

STAFF MEMORANDUM REGARDING COVID-19

Dear Staff Members,

As our community and communities across the country respond to the COVID-19 pandemic, our priority remains the health and safety of our community.

In compliance with the recent directive from the Nigerian government, and in an effort to minimize the potential spread of the coronavirus, all project activities and meetings, scheduled on or after Friday, March 26, 2020, have been postponed. Effective Friday, March 26, 2020, all CIRDDOC offices will practice social distancing by teleworking as a result of the coronavirus disease 2019 (COVID-19), until further notice. Summarily, all staff members are to stay and work from home, and all communications will have to be via phone, email, WhatsApp or Skype, until further notice.

All Project Leaders must contact their funders directly to inform them of this new mandate and assure them, however, that remote work, for e.g. preparation of reports, remain unaffected.

Please keep in mind that even though the office is closed, you are required to continue working remotely. You must stay in contact with the Executive Team, in order to ensure you have the materials essential to telework. In the event that there is a need to go the office, run an errand or be in public with others, you are strongly advised to limit physical contact and take precautionary measures, such as frequent washing of hands with soap and running water for twenty (20) seconds.

As we continue to spread facts NOT fear, we must work to ensure the health and safety of both our community and our staff during this tumultuous time. We urge you take the necessary precautions to protect your health and the health of others.

We are taking this step because of our commitment to keep the health and safety of our staff members, community members and the general public at the forefront of our actions in this rapidly changing situation. We believe limiting in-person events and meetings is a prudent step at this time based on the latest guidelines from government agencies and health officials.

Stay safe. We continue to hope this pandemic will soon be a moment of the past.

Sincerely,
Ral E. Nwankwo-Obioha, Esq. LLM
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