel passage obtained from the Ministry of Interior and Coordination of National Government.

2. Delivery of Public Services

Authorized and Accounting Officers are guided to take the necessary action to ensure:-

- i. Public officers work from home as earlier guided in order to mitigate against situations that may lead to overcrowding or propagating of the disease. To be exempted are officers working in critical or essential services that cannot be delivered remotely.
- ii. Work is scheduled to ensure high traffic offices like registries do not have more than 1/3 of their capacity in a room at any one time and further that the sitting arrangement allows for social distancing of 1.5 meters.
- iii. All public officers aged 58 years and above or who are immune compromised work from home with exception of those designated as offering critical and essential services.
- iv. Where face-to-face meetings are inevitable, they are limited to four (4) persons and below. Participants must be seated at least 1.5 meters apart and must at all times have their masks on.
- v. That officers with pending leave days are informed to proceed and take leave within an agreed schedule that will allow Public Service delivery to continue.
- vi. Officers working from home are provided with specific targets and monitored on a regular basis. Further necessary action must be taken to safeguard the security of Government data and information.

3. Hygiene and Safety

Authorized and Accounting Officers are guided to take the necessary action to ensure:-

- i. All buildings are properly aerated and fumigated regularly especially in waiting rooms, washrooms, kitchens and other sensitive work spaces.
- ii. Provision of protective equipment and facilities as appropriate e.g. hand washing, masks, sanitizers and thermo guns.
- iii. High traffic areas are regularly cleaned and sanitized e.g. door knobs, table surfaces, seats etc.
- iv. That to the extent possible, intra office communication is paperless e.g. use of e-mail.
- v. That incoming mail is sanitized prior to opening and after opening.

4. International Travel

- i. International travel for public officers has been suspended with immediate effect save for exceptional circumstances with the approval by the Head of the Public Service.
- ii. Public officers travelling into and out of the Country will be required to adhere to the existing guidelines on foreign/international travel.
- iii. Public servants returning into the Country should be in possession of a negative **COVID-19 PCR Certificate, acquired no more than 96 hours prior to arrival.**

5. Review of Nationwide Curfew Timelines

The curfew hours have been revised to commence at **8:00 pm** and end at **4:00 am** in the **Counties of Nairobi, Machakos, Kajiado, Kiambu and Nakuru.** Consequently Authorized and Accounting Officers should take appropriate action to ensure:-

- i. Work schedules are put in place that allow public officers to observe the curfew hours as they move to and from work.
- ii. Officers who may be required to work beyond curfew hours have been issued with the relevant approval passes from the Ministry of Interior and Coordination of National Government.
- iii. Officers providing essential services are provided with official identification.

The Ministry of Interior and Co-ordination of National Government jointly with the Ministry of Health are directed to review the protocols for reissuance of curfew passes and exemptions and bring the same to the attention of Authorized and Accounting Officers.

6. Educational Institutions - Physical learning in all educational institutions including universities and tertiary colleges and vocational institutions, other than for candidates sitting for their examinations and those in medical training institutions, have been suspended with immediate effect. **Authorized and Accounting Officers should ensure compliance by all educational/training institutions under their purview.**

7. Suspension of Sporting Activities - Accounting and Authorized officers should take appropriate action to ensure:-

- i. Sporting teams in their respective MDAs suspend all scheduled sporting events/activities with immediate effect.
- ii. Recreation or staff welfare groups such as choirs and membership clubs suspend their activities/meetings until further notice.
- iii. Any welfare meetings that are absolutely necessary are conducted virtually.

8. Vaccination - In view of the high morbidity and mortality rates among those who are above 50 years of age, Authorized and Accounting Officers should put in place measures to facilitate vaccination of public officers on a age and vulnerability priority basis during the 1st vaccination phase.

9. Treatment of Officers

- i. Authorized and Accounting Officers should take the necessary action to ensure officers who contract COVID-19 are promptly treated and isolated as per the Ministry of Health guidelines.
- ii. Up-to-date records of COVID-19 cases in public institutions are maintained.

10. Mental Health

- i. To mitigate against the rising cases of depression and mental health issues, the government has trained Mental Health Champions in Public Institutions across the Service to offer mental/psychological support to staff who may require the services during this third wave of the COVID-19 Pandemic.
- ii. The Mental Health Champions are expected to identify and offer basic counselling services and refer needy cases to the State Department for Public Service, Counselling Unit, for further intervention measures.
- iii. Authorized and Accounting Officers are therefore requested to accord the Mental Health Champions necessary support as part of their duty to ensure the health and wellbeing of their staff.

11. Adherence to Previous Circulars

It is reiterated that Public Institutions should ensure compliance with earlier circulars providing guidelines on COVID-19 Pandemic and specifically the following:-

- i. Ref. No. OP/CAB.26.1.3A of 16th April, 2020 on guidelines on working from home.
- ii. Ref. No. OP/CAB.26/1/3A of 29th April, 2020 on guidelines on return to work for Public Officers returning from quarantine and isolation.
- iii. Ref. No. OP/CAB.26/1/3A of 20th July, 2020 on compliance with workplace guidelines on Covid-19 Pandemic.

12. Accountability

The responsibility for enforcement of the guidelines contained in this circular rests with the Authorized and Accounting officers for each MDA.

Please bring the contents of this Circular to the attention of all officers under your purview and ensure compliance with the same.



JOSEPH K. KINYUA, EGH
HEAD OF THE PUBLIC SERVICE

Copy to: **Prof. Margaret Kobia, Ph.D, MGH**
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