



**NATIONAL COUNCIL FOR  
SCIENCE AND TECHNOLOGY (NCST)**

**NCST Public Notice on COVID-19 preventive measures**

The National Council for Science and Technology (NCST) Management would like to provide the following public Notice to all Staff and Public:

1. In line with the Ministry of Public Service and Labour Guidelines to prevent the spread of COVID-19 infections, only 15% of NCST staff will be present at NCST Office. The rest of the staff will work from home.
2. All staff are requested to access and abide with the 2-weeks staff Schedule (to be revised) available on NCST website and notice board.
3. All staff, Partners working with NCST and the general public are strongly encouraged to use ICT-based resources to optimize work-related output to reach planned targets, as well access national services using ICT resources.
4. NCST partners and the general public who seek for NCST services are requested to use Research and Grant Management System (RGMS) for research permit/Visa applications and Grants tracking. For any support and transmission of official letters, please use the following e-mail: [info@ncst.gov.rw](mailto:info@ncst.gov.rw) and for research permit/Visa applications, please use e-mail: [research@ncst.gov.rw](mailto:research@ncst.gov.rw)
5. In order to prevent COVID-19 infections, use of finger prints and presence books will be replaced by other measures to improve and assess work output and productivity:
  - a. There will be a weekly brief activity plan,
  - b. There will be a Virtual WebEx Meeting every Friday at 9.00 a.m. to assess implementation of weekly planned activities and plan for the following week.
  - c. All supervisors are requested to ensure that all staff work to reach their targets.
  - d. All Meetings will be online using WebEx Conference Calls
6. All staff, Partners working with NCST and the general public are required:
  - a. To use masks properly covering mouth and nose while at NCST premises and in public
  - b. Frequently wash hands with soap for at least 40 seconds or use certified hands sanitizers
  - c. Ensure social distancing for about 2.0 meters apart, while in public
7. The NCST Management will regularly assess and urge implementation of these measures.
8. Let us address COVID-19 related Challenges, ensure collaboration to sustain what we achieve and replicate best practices to prevent COVID-19 pandemic.

**CHALLENGES / PARTNERSHIP / SUSTAINABILITY / REPLICABILITY**

NCST Management

05<sup>th</sup> January 2021