



## **WORK FROM HOME GUIDELINES**

The Private Sector Organisation of Jamaica (PSOJ) seeks to clarify further the recent announcement from the Government of Jamaica regarding 'work from home' measures.

On March 16, 2020, Health and Wellness Minister, Dr. Christopher Tufton, indicated that Jamaica has now confirmed twelve COVID-19 cases. Among the new measures to be implemented to mitigate against the spread of the virus in Jamaica, is the implementation of 'work from home' measures by the public and private sector.

Effective, Wednesday, March 18, 2020, all non-essential work for public operations should be done from home for seven (7) days. Private businesses are advised to encourage non-essential work to be done from home, where possible.

### **What is essential work?**

If an employee is able to effectively carry out their duties at home without disrupting the operations or productivity of the business, then they are to work from home.

Employees whose job functions CANNOT be carried out remotely are expected to report to work. In these instances, employers are encouraged to implement creative scheduling practices that observe social distancing norms.

### **What is social distancing?**

Social distancing keeps people from interacting closely or frequently enough to spread an infectious disease. In the case of COVID-19, it includes:

1. Staying at least 3 feet away from persons who are coughing or sneezing
2. Avoiding hugging, kissing and shaking hands
3. Staying home when sick

### **What else is expected of the private sector?**

- Factories and other businesses are expected to remain open and continue producing and offering services.
- The Government does not intend a full shut down of the economy. The objective is to reduce the level of public travel and interactions and to facilitate the adherence of businesses to the recommended sanitary protocols when employees are on premises. Factories and other businesses are expected to remain open and continue to produce and offer services.
- Private businesses are advised to minimize public engagement.

- There is no limitation on employee numbers within the physical space of the business. Notwithstanding, social distancing protocol should still be observed.

These measures will be reviewed in five (5) days for further recommendations.

See attached communication from the Ministry of Health and Wellness and the Office of the Prime Minister.