

GOUVERNEMENT
DE LA REPUBLIQUE
DE VANUATU

MINISTRE DE L'EDUCATION ET DE
LA FORMATION

DIRECTEUR GENERAL

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OFFICE OF THE DIRECTOR GENERAL - BUREAU DU DIRECTEUR GENERAL

18th March 2020

To: All MoET Staff
Ministry of Education and Training

Dear MoET Staff

Re: COVID-19 Advisory Message to all Ministry Staff

With the outbreak of the Corona Virus (COVID-19) in the region, I am advising all staff to be on alert and to take extra precaution by reflecting on your life style by ensuring there is safety, health, hygiene at home and your workplace for the purpose of reducing risks of catching and spreading COVID-19.

My office is hereby issuing a reminder to all staff to ensure that the following rules are to be complied with, to minimize the risk of a staff being infected with COVID-19.

Administration

- Ensure the main reception area is secured to minimize clients and visitors entering the premises to meet with officials or to attend meetings;
- Secretaries or individual staff are required to receive customers only at the reception; and
- Minimize the usage of air conditions in your offices;

Maintain Good Personal Hygiene and Ensure Safe Food Practices

- Be responsible to sanitize your own work station at the end of each day, including vehicles, and prior to using the clock in/out machines;
- Avoid using or sharing other staff equipment e.g. phones, computers, tables;
- Stock up on first aid kit, materials and other resources;
- Avoid contacts with other persons e.g. no more shaking of hands and reduce face to face meetings. Safe greetings include a wave, a nod or a bow;
- Minimize socializing with others during "breaks", lunches, or after-work meets;
- Minimize eating at public outlets and to avoid buying cooked food from market or road market;
- Eat healthy – 3 kinds of food and increase the intake of food that contains vitamin C to build up the immune system. Thoroughly cook meat and eggs.
- Drink lots of water;
- Wash your own utensils (plates, forks, spoons, cups) or use disposable utensils;
- Clean hands with soap and water or alcohol-based hand rub regularly after coughing or sneezing, when caring for the sick, before, during and after you prepare food, before and after eating, after toilet use, when hands are visibly dirty and after handling animals or animal waste;
- Bring your own hand towel or handkerchief to dry your hands;
- For kava drinkers, take your own kava bowl to the nakamals (kava bars), or avoid going to the nakamals;
- Avoid activities where you are likely to be exposed to large groups of people; and
- No unprotected contact with live wild or farm animals.

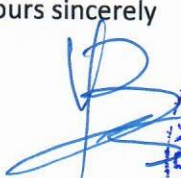
Medical Situations

- Cover nose and mouth when coughing and sneezing with tissue or flexed elbow;
- Avoid close contact with anyone with cold or flu-like symptoms;
- Any staff that is showing signs of flu, coughing, sneezing, fever, asthma, and headache will need to advise your immediate supervisor and seek immediate medical attention.
- Staffs that need medical attention will be referred to the main hospitals or a private medical clinic for a full medical check-up.

The Ministry takes your health as a priority, for the safety of our children.

Thank you all for your understanding.

Yours sincerely



Ilati Bergmans
Director General



cc: Honorable Minister of Education & Training
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