



Office of the Head of Service of the Federation

THE PRESIDENCY

Federal Secretariat, Phase II, Shehu Shagari Way, Maitama, Abuja. P.M.B. 248, Tel: 09-2348284

CIRCULAR

HCSF/109/S.1/1/100

30th April, 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

PARTIAL RESUMPTION OF DUTIES BY OFFICERS ON GRADE LEVEL 14 AND ABOVE AND THOSE ON ESSENTIAL DUTIES

Further to Mr. President's broadcast on a phased and gradual easing of the lockdown measures occasioned by COVID-19, **officers on GL. 14 and above and those on essential services** are hereby directed to resume work with effect from **Monday 4th May, 2020** in the first instance.

2. Offices are to open three times a week - **Monday, Wednesday and Friday** - and close at 2.00pm on each day.
3. In resuming, the concerned officers are to ensure full compliance with the directives and advice on the COVID-19 pandemic preventive measures including maintenance of social distancing, regular washing



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and/ or sanitizing of hands and wearing of face masks. Officers are advised to limit the number of visitors they receive to the barest minimum and such visitors should also comply with safety and health advice/directives.

4. As you are aware, the Federal Secretariat Complexes have been decontaminated while efforts are ongoing to do same in other public offices.

5. To further support the efforts to check the spread of the virus, Permanent Secretaries and Chief Executive Officers are to ensure that handwashing and sanitation facilities are placed at entrances and strategic points in their MDAs. They are also to ensure that, as much as practicable, entrance to the MDAs is limited to only one. It is equally important that infrared thermometers are provided at the entrance for compulsory temperature checks.

6. Please, bring the contents of this circular to the attention of all concerned for compliance.


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