



ZAMBIA CONFERENCE OF CATHOLIC BISHOPS (Z.C.C.B)

CATHOLIC SECRETARIAT

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Memo

To: Heads of Departments
Cc: *The Apostolic Nuncio & all Local Ordinaries*
From: The Secretary General – ZCCB
Date: 21st March 2020
Re: **Precautionary Measures in the Wake of the Coronavirus Outbreak**

“He covers you with his feathers, and you will find shelter underneath his wings”
(Psalm 91:4)

The Management and esteemed members of staff at the Catholic Secretariat,

Following the guidance given via the ZCCB Communique and in close consultation with the Ministry of Health which has underlined the need to take preventive measures against the spread of COVID -19, otherwise known as Coronavirus, the Catholic Secretariat Management Team (CSMT) hereby reiterates the call and invokes the following guidelines:

- 1) *That the high level of personal and communal hygiene is critical and is to be maintained.* Therefore, every member of staff is obliged to wash their hands with soap using the handwashing facilities that have been placed at the entrances of the main buildings/offices. Further, we should regularly and thoroughly wash our hands in the course of duty;
- 2) *That hand sanitisers be placed at the entry points* to main buildings/offices and rest rooms;
- 3) *That all rest rooms must be cleaned regularly and thoroughly* using the approved detergents and disinfectants. And of course, as we use these facilities, let us all think of the next user;



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- 4) *That members of staff cultivate the spirit of cleanliness and practice the culture of stewardship.* As such, all surroundings at the Secretariat must be kept clean. To that effect, all members of staff are invited and exhorted to willingly participate in the manual work dubbed “**Keep the Secretariat Clean Initiative**” to take place every Friday afternoon;
- 5) That the Finance and Administration Department (*FAD*) as well as the *Kapingila House Administration* are henceforth exhorted to ensure that there is good and efficient management of solid waste and regular disposal of leftovers as well as other disposables.
- 6) *That in the event that a member of staff shows signs of fever, a cough or flu, he or she is obliged to immediately* consult with the relevant HoD and be encouraged to *seek medical assistance* and allowed to take sick-leave, if and where deemed necessary. This is to be done in accordance with the approved ZCCB Human Resource Policy; and
- 7) *That all departments are strongly encouraged to reduce travels during this period.* This will entail that some programs will be postponed. Subsequently, the Joint and Departmental Annual Workplans, especially those involving the travel of staff and community engagement through workshops or seminars with many participants, be rescheduled henceforth.

The above administrative measures shall take effect from Monday, 23rd March 2020.

Further, I wish to underline the fact that at the Catholic Secretariat, we do care and the health of every member of staff is of paramount importance. Let us therefore unite in fighting against the possible spread of the *Coronavirus*. Each one of us is a brother's and sister's keeper. Indeed, let us take good care of ourselves and our neighbour(s).

Lastly, let us avoid joining the band-wagon of spreading false and unverified information and thereby promoting fear and a panic mode in the community. Whilst being vigilant and critical, let us deepen our faith in the Lord. Once more, let us remain united in prayer as we all fight against COVID-19, until we overcome someday!

With fraternal regards and best wishes as we all labour in the Lord's Vineyard,

Fr. Cleophas Lungu
ZCCB SECRETARY GENERAL

