

DATE: 16th March 2020

TO: All Faculty Members
All Staff Members

Dear Faculty and Staff,

SUBJECT: COMPLIANCE WITH GOVERNMENT DIRECTIVES

Following the Senate decision this morning to shut down physical classroom instruction, the Management wishes to guide staff as follows:

- Classroom instruction has been replaced with instruction on the Daystar e-learning platform elearning.daystar.ac.ke
- Faculty to upload instructional content and assignments on the e-learning platform.
- Staff are advised to work remotely from home and to regularly check their official email.
- During this time, most meetings will be conducted online. Conveners of meeting are advised to seek the support of ICT.
- Staff are advised to avoid long distance travel far from the office during this period except under exceptional circumstances.
- Staff are advised to be on standby for recall to the Office as need arises and as guided by their supervisors.
- In the event that one is required in the Office, transport will be facilitated.
- Critical and essential services such as medical, security, food and catering and emergency maintenance shall continue as directed by the respective supervisors.

From time to time, we're all advised to observe guidelines and updates that may be issued by the Government.

Let us continue to pray for God's intervention in this matter.

Sincerely,



Dr. Muturi Wachira
Deputy Vice-Chancellor – Finance, Administration and Planning.