



COMMONWEALTH OF DOMINICA  
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**MEMORANDUM**

**FROM** : Secretary to the Cabinet

**TO** : All Permanent Secretaries / Head of Departments

**DATE** : March 27, 2020

**RE** : **DIRECTIVE FROM THE SECRETARY TO THE CABINET RE COVID 19 RESPONSE.**

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I wish to thank all public officers, especially those in the front line of our fight against COVID 19, and those who have directly or indirectly worked tirelessly to manage exposure at the national level.

As announced by the Honorable Prime Minister, the Public Service has been asked to work at home to help with the fight against COVID-19 and in the interest of the safety of Public Officers. The Prime Minister also announced that officers with underlying Health Conditions are required to stay at home from March 25 2020 for 14 days. In an effort to implement and administer the policy decision, the following directives are issued to all Public Officers.

- For the next 14 days commencing March 26 to April 8, all public officers are expected to work from home except for all critical services such as Police, Prisons, Fire and Ambulance, Health Care Workers, and those officers who are directed to report to work to ensure that critical public services are provided and as needed.
- With regards to the interpretation of Underlying Health Conditions, the condition in question must be one that existed prior to the announcement, certified by a registered Medical Doctor, recorded by the department in the form of a valid medical certificate.
- All employees of Statutory Bodies and State-owned Enterprises shall be subject to the directives of their respective management.

- Permanent Secretaries shall provide formal instructions to those required to report to work at the official place of work or other designated locations.
- Permanent Secretaries shall give specific directives on the work to be completed by officers while working at home, with clear measurable output and timelines. Online platforms for meetings and document collaboration shall be provided to staff. (Access to emails via browser or mobile devices is already available to all government users).
- Where public officers are directed to report to work, Permanent Secretaries are to ensure that the officer does so via a safe mode of transportation and observing the guidelines set for public officers to include physical distancing and safe hygiene practices.

Public Officers as employees of the state have a great capacity to assist with the enforcement of the various COVID 19 protocols and directives across the Island. All are encouraged particularly the teams of field officers already working in the districts to use their contacts and influence in their communities, in aggressively fighting COVID19, particularly in the next 14 days.

We all need to work towards national compliance to the decision that all stay at home except for those providing or accessing essential services.

Together with our resilience we shall persevere and conquer this challenge.



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**STEVE FERROL (AMB)**  
**SECRETARY TO THE CABINET**  
**HEAD OF THE PUBLIC SERVICE**

## **PROVISION OF PUBLIC SERVICES**

**The General Public is assured that arrangements are in place to continue to provide critical services as follows:**

**General inquiries can be made as follows**

**Telephone**

**767-611-3237**

**767-611-3249**

**Email**

**[connect2government@dominica.gov.dm](mailto:connect2government@dominica.gov.dm)**

**For Ministry specific inquiries contact can be made via email as follows:**

[education@dominica.gov.dm](mailto:education@dominica.gov.dm)

[agriculture@dominica.gov.dm](mailto:agriculture@dominica.gov.dm)

[foreignaffairs@dominica.gov.dm](mailto:foreignaffairs@dominica.gov.dm)

[tradeandcommerce@dominica.gov.dm](mailto:tradeandcommerce@dominica.gov.dm)

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**Arrangements have been made with the ICT Unit to update all forms and basic information on the Government website for update to clients and the general public**

### **E-Services**

- E-Filing and E-Payment Services for Taxes, Licenses and other services at the Inland Revenue Division are available.
- Requests for urgent licenses and certificates to be submitted via email for processing