



**NIGERIAN  
INVESTMENT  
PROMOTION  
COMMISSION**

## **CHECKING THE SPREAD OF CORONAVIRUS DISEASE (COVID-19)**

1. As domestic and global concerns about the COVID-19 pandemic continue to rise, the Management of NIPC appeals to all staff and visitors to recognise our collective responsibility for public health and observe all necessary precautions to curb the spread of the disease.
2. The Federal Ministry of Health, through the Nigeria Centre for Disease Control (NCDC), has activated a national Emergency Operations Centre and is leading the national response. An intensive communications campaign has begun to provide regular updates and accurate information to Nigerians on protecting themselves. This can be found on [www.covid19.ncdc.gov.ng](http://www.covid19.ncdc.gov.ng)

### **HOW TO PROTECT YOURSELF**

3. To reduce the risk of spread of COVID-19, members of the public are advised to adhere to the following measures:
  - i) Avoid touching your eyes, nose and mouth with unwashed hands.
  - ii) Wash your hands regularly and thoroughly with soap and water for at least 30 seconds or use alcohol-based sanitiser if water is not available.
  - iii) Avoid close contact with anyone showing symptoms of respiratory illness. Maintain at least 2 metres distance between yourself and anyone who is coughing or sneezing repeatedly.
  - iv) Cover your mouth and nose properly with a tissue paper when sneezing and/or coughing. Dispose of the tissue properly immediately after use. You may also cough into your elbow if a tissue is not available.
  - v) Do not mingle with people or congregate if you feel unwell with symptoms like fever, cough, sneezing or difficulty breathing.
  - vi) Follow proper food hygiene practices.

### **ADVICE FOR VISITORS**

4. **All travellers returning to Nigeria from any country must self-isolate for 14 days, even if they do not show any symptoms.** The guidelines for self-isolation can be found on [www.covid19.ncdc.gov.ng](http://www.covid19.ncdc.gov.ng).
5. If symptoms develop during self-isolation:
  - i) Call the NCDC 24/7 toll-free line IMMEDIATELY on 080097000010.
  - ii) Avoid self-medication.
  - iii) Avoid contact with people.
6. All returning travellers from foreign countries are required to self-isolate for 14 days. **All such visitors are advised not to visit NIPC's offices during this period.**
7. All visitors are encouraged to visit NIPC's website [www.nipc.gov.ng](http://www.nipc.gov.ng) or the online investors guide, iGuide Nigeria [www.theiguides.org/nigeria](http://www.theiguides.org/nigeria).

8. We can also be reached by telephone, email or our social media platforms:
- i) Telephone: +234 (09) 290 0059, +234 (09) 290 0061
  - ii) Email: infodesk@nipc.gov.ng
  - iii) Social media: Facebook (nipcng), Instagram (@nipc\_ng), Twitter (@nipcng) and YouTube (nipcng)

### **ADVICE FOR STAFF**

9. The NCDC has published and disseminated guidelines for safe gatherings on how to ensure preventive measures during gatherings. If there is sustained community transmission in Nigeria, various additional measures may be instituted. For now, agencies are advised to:
- i) Circulate NCDC's public health advisory and related materials on COVID-19 to all staff and visitors.
  - ii) Provide facilities for hand washing and emphasise the importance of this.
  - iii) Encourage sick staff to stay at home.
  - iv) Ensure routine cleaning of high-contact areas such as toilets, door handles, telephones etc.
10. On 16 March 2020, the Presidential Task Force for the control of COVID-19 issued the following directives:
- i) All public officers are banned from all foreign travels for official assignments.
  - ii) All prior approvals for foreign assignments are cancelled and such engagements suspended pending further directives.
  - iii) All non-essential travel to high incidence countries (countries with over 1,000 cases domestically) is discouraged.
11. On 23 March 2020, the Head of Service of the Federation issued the following directives to all Federal public servants:
- i) All non-essential public servants on grade levels 12 and below are to stay and work from home with effect from 24 March 2020 until further notice.
  - ii) **It is important to stress that this is not a holiday, as any officer can be recalled; therefore, no officer should travel out of station.**
  - iii) All other categories of officers who will be at work, are strongly advised to limit the number of visitors they receive to the barest minimum.
12. Consequently, the Management of NIPC issues the following directives to staff:
- i) Staff on grade NIPC/SS/5 (equivalent to GL12) and below are to work from home from 24 March 2020 until further notice.
  - ii) Such staff are expected to keep their telephone lines active. They should not leave Abuja and are required to check their emails and WhatsApp messages frequently for any assignments that require their attention.
  - iii) HR will advise essential staff on grade NIPC/SS/6 and below who are required to continue to perform their duties in office.
  - iv) Attendance at all official engagements that require public gatherings such as workshops, seminars and training programs is suspended.
  - v) All persons are required to wash their hands before entering the office complex. All entrances to NIPC's Head Office and Zonal Offices have been provided with liquid soap and running water to facilitate this.
  - vi) All social and non-essential visits to the office should be discouraged.

- vii) Maintain a reasonable social distance in all engagements and keep one free seat between yourself and other participants in meetings.
- viii) Stay away from the office if you have a fever or a persistent dry cough.
- ix) Stay away from the office if you have had contact with someone who has tested positive for COVID-19, or who has developed symptoms.
- x) Stay away from the office if you have had contact with anyone who returned to Nigeria within 14 days of their return.
- xi) Refrain from shaking hands and hugging.

13. Further directive may be issued as necessary. In the meantime, please stay healthy and take care of yourself.

Ms Yewande Sadiku  
**Executive Secretary/CEO**

24 March 2020