



EXECUTIVE OFFICE OF THE PRESIDENT
HEAD OF THE PUBLIC SERVICE

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Ref. No. **OP.CAB/61/6A**

11th November, 2020
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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 THIRTEENTH (13TH) PRESIDENTIAL ADDRESS ON THE CORONA VIRUS PANDEMIC: GUIDELINES TO THE PUBLIC SERVICE

His Excellency the President in his 13th Address to the Nation on Wednesday 4th November, 2020 issued additional directives to stem the spread of the Coronavirus Pandemic.

In his address, it was noted with concern, that the escalation of COVID-19 cases in the second wave is as a result of COVID fatigue, backtracking and reduced responsiveness by leaders and the citizenry on the protocols and guidelines earlier issued by the Government to combat the Pandemic.

The President therefore, reiterated the need to enforce and comply with protocols and guidelines on the Pandemic in order to reverse the escalation and to win the overall war against the spread of the virus.

Accordingly, Authorized and Accounting Officers are guided to implement these directives and ensure adherence to the various protocols and guidelines as follows:

(i) Social Distancing

All Cabinet Secretaries, Chief Administrative Secretaries and Principal Secretaries to scale-down all in-person engagements within Government and to take appropriate steps to foster the discharge of their mandates by themselves and their officers through virtual means where possible.

In this regard:

- All meetings exceeding four (4) persons to be conducted through online platforms.
- Where physical engagements are necessitated, participants to be seated at least 1.5 meters apart and to wear masks.
- Boardrooms to have no more than one-third of their normal seating capacity occupied at any given sitting.
- Staggering of assignments in high traffic offices to ensure social distancing at all times.

(ii) Work Place Hygiene and Safety

Authorized and Accounting Officers to take necessary action to:

- Minimize crowding in all public offices and close contact settings e.g waiting rooms, vehicles etc.
- Ensure meeting rooms and offices are well ventilated.
- Facilitate offices and boardrooms with sanitizing facilities and hand washing points as appropriate.

(iii) Remote Working/Working from Home

In order to protect Public Servants drawn from vulnerable groups, all State and Public Officers aged 58 years and above or who are immunocompromised to work remotely, with the exemption of those serving the Nation in critical and essential sectors.

In this regard, Authorized and Accounting Officers are guided to take appropriate action to:

- Facilitate Officers to work remotely and assign duties and responsibilities accordingly.
- Ensure clear deliverables with Key Performance Indicators and targets for Officers working remotely.
- Develop work schedule/rota for officers working from home.
- Monitor and evaluate reports on a regular basis.
- Guarantee security and safety of Government information and documents in respect to officers working from home.
- Ensure Officers in Job Group 'R' and above or its equivalent work from their offices except if they fall in the category referred to in **(ii)** above.

(iv) Adherence to Curfew

The nationwide curfew is extended up to 3rd January, 2021 and will be enforced between 10.00 pm and 4.00 am.

In this regard, Authorized and Accounting Officers should take appropriate action to ensure their staff comply with curfew hours by:

- Determining essential positions and work areas and deploying staff accordingly.
- Providing staff with official identification in the event they are working after curfew hours.
- Putting enough support mechanisms to facilitate employees working during and beyond curfew hours.

(v) Mental Health

Authorised and Accounting Officers have a duty of care to ensure the health and well-being of their staff. In this regard, they should put mechanisms in place to:

- Track the mental health of employees under their purview and where necessary work with the Counselling Unit in the Ministry of Public Service and Gender for psychosocial support
- Ensure that Mental Health Champions keep an updated register of the status of mental health for all staff.
- Maximise leave flexibility to allow employees manage their health and wellbeing and those of their families.
- Maintain working environments that promote mental health.

(vi) Digitization of Public Services

Ministries, Departments and Agencies (MDAs) to take necessary measures to fast track the digitization of Public Services as below:

- Identify functions, processes and services that can be digitized.
- Consult and collaborate with the Ministry of ICT, Innovation and Youth Affairs to develop the appropriate digital capabilities.

(vii) Civic Responsibility

To enhance civic responsibility and sustain the continuity of government services, MDAs are called upon to promote to their respective publics the sensitization Campaign dubbed, "**No mask, No service**" "**Bila barakoa, hakuna huduma**".

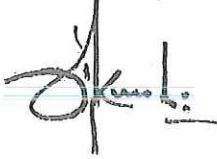
(viii) Adherence to Previous Circulars

It is emphasised that the guidelines contained in this Circular be implemented together with previously issued Circulars by this Office, specifically:

- Ref. No. OP/CAB.26/1/3A of 16th April, 2020 on guidelines on working from home.

- 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.
- Ref. No. OP/CAB.26/1/3A of 20th July, 2020 on compliance with workplace guidelines on Covid-19 pandemic.

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



Joseph K. Kinyua, EGH
HEAD OF THE PUBLIC SERVICE

Copy to: Prof. Margaret Kobia, PhD, MGH
Cabinet Secretary
Ministry of Public Service and Gender
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