

## MEMO

**TO:** All Staff

**FROM:** Director General



**REF:** CG/13

**DATE:** 19<sup>th</sup> March 2019

**SUBJECT: OPERATIONALIZATION OF H.E THE PRESIDENT'S GUIDELINES  
ON COVID-19 (CORONA VIRUS)**

UMI in compliance with the directive of His Excellency the President has this morning convened its Top Management Team Meeting (TMT) and **suspended all classes and examinations that were previously scheduled effective Friday, 20<sup>th</sup> March 2020 at Midday and all International travels for staff are suspended till further notice.**

The Institute library will be closed to participants for physical access effective 20<sup>th</sup> March 2020 but accessible online.

We will continue to receive applications during the period. The Institute will, like all public offices, remain open for staff to carry out their day to day activities. During this period, staff are advised to clear all pending work in research, marking, policy formulation and continuous academic thinking amongst others.

The Institute shall;

- i. Provide nose masks for staff;
- ii. Have a remote thermometer for all access points;
- iii. Test kits in the Nurse's office;
- iv. Limit unessential visitors; and

NB: Staff with any form of flu and /or cough are advised to contact the HRM and the immediate Supervisor immediately for advice.

Staff are advised to be vigilant and follow MoH-advisory on COVID-19 (Corona-Virus) handling.