

MEMORANDUM

FROM: Rector

To: ACI Community

Cc: Chairman, ACI Council

DATE: 16 March 2020

SUBJECT: ACI Response to COVID-19

We are all aware of the COVID-19 pandemic and the fact that six cases have now been reported in Ghana. In the light of the President's address to the nation last night, the Executive Management Committee has decided as follows:

1. ACI is hereby partially closed for the next four weeks.
2. A skeleton staff will remain at post to ensure the provision of essential services. Staff involved are those who provide Cleaning and Security, Cafeteria, Finance, Registry and Library services. All members of the community are expected to, however, hold themselves in readiness for any essential services that may be required of them.
3. Though teaching will cease, supervision of students will continue.
4. About upcoming events,
 - 4.1 the Doctoral Seminar scheduled for 23-25 March 2020 is hereby suspended.
 - 4.2 preparations towards the inauguration of CISEA will continue but the matter will remain under review for any change that may be needed.
 - 4.3 the KBML set for 10 June 2020 remains as scheduled.
5. We invite all members of the ACI community to help in preventing any occurrence of disease in our midst. On this score, let us all follow strictly the directives aimed at arresting the disease:
 - 5.1 All who have just returned from abroad should engage in self quarantine.
 - 5.2 All travel abroad for research has been suspended.
 - 5.3 Regularly and thoroughly wash your hands with soap under running water and use of alcohol-based hand sanitizers. ACI is in the process of facilitating this.
 - 5.4 Avoid the shaking of hands and other forms of contact.
 - 5.5 Maintain social distance (of about two meters) between you and others, who have fever, cough or may be sneezing and having difficulty breathing.
 - 5.6 Generally, do all you can to keep healthy and be quick to report if we detect any of the symptoms. Many phone numbers to contact have been made available including 0509497700 and 0558439868.
6. Please be on standby for updates from the Institute through various media on all issues not clearly stated here. Get in touch with registry if you have any queries.
7. Stay healthy and let us ceaselessly pray for our country and the rest of the world at this critical time.

Thank you.

