

# NGORA DISTRICT LOCAL GOVERNMENT

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In any correspondence on this subject please quote  
Ref/ CR/152/1



Office of the Chief Administrative  
Officer,  
Ngora District Local Government,  
P.O. Box 31

Wednesday, March 25, 2020

To all staff,  
Ngora District Local Government  
NGORA

## EMERGENCY MEASURES TO PREVENT AND MITIGATE THE CORONA VIRUS [COVID-19] AT NGORA DISTRICT HEADQUARTER OFFICES

1. In accordance with the additional measures announced by H.E. the President of the Republic of Uganda regarding the prevention of the spread of Covid-19 today evening and in accordance with circular letter No. 03 of 2020 PMD 80/80/01 issued by the Permanent Secretary Ministry of Public Service today the 25<sup>th</sup> March 2020, I hereby issue the following measures to prevent and mitigate the spread of corona virus at Ngora District Headquarter offices.
2. These measures take effect from 26<sup>th</sup> March 2020 until the expiry of H.E the President's directives.
3. All those officers providing health services in Ngora District and the staff of the District Health Office are excluded from these measures and will continue to perform their duties in accordance with their approved duty rosters.
4. The following vehicles must be parked at Ngora Health Centre 1V and handed over to the District Health Officer Aliano Rose by 10:00a.m. tomorrow 26<sup>th</sup> March 2020 to help the health sector handle emergencies related to corona virus. These are LG0020-092, UBE795R, UG0759Z, LG0003-092 and UG2346M. All the authorized drivers of these designated vehicles must be on standby for any call 24/7.

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5. Members of the general public are barred from entering the district administration premises. All those with mails to be delivered will drop them at the gate where a box will be provided. Alternatively, the public is encouraged to send scanned mails via [ngoralg@gmail.com](mailto:ngoralg@gmail.com). The public is further encouraged to use the telephone contacts and email addresses of heads of departments and heads of sections which will be posted to [www.ngora.go.ug](http://www.ngora.go.ug) tomorrow.
6. Skeleton staff will be retained at the office premises. Staff will largely work from home **[but keep their emails and telephones open to communication]** and come to office only on call or on rotational basis **[as I will continue to guide]**.
7. For the remaining two days of this week ending 27<sup>th</sup> March 2020, the rest of the staff will work from home save for the following:
  - i. Mr. Elungat Charles Kejju, Chief Finance Officer;
  - ii. Mr. Richard Okiror Ag. District Engineer;
  - iii. Mr. Esiat Richard Okurut, Senior Procurement Officer
  - iv. Ms. Joan Apolot Records Officer;
  - v. Ms. Among Rita, Assistant Inventory Management Officer;
  - vi. Ms. Adong Brenda, office typist;
  - vii. Ms. Ikoolit Susan, Assistant Accountant; and
  - viii. Ms. Amado Kelly, Office Attendant
8. Sub County Chiefs and the Town Clerk of Ngora Town Council are directed to maintain only critical staff in offices and avoid physical contacts with fellow staff and external clients



**Mawejje Andrew**

**CHIEF ADMINISTRATIVE OFFICER/ACCOUNTING OFFICER VOTE  
603 NGORA DISTRICT**

**DISTRIBUTION**

The Resident District Commissioner - Ngora District  
The District Chairman - Ngora District  
The District Speaker - Ngora District  
The District Police Commander - Ngora District  
Visiting clients - Ngora District