



UNIVERSITY OF NAIROBI

OFFICE OF THE DEPUTY VICE CHANCELLOR
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UON/CA/1/47/XXIV

November 23, 2020

ALL STAFF & STUDENTS

COVID – 19 PREVENTION AND CONTROL MEASURES IN OFFICES

In the face of the second wave of COVID – 19 infections across the country and the likely effects on the University community, I wish to re-issue, for the attention of staff, students and stakeholders, the attached circular, initially sent out on July 23, 2020 for all to note its contents.

Let everyone take heed and adhere to the protocols as issued by the Government and buttressed by our Chief Medical Officer.

ENOS H. N. NJERU
AG. DEPUTY VICE CHANCELLOR
HUMAN RESOURCE AND ADMINISTRATION
AND
PROFESSOR OF SOCIOLOGY AND ANTHROPOLOGY

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Quality Management System Excellence in University Education and Training



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July 23, 2020

ALL STAFF

COVID-19 INFECTION, PREVENTION AND CONTROL (IPC) MEASURES IN THE OFFICES

Reference is made to the above subject.

In the midst of COVID-19 challenges, the Chief Medical Officer has highlighted to Management the need to sensitize staff to observe the following measures:

- 1. Appropriate screening at the entrances-** Infrared gun thermometers to check body temperature and enquiring about COVID-19 symptoms or history of contact with suspected or confirmed COVID 19 cases.
- 2. Offices should not be congested-** Those above 58 years and with pre-existing condition to work from home.
- 3. Physical/social distance** – Keep distance of at least 1.5 meters in the offices.
- 4. Hand hygiene** – Availability of adequate water and soap for hand washing / hand sanitizers at various designated points.
- 5. Respiratory hygiene-**All staff should wear masks.
- 6. Physical office space** - Ensure all the windows are open for adequate ventilation and flow of clean air.
- 7. Regular sensitization/debriefing of staff** -For example those who develop flu like symptoms should seek medical attention immediately, avoid congregating in groups, all waste from offices including papers is deemed to be contaminated and should be handled carefully.
- 8. Disinfection/fumigation of the offices** - All furniture surfaces, door knobs and office equipment, must be disinfected on daily basis.

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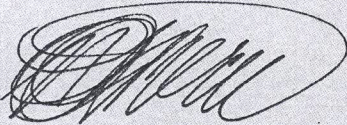
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COVID-19 Infection, Prevention and Control (IPC) Measures in Offices

9. **Support of Persons with Disabilities (PWD)**-Put in measures to provide the necessary support to PWD.
10. **Cleaning and disinfection of ablution blocks**- Appropriate / regular cleaning and disinfection of ablutions facilities.
11. **Waste disposal**- Lined waste collection dust bins placed at various designated areas preferably pedal ones to avoid touching

Staff safety remains a priority during the COVID-19 pandemic.



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Copy to: Vice Chancellor
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Deputy Vice-Chancellor (AA)
Deputy Vice-Chancellor (RIE)
All College Principals
Director, Graduate School
Director, ODeL Campus
All Heads of Central Depts.

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