



March 19, 2020

**Circular: "Work from home" policy for BRAC head office (HO) staff to stop the spread of Novel Coronavirus (COVID-19) in the community**

The spread of COVID-19 (Novel Coronavirus) is the most serious global health security threat in decades. As the situation with the COVID-19 develops in Bangladesh, we are taking proactive measures to ensure the continuation of our critical operations, whilst prioritising the health and wellbeing of our staff and the community.

At this point, it's very important that we contain the spread of this virus. As there are more than 2,400 people working in the BRAC Head Office (HO) and the majority commute in large groups using office transport, we have taken the following measures to ensure that we minimise the risk of exposure to them and also to the community.

Work from home is a global practice to maintain social distance. It does not mean being absent from work or being in holiday. All our staff will be connected through technology to work remotely, and attend regular meetings online, as needed.

1. **From March 22, 2020 to March 25, 2020, all head office (HO) based BRAC staff will need to work from home, excluding the staff who are essential** for continuing the operations of critical functions of BRAC and providing support to BRAC's response to COVID-19 crisis.
2. Limited number of staff, who are essential for continuing the operations of critical functions of BRAC and providing support to BRAC's response to COVID-19 crisis, will come to the office. Respective Senior Directors and Directors will determine whose in-person attendance is essential and who will be required to come to the office during this period.
3. For staff attending the office during this period, please ensure to maintain social distancing, wash your hands frequently, practice good respiratory hygiene, avoid touching eyes, nose and mouth, and other best practices to be protected from COVID-19. Please ensure to conduct meetings virtually, as much as possible, and take other necessary strategies to reduce close contact with other staff in the office premise.
4. Staff returning from international travel need to follow the travel advisory of March 15, 2020, and maintain mandatory home quarantine for 14 days.

**The provisions under this circular will be reviewed again on March 25, 2020 and any change will be communicated accordingly.**

**BRAC**

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BRAC will continue to be open to respond to this crisis and maintain curtailed operations.

We know many of you are directly involved in addressing this great challenge for our community. We are grateful for your dedication and commitment that you show everyday through your work. Each one of you is essential to BRAC's mission and never more so than in this challenging time. We are committed to doing everything we can to help keep you safe. Responding to this crisis will be the number one priority for all of us going forward.

Thank you for your work to look after our community and each other.

**Work from home etiquette:**

- Please take your necessary equipment (laptop, charger, mouse etc.) and documents with you by end of the office hour today, (March 19, 2020)
- Maintain the standard office hour while working from home.
- Be available online in Google Hangout from your official email ID. A written directive on using Google Hangout will be shared separately.
- Use Google Hangout, preferably, for virtual meetings.
- Communicate regularly with your supervisor to ensure alignment on work priorities.

Let us work together to stop the spread and stand beside the nation in this critical time.

A handwritten signature in black ink, appearing to read 'Asif Saleh'.

Asif Saleh  
Executive Director  
BRAC

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