

23 March 2020

## **CIRCULAR NO.08/2020**

TO : ALL MEMBERS

### **EFPNG OFFICE CLOSURE DURING 14 DAY LOCK DOWN DUE TO COVID-19**

We inform that the Federation Office will scale down its activities during the 14-day lockdown period starting Tuesday 24<sup>th</sup> March 2020. We are allowing non-essential staff to stay home during this period.

The office will be maintained by core staff. For queries, please contact the following people:

**Florence Willie** ([exec.director@efpng.org.pg](mailto:exec.director@efpng.org.pg))

- 7658-2022 (B)
- 73123415 (D)

**Karl Aisi** ([siro@efpng.org.pg](mailto:siro@efpng.org.pg))

- 75627037 (B)
- 71048233 (D)

**Winston Yuka** ([research.officer@efpng.org.pg](mailto:research.officer@efpng.org.pg))

- 76113086 (B)
- 78138912 (T)

**Liza Hau** ([officemanager@efpng.org.pg](mailto:officemanager@efpng.org.pg)) for accounts and admin matters.

- 72674449

We encourage employers to put in place good hygiene measures at the workplace including informing employees to:

- Wash hands frequently with alcohol-based hand rub or soap and water;
- Maintain Social Distancing of at least 1.5 meters between people;
- Avoid touching eyes, nose and mouth;
- Practice Respiratory Hygiene – cover mouth and nose with bent elbow or tissue when coughing and sneezing;
- Seek Medical care early if you have fever, cough and difficulty in breathing; and
- Stay informed and follow advise by healthcare provider.

The Federation will endeavor keep the membership informed of essential information when it becomes available.

Yours Sincerely,



**Florence Willie**  
Executive Director