

TO ALL PUBLIC SERVICE ORGANISATIONS

1. In the light of the emergence and continuing global ravaging of the Coronavirus (COVID-19) and the subsequent precautionary directives of HE, the President, Nana Addo Dankwa Akufo Addo to the citizens of Ghana, coupled with the Circular issued on March 13, 2020 on by the Public Services Commission on Workplace Contingency measures as well as the Circular issued by OHCS on Flexible Working Hours, numerous inquiries have been received from public service organizations expressing the urgent need for the introduction and implementation of generic Guidelines for "Flexible Working Hours".

2. The Public Services Commission hereby directs that effective Tuesday, 24th March, 2020, public service organizations should prioritize the health of public officers, their clients as well as the general public above any other considerations. This should be done while ensuring that business continuity plans are put in place and operational in order to provide continuous delivery of valuable services to meet their organizational mandates and goals.

3. Public Service Organizations are directed to prepare their business continuity plans in accordance with the Policy on Flexible Working Hours as articulated in the HRM Policy Framework & Manual for The Ghana Public Services (The HR Manual, Section 9.3.5) that seeks to provide public service organizations with Guidelines for offering the flexibility to adjust the working hours of public service organizations and the employees.

4. In preparing the business continuity plans, organisations must reorganize their work processes to ensure that there is a minimum number of staff at the workplace at any given time.

The plans could consider the following:

- Available Leave Options
 - Adjusted Working Hours including shifts
 - Rotations and other methods to effectively manage the workloads.
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- Interns, National Service Persons, NABCO Officers, and other non-essential staff could take their leave.
 - Heads of organizations are to submit their plans to the Heads of the various services, with copies to the Chairman, Public Services Commission and the Office of the Chief of Staff on the following email addresses:

Public Services Commission – Pearl Offeibea Twum- training.programs.psc@gmail.com

Chief of Staff - Madam Sika Daaku – sika.daaku@oop.gov.gh/a_daaku@yahoo.co.uk

SIGNED

Dr. Janet Ampadu Fofie

Chairman