



COVID-19: Ensuring Health and Safety Measures and Business Continuity During and After Confinement

1. This paper outlines the security and safety measures adopted, and the arrangements that have been put in place, by the Commission, in order to ensure a safe and secure environment for business continuity after the confinement period. These measures apply to the ICAC's staff as well as any member of the public accessing the ICAC's premises for business with the Commission. The measures adopted by the Commission are in line with those prescribed by Government during the period of confinement and those proposed for post confinement and the "WHO guidelines on getting the workplace ready for COVID – 19".

2. The country is today, and will be for some time to come, faced with an unprecedented situation of disruption in the different branches of life, including work. The world of work will be profoundly affected by the global COVID-19 pandemic. Even the OECD's recent (2018) maxim "The Future of Work" is now called to change in the light of the present disruption. In addition to the threat to public health, the pandemic will definitely have a severe impact not only on the economy of the country but also on the way organisations will be carrying out their businesses, which will be anything but business as usual. "*Nothing is likely to be the same again*". This is true of the ICAC as well. Hence, the present paper and recommendations adopted by the Commission.

Measures taken during the Curfew & Confinement period

3. During the confinement and curfew period, the ICAC personnel was reminded of the need to adhere fully to the rules of confinement in support the national effort to prevent the propagation of this deadly virus. More

specifically, they were requested to comply strictly with the Government decisions regarding stay at home, social distancing, and other sanitary measures, in their daily life, which they did. In addition, arrangements were put in place for staff to work from home (WFH) as best possible. Business continued during the confinement, albeit limited.

4. At the same time, the Commission prepared a post-confinement business plan for the resumption of duties. In doing so, the Commission was guided by the need to strike the right balance between two imperatives: first, ensuring the safety and security of the ICAC's staff and members of the public having business with the Commission in order to minimise the risks of contagion and, secondly, the need for business continuity. This plan is founded on the premise that ensuring the health and safety of workers and members of the public attending the ICAC for business and the workplace is a sine qua non for effective business continuity in this world of disruption.

5. Below is a brief description of some of the measures adopted to ensure business continuity in a healthier and safer working environment:

Health and Safety Measures

6. Ensuring the health and safety of officers and members of the public doing business with the Commission, and the workplace, now occupies centre stage of any work environment. Accordingly, the Commission has adopted all necessary measures, and put in place necessary arrangements, to ensure a safe working environment for all staff as well as members of the public attending the ICAC for business purposes.



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7. The following measures and arrangements seek to ensure the safety of staff and members of the public attending the ICAC for business upon resumption of duty scheduled in three phases – May 11th, May 15th, and June 2nd, 2020:

- Promote workplace hygiene and apply the principles of social distancing in the workplace. Accordingly, all offices and work- stations have undergone a deep cleaning and sanitisation and re-arrangement to meet these objectives.
- Staff access to the ICAC’s premises will be via individual electronic cards and not fingerprint means.
- Usage of the lifts shall be limited to a maximum of 4 persons and staff would be encouraged to use stairs.
- Staff will be required to line up and respect social distancing on arrival and departure. To prevent unnecessary queueing at the entrance and exit in the morning and afternoon, staggered hours of duty will be adopted.
- A non-contact infrared thermometer will monitor staff temperature on arrival and during the day as and when required.
- Staff will be required to wear face mask at all times. A sufficient number of appropriate face masks and disposable gloves have been procured.
- Access to members of the public on business will be monitored by ICAC personnel and they will have to comply with the essential sanitary requirements and social distancing.
- Members of the public calling at the Commission for business with the Commission, including contractors/suppliers, complainants, suspects, witnesses, and others, will have to respect all sanitary precautions including wearing face masks, temperature test, use of gloves, and social distancing before being allowed access to the premises.
- All necessary facilities are made available to maintain good hygiene, such as an adequate supply of soap, water, alcohol-based hand rub, and toilet papers whilst making sure that these are kept clean, properly stocked and in good conditions.
- Sanitizing hand-rub dispensers are put at prominent places and are regularly refilled;
- Necessary actions have been taken to reinforce office sanitary conditions through cleaning and disinfecting of surfaces, equipment and other elements of the work environment; and the premises are kept clean and sanitized at all times. For instance, each time a staff uses the centralized printer, he/she will disinfect the parts he/she manipulated before and after use.
- Constantly monitor state of health of staff and advise them to stay at home when not well. Accordingly, the Commission will continue to organise its bi-annual medical check of its officers as was the case in the past in order to identify and mitigate risks to employees



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and other stakeholders connected to the workplace.

- The cafeteria space will be opened to officers during lunch time although there will be no cafeteria service for the next few weeks. All essential sanitary requirements and social distancing should, however, be respected.
- All openings within the building will be kept open as far as possible thus limiting the use of air conditioners.
- In order to inculcate the new working culture in staff, they are being appropriately briefed of all the health and safety precautions and social distancing.
- The hygienic conditions of the offices, common spaces and vehicles will be kept to the highest level at all times, by regular cleaning and sanitizing.
- The COVID- 19 Emergency Committee set up before the confinement will be reinforced and given more permanency to address all corona virus related issues. The Health and Safety Committee will form part of the Emergency Committee

Work Space

9. All office spaces and work stations have been re-arranged to enable officers to respect and comply with sanitary measures and social distancing required for a safe working environment. Re-arranging all work spaces will avoid cramming of staff and physical proximity which is vital to ensure safety of staff across the organisation.

11. To ease up crowded offices upon resumption of work, a number of the staff may be encouraged to take their vacation leave especially in the context that schools and colleges are still closed and children will be at home.

Meetings

12. The different modes of business meetings will undergo drastic changes in order to comply with health and safety measures as well as social distancing.

- Meetings will be conducted remotely as well as physically when necessary. Physical meetings will be conducted under strict compliance with safety requirements, including social distancing and sanitary measures as defined below.
- The above includes meetings within and across Divisions.
- The use of existing IT facilities is being encouraged for intra-Divisional meetings. IT infrastructure is being enhanced to enable optimum use of IT based services/operations.
- Meetings with stakeholders and/or members of the public will depend on the nature of the operations/activities in question. In the case of investigation, meetings will be held physically under safety guidelines as well as virtually when physical presence is not required.
- The continuity of the work from home (WFH) facility, as relied upon during the confinement period, as well as the shift system, and their implications, is being examined for the post confinement



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period as a possible permanent feature of working arrangements.

- Requests for documents which are required for ICAC's operations from any agency will be made online. Where originals of relevant documents are required, these will have to be submitted physically subject to relevant sanitary rules and arrangements.
- As a safety measure, all letters, documents received will be handled in a manner that avoids all risks of contagion.

13. Waiting rooms have been re-arranged to ensure that not more than three persons attend any one time, with all of them wearing face masks.

Complaints

14. The Complaints and Advice Processing Unit (CAPU) will invite the public to make complaints as far as possible through phone, letters, emails, or ICAC website. However, members of the public who prefer to make their complaints in person will be invited to respect the sanitary rules including wearing masks and gloves and keeping social distancing.

15. Interview of complainants by officers of the CAPU will be conducted in compliance with the prescribed sanitary rules and requirements as well as observance of social distancing.

Investigations

16. Interviews of, and recording of statements from, witnesses and suspects will be conducted or taken from on the premises of the Commission under strict sanitary and social distancing rules.

17. "As far as possible, and whilst ensuring that rules of investigation and due process is respected, certain aspects of an investigation may be carried out without necessarily calling a person/witness on icac premises for investigation".

18. Interview rooms have been arranged in compliance with sanitary and social distancing rules. All the parties in attendance will wear face masks.

19. Documents received or are produced or secured during the Commission's business will be handled in a manner that ensures compliance with sanitary rules in order to avoid contagion risks.

20. In the event that outside interviews are necessary, arrangements will be made with other end parties to identify appropriate places that satisfy the COVID 19 sanitary directives.

Education and Prevention Work

21. In the context of the prevailing situation, where face-to-face contact has to be limited, the implementation of the education and prevention strategy is being reviewed. The new approach to education and prevention business will rely on a mix of conventional as well as alternative modes of communication. This will ensure compliance with the guidelines issued by the Commission with respect to social distancing and sanitary measures.

22. Hence, education and prevention activities will be conducted in accordance with the following criteria:

- Avoid face to face meetings with stakeholders as far as possible. Should face to face meetings be necessary, the



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guidelines issued by the Commission in these Instructions on social distancing and sanitary measures will be closely followed.

- Maximum use of electronic platforms to implement our anti-corruption agenda forward through electronic means.
- Electronic means will be used to hold meetings, even with larger groups such as our anti-corruption partners (around 20).
- motivate our stakeholders to increase vigilance and report possible acts of corruption and money laundering through electronic means; and
- Keep the population informed about the risks of corruption that exist or potentially exist through social media.

As such, it is proposed to, amongst others:

- Develop online-courses, e-learning materials and short videos for most categories of stakeholders.
- Develop a Mobile Application for communication of educational messages.
- Continue research/reflection towards developing new anti-corruption messages and channels for communication;
- Develop, produce and disseminate e-based anti-corruption materials for various target groups and best practice guides pertaining to specific risk areas will be developed that cuts across various organisations;

- Continue issue of e-version of ICAC Newsletters; and
- Use social media to disseminate anti-corruption messages to the larger public.

23. International co-operation will be carried out, as far as possible, online. Participation in international events (training, conferences, seminars) will be temporarily suspended although participation in such events through online means will continue.

24. Accordingly, in the above context, all seating and other arrangements, and attendance, for conducting physical meetings and activities will respect the sanitary and social distancing rules.

Declaration of Assets Unit

25. The Declaration of Assets (DoA) Unit is fully operational. Declarants are invited to submit scanned copies of their completed Declaration of Assets Forms and any related document(s) by email on doa@icac.mu as far as possible. The original should be subsequently sent by post or deposited at the ICAC.

26. The public are also invited to send their queries through email or phone call to the ICAC.

27. The face to face interactions with the public will be limited. Members of the public attending /calling at the DoA Unit will have to strictly comply with the new sanitary rules and social distancing.

28. Virtual meetings may be organised whenever necessary.



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The above rules and requirements are in line with the Government directives, as conveyed by the Ministry of Public Affairs, Administrative & Institutional Reforms Circulars 28, 29, 30 and 31 of 2020, and directives from the Ministry of Health & Wellness. The measures contained in this Paper will be subject to review as and when required.