INDEPENDENT NATIONAL ELECTORAL COMMISSION
INEC - HEADQUARTERS
Plot 436, Zambezi Crescent, Maitama District,
P. M.B. 0184, Abuja. Federal Capital Territory, Nigeria
E-mail: commsecretary@inec.gov.ng
OFFICE OF THE SECRETARY TO THE COMMISSION
Memorandum

INDEPENDENT NATIONAL
ELECTORAL COMMISSION

From: Secretary to the Commission

To: D.G. (TEI) and All Directors

Date: 30th March 2020

CLOSURE OF OFFICES IN RESPONSE TO THE CORONA VIRUS (COVID 19) PANDEMIC

As you are aware, the Federal Government has directed the "cessation of all movements" in the FCT as well as Lagos and Ogun States "for an initial period of 14 days with effect from 11.00pm on Monday, 30th March 2020". The order requires all citizens to remain in their homes while all travels should be postponed. Furthermore, the Federal Government directed that "all businesses and offices within these locations should be fully closed during this period".

2. You will also recall that the Commission had earlier decided to partially suspend all activities for two (2) weeks with effect from 24th March 2020.

3. With the latest development, the Commission has taken the following steps:

(i)   Suspend all non-essential activities at the HQ with immediate effect. Non-essential staff should work from home.

(ii)   Still retain essential services for the maintenance and security of facilities (power supply at HQ for critical infrastructure, security, medical, finance, etc).

(iii)   DFA should ensure the prompt payment of personnel emoluments for April.

(iv) The Director Security to work with Director (State Security Services) and Commissioner of Police to issue pass and ensure security clearance.

(v) The Director (Health Services) to ensure the provision of basic drugs at the sick bay at HQ in case they are needed by essential staff. Also, our ambulance should be ready to convey essential staff for further medical attention where necessary.

4. This Circular is for immediate compliance and supersedes the one issued on 23rd March 2020 please.

Mrs. Rose Oriaran-Anthony
Secretary to the Commission