

OFFICE OF THE HEAD OF THE LOCAL GOVERNMENT SERVICE  
(OHLGS)

In case of reply, the number  
and date of this letter  
should be quoted.



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Our Ref: OHLGS/FC/45/08

Date: March 13, 2020

Your Ref:

**PRECAUTIONARY MEASURES AGAINST CORONA VIRUS; COVID-19**

The Office of the Head of the Local Government Service wishes to caution all staff to take precautionary measures against the COVID-19 as follow up to the two cases confirmed in Ghana by the Minister of Health on 12<sup>th</sup> March, 2020.

In view of the above, all RCCs and MMDAs are to suspend the usage of the biometric clocking system till further notice. Staff should also be encouraged to adhere to the precautionary measures stated by the Minister of Health in a press release as follows:

- Regular and thorough washing of hands with soap under running water and use of alcohol-based hand sanitizers.
- Avoid shaking hands.
- Keep a distance of at least two meters from a person with fever, cough, sneezing and difficulty in breathing.
- It is advisable to be physically active, drink plenty of water, eat healthy, avoid stress and have enough sleep.
- Stay home if you feel unwell with symptoms of fever, cough and difficulty in breathing and call the following numbers immediately: 0509497700, 0558439868

Adherence to the above directives is key to the safety of staff.

Keep safe.

  
ING. DR. NANA ATO ARTHUR  
HEAD OF SERVICE

ALL HON. REGIONAL MINISTERS

ATTN: ALL REGIONAL COORD. DIRECTORS

ALL METRO./MUN./DIST. CHIEF EXECUTIVES

ATTN: ALL METRO./MUN./DIST. COORD.  
DIRECTORS