

OPM Circular No. 7/2020

Office of the Prime Minister
Auberge de Castille
Valletta VLT 1061

16th March 2020

To: Permanent Secretaries
Directors General
Directors

LET US SUPPORT OUR HEALTH COLLEAGUES

In these challenging circumstances a collective effort is essential to support our Health Colleagues and the services they are offering.

You are being encouraged to explore if you have any employees that can be spared to support the Health services. The list of supporting duties that are required include the following:-

- **Drivers (to deliver medicine to the elderly and Immunocompromised / driving Medical Staff to get the swabs)**
- **Clerical officers answering phone calls**
- **Administrative Staff**
- **ICT staff at all levels**
- **Pharmacists/Pharm Techs** (who are not posted in other ministries not MFH)
- **Nurses /Allied Health Professionals** (who are posted in other ministries not MFH)

Whilst promoting the essential need for support, it is imperative that you **do not** impose this on any of the officers you identify. In the majority of cases officers will not be in direct contact with the patients, whilst others who offer to carry out driving duties are ensured that high level protective measures are in place. In line with the measures being taken to contain the transmission of COVID-19 you are to avoid any officers who make use of public transport.

We are informed that the Ministry for Health also have an urgent need for any vehicles which have a partition between the driver and the back seats to carry passengers.

Directors responsible for People Management are requested to collect the details of the officers on the attached template before the **20th March noon** and submit the list to the People & Standards Division on prc.opm@gov.mt. Earlier submissions will be processed as they are received due to the urgency of the matter.

Permanent Secretaries are requested to inform their respective Heads of Entities of the content of this circular.

Mario Cutajar
Principal Permanent Secretary