



## **CIRCULAR MEMORANDUM NO. 12 OF 2020**

**MY REF:** GEN/4/01/01/2020 Vol. IV (68)

**FROM:** Chief Executive Officer, Ministry of the Public Service, Energy and Public Utilities

**TO:** Office of the Governor General, Chief Justice, Auditor General, Solicitor General, Financial Secretary, Cabinet Secretary, Chief Executive Officers and Heads of Department

**SUBJECT: PROTOCOLS FOR THE MANAGEMENT OF COVID-19 FOR  
THE BELIZE PUBLIC SERVICE**

**DATE:** 18<sup>th</sup> March 2020

Amid the impending arrival of the COVID-19 Virus in the country of Belize, the Ministry of the Public Service, Energy and Public Utilities (MPSEPU) is mindful that there will be an implication on Public Services. Below are suggested protocols to be observed by Government Offices and Public Officers geared towards safety, prevention and the continuance of service.

### **STAFF SAFETY**

The safety of our public officers must always be a priority. It is hereby advised that every Ministry, Departments, Units and Sections of the Public Service take appropriate measures to ensure safety of all public officers.

### **VIRTUAL COMMUNICATION AND MEETINGS**

As a preparatory measure, each Ministry/ Department is recommended to establish forms of virtual communication with their staff such as the Microsoft Office 365 platform or similar. Furthermore, establishing smaller collaborative group such as executive or senior management groups for virtual meetings and sharing documents and other collaborative tools on these platforms is advisable.

### **CONTINUOUS SERVICE DURING A CLOSEDOWN**

If and when the need arises to close down some or all offices, the MPSEPU advises that functions of the individual Ministries, Departments, Units and Sections be prioritized for continuous service. It is also advised that online processing of the functions that are prioritized be explored so that these essential services continue uninterrupted during an outbreak. There will be activities that cannot be conducted virtually, and the individual Ministry/Department is advised to put in place other measures to address these functions while ensuring officers safety.

At this point in time, the Public Service is to take note that the Human Resource Management and Information System (HRMIS), a component of the Smart Stream Data Base, will remain in

operation through online capabilities during any closure of offices. The Payroll component is also expected to remain functional in a similar modality.

Kindly bring the content of this circular to the attention of all public officers.

A handwritten signature in black ink, appearing to read 'Peter Allen', written in a cursive style.

**DR. PETER ALLEN**  
**CHIEF EXECUTIVE OFFICER**