

Date: March 15, 2020

To: Staff and Partners

From: Management of TEERE

CC: TEERE Board

## **Precautionary Measures to Curb the Spread of COVID-19**

TEERE, a Non- Governmental Organisation (NGO) based in Bolgatanga in the Upper East Region would like to bring to the attention of staff, partners and the general public key measures put in place to support global efforts to contain the spread of COVID-19. This follows the World Health Organisation's (WHO) declaration of COVID-19 as a global pandemic and the directive from the President of the Republic of Ghana on recent measures taken to minimize the spread of COVID-19 in the country.

### **Precautionary measures put in place by TEERE are as follows;**

- Suspension of all physical contacts and engagements that require the congregation of more than 25 people
- Suspension of all international travels until further notice
- Provision of running water with soap for handwashing at the entrance of the office.
- Provision of hand sanitizers to all staffs and one placed at the entrance for use by all visitors
- Provision of nose mask for all staff.
- Provision and encouragement to use disposable tissue during sneezing or coughing and to dispose it soon after
- Staff are also encouraged to maintain a social distance of 2 meters (6 feet) away from each other.
- Our offices are also re-organised to reflect the social distancing expected of all staff
- Staff are encouraged to avoid handshaking.



Contact the emergency numbers of the Ghana Health Service for more information and to report suspected cases of COVID-19:

**0552222004 / 0552222005 – National Offices**

**0596450215 – Upper East Region**

Be assured of TEERE's commitment to guarantee the wellbeing of our staff and partners. You are encouraged to follow and adhere to all the recommended measures as specified by the Ministry of Health for containing the spread of the corona virus.

Yours Sincerely



Patience Ataabasum Avea

Deputy Chief Executive Officer

