



ADMINISTRATIVE CIRCULAR 3 OF 2020

TO: All Civil Servants

FROM: Deputy Governor

DATE: 24th March, 2020

SUBJECT: **Closure of All Non-Essential Government Offices**
as of Wednesday, 25th March, 2020

Civil Servants should be aware that with today's announcement of our first COVID-19 case without travel history, suggesting that we now have evidence of transmission of the virus within our community, the Cayman Islands is preparing to transition to "**Level 4**" in our pandemic response.

Given this, I am writing to advise that all non-essential CIG offices must be closed by close of business today, and from tomorrow morning, **Wednesday, 25th March, 2020, only essential CIG staff should attend their workplace.**

Most CIG agencies have already started implementing their Continuity of Operations Plans and have reduced their public-facing hours and employed some of the flexible working arrangements I outlined in my earlier message to you.

I encourage every civil servant who is not one of our essential workers to finalise the necessary arrangements to allow them to work remotely **as a matter of urgency today**. From tomorrow morning, Wednesday, 25th March, all non-essential civil servants are required to work from home, "**shelter in place**" at home, and not return to the workplace until **Monday 6th April, 2020**, unless otherwise directed. I know this is a drastic measure – but I advised in my earlier message to you that your leaders care about you and would take the actions necessary to keep you safe, and I believe this is an important step to achieve this.

I recognize that there are civil servants who are not one of our essential staff that will not be able to continue to deliver their work remotely due to the nature of their role. These individuals should have a discussion with their line managers regarding their availability to be redeployed to address some of the capacity gaps we are anticipating with the projected increased demands on our essential services, as well as discussing how they might use this time to engage in furthering their training and development online through the Civil Service College's Degreed platform.

For the avoidance of doubt, the following have been identified as essential services during this time:

- **Royal Cayman Islands Police Services**
- **Fire Services**
- **Prison Services**
- **Cayman Islands Coastguard**
- **Needs Assessment Unit**

- **Department of Children and Family Services** (at the direction of the Director)
- **Department of Environmental Health** (at the direction of the Director, DEH)
- **Department of Vehicle and Equipment Services** (at the direction of the Director, DVES)
- **Computer Services Department** (at direction of the Director, CSD)
- **Facilities Management Department** (at the direction of the Director, FMD)
- **Customs and Border Control** (at the direction of the Director, CBC)
- **Mosquito Research and Control Unit** (at the direction of the Director, MRCU)
- **Department of Public Safety Communications (911)**
- **Judicial Administration** (at the direction of the Courts Administrator)
- **Office of the Director of Public Prosecutions** (at the direction of the Director of Public Prosecutions)
- **Attorney General's Chambers and the Portfolio of Legal Affairs** (at the direction of the Solicitor General)
- **Department of Environment** (at the direction of the Director, DOE)
- **Staff of Treasury's Cash Management Unit and Payroll sections**
- **Members of the National Emergency Operations Centre**

In the case of the uniformed services, non-uniform support staff may be deemed essential at the discretion of the head of department. I realize that as this situation continues to evolve, there may be some agencies not listed above who may need their staff to be in office in order to deliver services. In such instances, Heads

of Department should liaise with their Chief Officers, who will then elevate the supported requests to me for consideration on a case-by-case basis.

As you are all aware, the COVID-19 virus is a developing and evolving issue for us and it is important that you look to factual and reliable sources of information to stay up to date. Continue to monitor the CIG's website (www.gov.ky/Coronavirus) and the Health Services Authority's website (www.hsa.ky/Coronavirus) for useful information and updates. If you, or a member of your family, becomes symptomatic (a fever with a cough), then please self-isolate immediately and contact the Flu Hotline on **1-800-534-8600** or **947-3077** (or via email on flu@hsa.ky). If you, or a family member, are experiencing difficulty breathing then you should call **911**.

In addition to taking care of our physical wellbeing, we must also take steps to ensure our mental wellbeing. Given all that we are navigating, it is important to take time to check in on how you are feeling and engage in stress management and self-care. There is a Mental Health Support hotline that is currently available weekdays from **9:00 am – 5:00 pm**, which can be reached by calling **1-800-534-MIND (1-800-534-6463)** if you or a loved one find that you need some extra support.

Over the past two weeks I believe we have set the standard in terms of our ability to seamlessly provide services while working from home or working in shifts. We are now required to set another standard - that is complying with the instructions of the Government, staying at home, practicing social distancing and taking all steps that are necessary to stop the spread of the deadly virus.

To the brave members of our essential services, on behalf of His Excellency The Governor, The Premier and the entire Government we thank you for your service during this challenging and unprecedented time - you have always answered the call to duty and made us proud. We pray that God will watch over you and protect you and your families.

I believe that by taking the steps we are taking, and with the community's cooperation, the Cayman Islands has a unique opportunity to minimize community transmission of COVID-19 more effectively than has been seen in other countries. Let's all work together, caring for each other and our community, to truly "flatten the curve" of COVID-19 in Cayman.

Yours faithfully,



Franz Manderson
Deputy Governor and Head of the Civil Service

