



# Office of the Head of Service of the Federation

## THE PRESIDENCY

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### CIRCULAR

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23<sup>rd</sup> March, 2020

Chief of Staff to the President, C-in-C  
Deputy Chief of Staff to the Vice President  
Secretary of the Government of the Federation  
All Honourable Ministers/Ministers of State  
All Permanent Secretaries  
Special Advisers/Senior Special Assistants  
The Chairman, Federal Civil Service Commission  
The Chairman, Police Service Commission  
Accountant-General of the Federation  
Auditor-General for the Federation  
Surveyor-General of the Federation  
Chief Registrar, Supreme Court of Nigeria

### **COMPULSORY STAY AT HOME OF NON-ESSENTIAL PUBLIC SERVANTS ON GL GRADE 12 AND BELOW AS A FURTHER MEASURE TO CURTAIL THE SPREAD OF COVID - 19**

As you are no doubt aware, the Federal Government has taken a number of measures to manage the identified cases of COVID - 19 and curtail its spread.

2. Government is concerned about the welfare and safety of all public servants just as it is about other Nigerians. All public servants are, therefore, strongly advised to follow the measures being put in place by government to curtail the spread of the pandemic.

3. As a further step to check the spread of COVID – 19, all non-essential public servants on grade level 12 and below are to stay and work from home with effect from Tuesday 24<sup>th</sup> March, 2020 until further notice.

4. All other categories of officers who will be at work, are strongly advised to limit the number of visitors they receive to the barest minimum. This is to reduce physical contact as much as possible.



## Head of Service of the Federation

5. Furthermore, officers who have recently visited countries with incidence of COVID – 19 or; have had contact with persons who recently returned from these countries, are advised to self-isolate at home for 2 weeks. In case such officers exhibit any of the COVID 19 symptoms, they are advised to contact the National Centre for Disease Control (NCDC) on 0800970000 – 10.
6. For the purpose of emphasis, observance of strict adherence to personal hygiene, including frequent washing of hands with soap and running water, is strongly advised.
7. For more information, guidance and update on COVID – 19, please visit the website of the Office of the Head of Service of the Federation (OHCSF): [www.ohcsf.gov.ng](http://www.ohcsf.gov.ng)
8. Please, give the contents of this circular widest circulation.

*Folasade*  
**Dr. Folasade Yemi-Esan**  
Head of Service of the Federation