



# MINISTRY OF WATERWAYS AND ENVIRONMENT

## COVID-19 ACTIONS FOR ALL EMPLOYEES

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Fiji confirmed the first case of coronavirus, also known as COVID-19 yesterday. We are putting strong measures into place to protect our employees and their families.

Today our Permanent Secretary Joshua Wycliffe announced precautionary measures to help protect our teams from the Covid-19. To ensure maximum reach, the Ministry would like to share his message through publishing his email to our staff (Ministry-wide).

To: My Team at the Ministry of Waterways and Environment

I wish to keep you updated on set of mandatory actions that we will need to undertake and insulate ourselves against the Covid-19. Even as the first case in Fiji has been confirmed, and as alluded to by our Prime Minister in his address to the nation yesterday, we need to take a strong precautionary approach and be alert towards any form of negligence either by us or anyone else around us.

As you are all aware, the situation was confirmed as a global pandemic by the World Health Organization. As clearly alluded to by our Prime Minister, we will need to follow an “aggressive, proportionate and – most importantly – a scalable response” in the days to come. This threat from the virus is and will continue to grow, at a hastily alarming rate. Our success as a Ministry in tackling the virus effectively will dependent on the diligent care and actions that we will undertake in the coming days/weeks and perhaps months. These actions will certainly assist in slowing down the spread of the virus both within the Ministry and without. I count on your professionalism, maturity and commitment.

Now that we have the first confirmed case, we will sure need to gear ourselves to higher levels of prevention through protection.

In line with this, I am today announcing the following actions for all our staff, including project staff, based around the country. I have put it as **Mandatory Dos and Don'ts**

### The Don'ts:

#### Don'ts (You should not) ...

- If you are within the Greater Lautoka Area, should not leave the Greater Lautoka Area
- If you do not live in Greater Lautoka Area, you should not travel there, even if you are a Ministry staff working out of the Lautoka offices.

- You should not travel (international). All domestic work related travel (outside Lautoka) will need to be endorsed by your respective Director and approved by me. All travel applications currently sent for approvals to my office remain on hold.
- You should not plan, organise, coordinate, or participate in any meeting(s), conference(s) or event(s) of more than 20 people both within the Ministry and without.
- You should not invite any visitor to any of the Ministry sites without the prior approval from your respective Director (or your Permanent Secretary)

#### **THE Dos:**

You must ...

- If you are suffering from cold or flu-like symptoms or you have come into contact with a suspected covid-19 patient or their family/friends you **must FIRSTLY** report this to your respective Director (or Permanent Secretary) with the details of the contact (they may ask you for the contact details and evidence)
- Apply hand sanitiser every time you enter or exit from any our Ministry site(s)
- Always follow non-physical greetings (e.g. Hugging, handshakes) and always maintain a social distance.
- Undergo any form of testing if and when you are asked to undergo testing.

Irrespective of your role, these measures are required of all Ministry employees, project, temporary and volunteer staff.

I look forward to your unconditional agreement and support to these actions and measures, more so, as these are the right things to do. These actions are science/medicine based and are specially developed to provide for our safety, the safety of our colleagues, our families, and the safety of the communities with whom we interact and work with. They also demonstrate our leadership as a responsible, principle-led Ministry.

We are treading on unknown grounds. It is now that we will need to remain calm, assuring and helpful and do what we do the best as Fijians – Stand up for each other!

Thank you again for your undivided support.

Take care of yourselves, your families, your colleagues and friends

God Bless Fiji.

Joshua Wycliffe (PS)