



**HEADQUARTERS
POST AND TELECOMMUNICATIONS DEPARTMENT
6 – 10 SOUTH CAMP ROAD, C.S.O. JAMAICA W. I**

Telephone No. (876) 922-1888 or (876)-561-2021
Email: publicrelations@jamaicapost.gov.jm
Website: www.jamaicapost.gov.jm

March 13, 2020

ADVISORY TO ALL STAFF Coronavirus (COVID-19)

The Post and Telecommunications Department (PTD) wishes to reassure our valued staff that in the midst of the Coronavirus (COVID-19) pandemic, we remain committed to taking the necessary safety precautions to maintain a safe work environment for all team members.

“The new Coronavirus (COVID-19) has spread to more than 60 countries,” including Jamaica. It is understood that this news has ignited fear and panic amongst our staff, as concerns have been expressed about how this will impact health and safety, particularly, in the work environment. Source: National Statement: COVID-19, Ministry of Health and Wellness, March 2, 2020.

The Department has activated the Disaster Resilience Committee and under the guidance of our parent Ministry, the Ministry of Science, Energy and Technology and the Ministry of Health and Wellness the following protocols have been established in an effort to ensure a continued safe workspace:

- Official updates/ advisories and signs are to be circulated/ posted in common areas.
- Sanitizer stations will be implemented in common areas, such as at the entrance to the elevators on each floor, in the cafeteria, restrooms and main entrances of the facility etc. Out-stations will also implement sanitizer stations in similar common areas where applicable.
- All persons entering the facilities at the Post and Telecommunications Department/ Central Sorting Office will be required to sanitize their person before access will be granted. Out-station staff are required to follow this protocol before entering their respective Post Offices.
- The issuing of visitors passes is suspended until further notice; visitors will be required to present a valid national ID. Staff who are expecting guests are to make arrangements to escort their visitors.
- School tours are suspended until further notice.
- Meetings and public gatherings are to be avoided where possible. Digital/ virtual conferences are encouraged as an alternative.
- Try to maintain a distance of 1 meter from all persons.
- Avoid all unnecessary travelling.
- Leave doors open where possible to decrease contact with knobs/ handles etc.



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- Detailed cleaning is to be carried out in all areas at least once per day, with frequent intermittent cleaning in heavily trafficked areas.
- Team members are encouraged to wear their personal protective equipment (PPE) such as disposable gloves, face masks and work coats appropriately in the designated work areas.
- Avoid handling food and touching your skin while wearing disposable gloves and other PPE.
- Avoid wearing PPE in the cafeteria.
- Dispose of non-reusable PPE when done, keep work coats clean.
- Team members are encouraged to practice proper hygiene and wash their hands frequently using soap and water.
- Dry hands with paper towels or dryers where provided, avoid using rags.
- Use sanitizers that are alcohol base (62% or more).
- Avoid touching your face (especially your eyes, nose and mouth).
- Cover your mouth/ nose when coughing/ sneezing with tissue/ elbow. Dispose of tissue immediately after use, wash hands with soap and water, then sanitize.
- Waste bins that does not carry foot pedals are to remain open to minimize contact.



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METHOD OF SPREAD

“When an ill person with COVID-19 coughs or exhales, they release droplets of infected fluid. If persons are standing within 1 meter of a person with COVID-19, they can be infected by breathing in droplets coughed out or exhaled.

Most of these droplets fall on nearby surfaces and on objects such as desks, tables or telephones. Persons can also be infected with COVID-19 by touching contaminated surfaces or objects and then touching their eyes, nose or mouth.

Most persons infected with COVID -19 experience mild symptoms and recover. However, some go on to experience more serious illness and may require hospital care.” Source: IPC for employers, Ministry of Health and Wellness, March 2020.

- If you think you have been exposed or are experiencing signs and symptoms, call 888 ONE LOVE (663-5683) IMMEDIATELY!
 - Stay at home (do not go to work, school or any public place).
 - Do not use public transportation.
 - Avoid hosting visitors at your home.

The Post and Telecommunications Department remains committed to the wellbeing of all our stakeholders, as such we encourage all members of staff to observe the noted safety protocols, to remain calm and keep abreast of updates from the Department and the Ministry of Health and Wellness. Remember, your safety begins with you, do your part to protect against contracting COVID-19 and other viruses.

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