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## CIRCULAR INSTRUCTION NO: 19/2021

**TO:** ALL STAFF OF PARLIAMENTARY SERVICE  
ALL STAFF OF MEMBERS OF PARLIAMENT

**DATE:** 23<sup>rd</sup> APRIL, 2021

**SUBJECT: FURTHER SCALE-DOWN OF PARLIAMENT OPERATIONS**


Reference is made to Speaker's Instruction dated 23 April, 2020 and following the infection of staff in National Parliament with COVID 19, this Internal Circular Instruction is issued to advise all Staff of the Parliamentary Service and Members Staff that Parliament will further Scale Down its operations to only critical essential staff to operate during this period.

Given below are the specific Instructions for all staff to take note:

- 1) Staff proven positive with COVID 19 to isolate at home for 14 days.
- 2) Whilst on isolation, undertake the following remedial measures:
  - Strictly stay home and avoid public gatherings;
  - Regularly steam with hot water;
  - Regularly take black tea/coffee, lemon and ginger with warm water or otherwise warm water;
  - Wear Face Mask at all times;
  - Keep a distance of 1.5 – 2 meters
  - Always use Hand Sanitizer;
  - Possible deployment to Rita Flynn, if cases are found to be serious.
- 3) Staff tested positive with COVID 19 are required to go for re-test after 14 days to determine the status of the infection; Mr Seta Eric will coordinate the review program.
- 4) All Staff are informed that **compulsory** COVID 19 medical tests is currently been undertaken at the Building and Maintenance Car park and staff members are encouraged to go for check-up. Note that No test No entry to Parliament Precincts.
- 5) Access to Parliament House will be restricted only to critical essential staff selected by their respective Divisional Heads to work during this period. Final listing will be decided by the Clerk due to COVID 19 situation affecting Parliamentary Service staff.

- 6) All critical essential Staff working should continue to observe the new normal protocols including wearing Face Masks at all times. Those without face masks will be refused entry to the Parliament Precincts. The wearing of masks also applies to places and communities we visit for our safety and health reasons. Remember, COVID 19 pandemic is now at Parliament Precincts and the chances of getting infected with the virus is very high.
- 7) Any Staff experiencing COVID 19 symptoms must remain at home and contact the Parliamentary Service C-19 Team Leader, Mr Seta Eric on **Mobile No. 723-14626** or on **Land line 3277-734** to be attended to immediately.
- 8) Body Temperature checks and regular use of Sanitisers is compulsory. All attendance must be registered and body temperature taken outside the 'C' Block main door daily to make tracing easier if someone is proven positive to COVID 19.
- 9) Congregating around the Parliament Precincts during official hours and free movement within the building is also restricted.
- 10) The further scale-down will commence on Monday, 26<sup>th</sup> April 2021 for three (3) weeks and normal operations will commence on Monday 17<sup>th</sup> May 2021.
- 11) Furthermore, only the critical essential staff will be picked-up and dropped-off by Parliamentary Service Bus during the scale-down period at the usual ANZ Waigani Bus Stop.

Finally, I seek your full support in complying with the above arrangements for the safety and general well-being of our staff and families.



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**Kaja Aufo**  
Clerk of Parliament