APPENDIX 4 – OFFICE OF THE DEPUTY GOVERNOR CIRCULARS
Good morning all public officers,

Yesterday, you would have seen the Governor’s statement regarding his decision to appoint a Commission of Inquiry in accordance with the Virgin Islands’ Commission of Inquiry Act. You would have also seen the Premier’s statement, “Transparent Commission of Inquiry Welcomed.”

For those who are unfamiliar with this process, a Commission of Inquiry is a formal investigation into a matter of public interest. It aims to encourage transparency through fact-finding and provides recommendations for the future.

Once the Commission is formally in place and the Commissioner outlines the full scope and process of the inquiry, I will communicate further with the Public Service. There are no changes in the operations of Government and we should all continue to deliver on the mandates of the Public Service with the same level of efficiency and productivity as normal. I ask managers and other leaders within the Service to please ensure your teams are likewise aware.

Thank you for your continued hard work and dedication to the Public Service.

David D. Archer, Jr.
Deputy Governor
OFFICE OF THE DEPUTY GOVERNOR CIRCULAR NO. 2 OF 2021

FROM: Deputy Governor

TO: Attorney General
    Financial Secretary
    Cabinet Secretary
    Permanent Secretaries
    Heads of Departments
    All Public Officers

DATE: 10th February, 2021

SUBJECT: REGISTRATION FOR ASTRAZENECA VACCINE

Good Day Public Officers!

Today is a good day! As you know, the first shipment of 8,000 doses of the AstraZeneca vaccine to combat effects of the COVID-19 virus arrived in the Territory on 4th February, 2021. This means we are one step closer to administering the vaccine in the Territory.

A national programme, headed by a Community Mobilisation Committee, is underway to make the vaccine available to Virgin Islands residents on a voluntary basis. This programme, led by the Ministry of Health and Social Development, will involve collaboration and communication among a wide cross-section of stakeholders throughout government, private and non-profit sectors.

The AstraZeneca vaccine was co-invented by the University of Oxford and its associated company, Vaccitech. The vaccine is recommended to be given in two separate doses with an interval of 4 to 12 weeks between doses. The regimen has been shown to be 70.4 percent effective in preventing symptoms or hospitalisation with a 90 percent efficacy after receiving the two dose regimen.

Chief Medical Officer, Dr. Ronald Georges recently explained the benefits of the Territory being vaccinated and said the vaccine is a potential game changer for the BVI and COVID-19. Dr. Georges said “if as many persons in the population are vaccinated, it is going to change the way we handle our restrictions and all things we have to do related
to COVID-19. This is going to make sure that we have a large number of our population potentially immune to the disease.”

A phased approach for the administration of the vaccine will take place in the following phases:

- **Phase 1:** Healthcare and frontline workers
- **Phase 2:** People with underlying conditions that put them at risk of severe COVID-19 disease or death, and persons over 60 years
- **Phase 3:** Essential workers at high risk of exposure (e.g. teachers, school staff, workers and persons in care homes, shelters, prisoners and prison staff, and hospitality workers)
- **Phase 4:** Young adults
- **Phase 5:** All remaining residents

Dr. Georges has shared with us the importance of the Territory being vaccinated and I have been advised that information regarding the registration process for the administration of the vaccine will be forthcoming. In preparation, I am asking all Department Heads to compile a list of employees who are interested in being vaccinated and e-mail the list of names to covid19vaccine@gov.vg. If you are interested in receiving additional information about the vaccine, you can also telephone 468-2286 or 468-2287.

Additionally, Heads of Departments are asked to give all officers time off from work, particularly health care, front line and emergency personnel, to visit the vaccination centres to receive the vaccine. I am also aware of arrangements being put in place for Statutory Agencies and encourage Heads of Statutory Agencies to make similar arrangements for their employees.

It has been a difficult period as we live and work with COVID-19 in the British Virgin Islands, and the Public Service has made a number of changes to adapt. You have all done your part to ensure there were minimal disruptions to the way we do business, and in some cases, we were able to improve on the services delivered to our clients.

I continue to be proud of your tenacity and ‘can do’ attitudes. It is my belief we will look back on this era in our history and remember what we were able to achieve in difficult circumstances and be proud of our contributions.

Please continue to visit the Government’s website www.bvi.gov.vg to obtain information that will be rolled out about the administration of the vaccine from the Ministry of Health and Social Development. Continue to do everything possible to maintain the safety of our clients, your families and yourselves.
Good day public officers,

I am sure we are all aware of the recent earthquakes that have been occurring in Puerto Rico and elsewhere in the Caribbean. These events should serve as reminders that we live in a region that is seismically active. It is paramount for us to all remain ready for the potential impact of an earthquake, tsunami event or any other natural or man-made hazard.

Your commitment to remaining in a constant state of readiness is encouraging. I commend those of you who have worked with your teams to update emergency plans, review evacuation procedures, test emergency communications systems, assess your workspaces for potential hazards, and discuss what you can do to stay safe during and after an earthquake or tsunami. This dedication shows that you all, as I do, view emergency preparedness as a core component of enhancing the resilience of the Public Service.

Another way we can all work together to be ready is to practice safe emergency response techniques and emergency drills. Many of you are already familiar with the safe
earthquake and tsunami response techniques, but since practice makes perfect, as a Public Service we will all join the annual Caribe Wave tsunami preparedness exercise on March 11. Each government entity should register their participation at: https://www.surveymonkey.com/r/Caribe21_reg
During this COVID-19 environment, we understand you are concerned about the safety of your staff at the assembly points. All participants should ensure to evacuate wearing their masks and should maintain the appropriate physical distance while traveling to and waiting for the all-clear at their designated assembly points.

For preparedness guidance such as assistance preparing emergency plans and procedures, please reach out to our colleagues at the Department of Disaster Management at extension 4200. Let us ensure we remain in a heightened state of readiness, and I look forward to full participation by all. Thank you.

David D. Archer, Jr.
Deputy Governor
OFFICE OF THE DEPUTY GOVERNOR CIRCULAR NO. 4 OF 2021

FROM: Deputy Governor

TO: Attorney General
    Financial Secretary
    Permanent Secretaries
    Heads of Constitutionally Established Offices
    Heads of Departments
    All Public Officers

DATE: 18th May, 2021

SUBJECT: PREPARATION FOR THE 2021 RAPID READINESS ASSESSMENT

Good day all public officers,

Our resilience continues to be tested with recent experiences proving that the territory remains susceptible to natural and man-made hazards alike. Given that we are vulnerable to so many different hazards, it is important we remain in a state of readiness. I am pleased that everyone continues to take steps to ensure the territory’s resilience does not waiver.

In order to ensure we have the appropriate measures in place to reduce disaster risks, each of you should:

- Complete the Rapid Readiness Assessment to determine your agency’s level of readiness. Please access the assessment questionnaire via [https://www.surveymonkey.com/r/R9WLLLG](https://www.surveymonkey.com/r/R9WLLLG) by Friday 28th May, 2021;

- Nominate a Disaster Liaison Officer (DLO) for your agency by completing the attached nomination form. To share on the roles and responsibilities of a DLO, the Department of Disaster Management (DDM) is facilitating an Orientation Session for DLOs on 30th June, 2021 at 10 am using the Cisco Webex virtual meeting platform. The meeting credentials will be shared shortly. All DLOs are encouraged to participate;

- Complete/update, review and test your agency’s Disaster Plan. Disaster Plan templates can be accessed at [https://www.bviddm.com/download/disaster-plan-templatepublic-private-sector-2016/](https://www.bviddm.com/download/disaster-plan-templatepublic-private-sector-2016/). DDM is available to assist in finalising your Disaster Plans;
• Identify alternate sites where agencies can continue to provide critical service to the public;
• Ensure appropriate measures are in place to protect essential supplies and assets such as equipment and vehicles; and,
• Procure and install appropriate emergency communications equipment such as VHF Radios and Satellite Phones.

It is important we take every precaution to protect the assets of the Public Service. Even more so post-hazard, that we are able to ensure continuity of essential services and protection of our public officers.

Thank you for your contribution to ensure the Territory remains in a state of readiness. I look forward to your full cooperation.

David D. Archer, Jr.
Deputy Governor
OFFICE OF THE DEPUTY GOVERNOR CIRCULAR NO. 5 OF 2021

FROM: Deputy Governor

TO: Attorney General
    Financial Secretary
    Permanent Secretaries
    Heads of Constitutionally Established Offices
    Heads of Departments
    All Public Officers

DATE: 28th May, 2021

SUBJECT: 2021 PUBLIC SERVICE WELLNESS MONTH: “RESTORATION FROM HEAD TO TOE – INSIDE AND OUT”

Good day public officers,

During the month of June, the Department of Human Resources’ Employee Relations Unit and Partners will host the 2021 Public Service Wellness Month under the theme “Restoration from Head to Toe – Inside and Out.” The activities during Wellness Month were designed to encourage the enhancement of your overall wellness and health, especially considering the current space we are in with COVID-19.

On Tuesday 1st June, the month’s celebration will start with a Public Service Praise Party at the Cyril B. Romney Pier Park beginning at 3:00 p.m. It is expected to be a time of celebration and festivities with entertainment by local artists and fellow public officers.

Each department and unit is asked to allow a representation of 4 persons to attend the event. A representation of 4 persons from each department and unit will also ensure we comply with COVID-19 protocols while supporting wellness in the Public Service. In addition, I encourage public officers to attend and participate in the activities being offered during Wellness Month, as your health and wellness are indeed important. The calendar of activities is attached. Public officers are reminded to always adhere to all COVID-19 safety protocols including social distancing, practicing proper hand hygiene and wearing masks.

I use this opportunity today to thank all public officers for the work you have done as we continue to learn to live and work with the existence of COVID-19. If you have questions or which to receive additional information, please feel free to contact the Employee Relations Unit at extensions 4352 or 5141.

I look forward to your participation. Thank you.
David D. Archer, Jr.
Deputy Governor

OFFICE OF THE DEPUTY GOVERNOR CIRCULAR NO. 6 OF 2021

FROM: Deputy Governor

TO: Attorney General
    Financial Secretary
    Permanent Secretaries
    Heads of Constitutionally Established Offices
    Heads of Departments
    All Public Officers

DATE: 31st May, 2021

SUBJECT: PUBLIC CONSULTATION MEETINGS – POLICE ACT, 2019

Good day public officers,

You would have been made aware of the series of public consultation meetings that have been ongoing on four proposed pieces of legislation:
- Contractor General Act, 2021,
- Whistleblowers Act, 2021,
- Integrity in Public Life Act, 2021, and
- Police Act, 2019

These discussions are being led by the Premier and Minister of Finance, Honourable Andrew A. Fahie who will be accompanied by a team of experts. The meetings will feature presentations on the contents of the proposed Acts and will also include a segment for commentary from the public.

Public consultation meetings to discuss the Police Act, 2019 begin today, Monday 31st May, and will continue throughout this week. The attached flyer provides the schedule of meetings. There will be meetings in various areas on Tortola and on all the Sister Islands. As public officers, you are encouraged to review the draft policy and attend the public consultation meetings to learn more about the policy and ask any questions you may have.


As citizens, you are being given the opportunity to voice your input regarding legislation that will govern our Territory. Your attendance and participation are encouraged.
Good Day All,

The Government of the Virgin Islands is excited to introduce and welcome applications for the Virgin Islands Public Service Toastmasters Club. The Club is expected to officially launch early July 2021.

Science tells us, good communicators are likely to be better leaders, and every organisation needs staff with leadership potential. This is where Toastmasters can help. Toastmasters provides a practical framework for the development and preparation of public officers in the area of communication, public speaking and leadership. Members of the Club will have the opportunity to learn valuable skills that will enhance and benefit their personal and professional lives.

Toastmasters is geared towards helping its members:
- Develop leadership potential
- Give better sales presentations
- Organise productive teams
- Present ideas more effectively
- Listen actively
- Hone management skills
- Offer constructive criticism
- Conduct effective meetings

Public officers at all grade levels who are currently in roles or preparing for roles that require them to make public presentations are encouraged to consider and apply for this opportunity. In the pilot phase, a limited membership of 20 – 25 persons is available.
Additional officers will be granted an opportunity to join as the programme grows. Applications should be completed and submitted electronically to ldu@gov.vg or as a hardcopy to the Department of Human Resources. The application form can be found at: https://www.toastmasters.org/resources/membership-application-for-clubs-english. The form is also attached for easier access.

This initiative is presently **fully sponsored** by the Government of the Virgin Islands as a learning and development opportunity for public officers so there is no fee at this time.

If you wish to learn more about being a Toastmaster, visit the Toastmasters International webpage at https://www.toastmasters.org/. For more information about the Virgin Islands Public Service Club, you are encouraged to contact any of the following persons:

- Mrs. Marsha Smith, Department of Human Resources
- Mr. Joshua Edwards, Department of Human Resources
- Mr. Jeremiah Frett, Ministry of Finance
- Ms. Camille Merry, Water and Sewage Department
- Mr. Ernald George, BVI Health Services Authority
- Ms. Yvonne Thomas, BVI Social Security Board

Membership applications should be submitted by Friday, 18th June, 2021 to ensure you are considered for this limited opportunity. You are encouraged to participate in this valuable opportunity as we strive for continued growth and development, not only for the Public Service as an organisation, but the diligent officers that make it a success. The transformed, world-class Public Service of the future requires exceptional leaders. Toastmasters can help prepare you to be one of them.

David D. Archer, Jr.
Deputy Governor

Att. Virgin Islands Public Service Toastmasters Club Application Form

cc: Mr. Jeremiah Frett, Ministry of Finance
Mrs. Michelle Donovan-Stevens, Department of Human Resources
Camille Merry, Water and Sewage Department
Ernald George, BVI Health Services Authority
Yvonne Thomas, BVI Social Security Board
OFFICE OF THE DEPUTY GOVERNOR CIRCULAR NO. 8 OF 2021

FROM: Deputy Governor

TO: Attorney General
Financial Secretary
Permanent Secretaries
Heads of Constitutionally Established Offices
Heads of Departments
All Public Officers

DATE: 6th July, 2021

SUBJECT: COVID-19 PUBLIC SERVICE OPERATIONS PLAN

Public officers, together we have made it to this point in our Territory’s history as we continue to live and work with COVID-19. We should indeed be grateful to God for His protection, guidance and sparing of lives to date. The recent surge in COVID-19 cases has caused us to refocus and reengage our Public Service Continuity of Business Operations Plans and jumpstart our plans to transform the Public Service to better serve our clients. The attached COVID-19 Public Service Operations Plan outlines the operations of the Public Service during our current state and beyond.

The Public Service remains open for business but will do so utilising electronic and remote services with an introduction of controlled physical services. Utilisation of the Government’s Central Appointment System is a critical tool at this time. Please contact Ms. Abbarah Brown via email at abbrown@gov.vg to join the offices already utilising this service. While serving our clients, we must continue to practice all the necessary precautions issued by the Ministry of Health and Social Development including proper hygiene and social distancing measures.

We ask the public to be patient with us as we provide services while living and working with COVID-19. The focus is to find ways to be able to continue to serve the needs of our clients and customers while ensuring the safety of our staff and our clients. The service delivery plan for the Public Service will be driven by the following PPD Strategy:

1. **Preventing** public officers and Clients from contracting and spreading COVID-19
2. **Protecting** public officers and Clients from health risks linked to the Coronavirus
3. **Delivering** Services to our clients electronically, remotely and efficiently, while practising good hygiene and social distancing measures.

Vaccination continues to be the best medical advice to cope with the negative impact of COVID-19. Additionally, we must **all** continue to practice COVID-19 safety measures including wearing masks, proper hand hygiene and social distancing. Please ensure you read the attached document thoroughly and should you have questions, please email me at [dgo@gov.vg](mailto:dgo@gov.vg). I want to thank you for your dedication during this period of time. Please stay safe, stay healthy and may God continue to protect these Virgin Islands.

David D. Archer, Jr.
Deputy Governor
OFFICE OF THE DEPUTY GOVERNOR CIRCULAR NO. 9 OF 2021

FROM: Deputy Governor

TO: Attorney General
    Financial Secretary
    Cabinet Secretary
    Permanent Secretaries
    Heads of Department
    All Public Officers

DATE: 9th August, 2021

SUBJECT: PREPARATIONS FOR THE PUBLIC SERVICE AHEAD OF INCREASED WEATHER ACTIVITY

Good day public officers,

We are now approaching the peak of the hurricane season and it is expected that the Territory will be affected by tropical systems that will pass close to or within our area. The Department of Disaster Management (DDM) has indicated thunderstorms, showers, high seas and possibly minor flooding are expected in our area in the next 24 hours. At present, a tropical system is located about 330 miles southeast of the Leeward Islands and moving west-northwest at 10 to 15 mph. Environmental conditions are expected to be conducive for additional development, and there is a 70% chance that the system will develop into a tropical storm before it approaches our area on Tuesday.

Tropical storm watches or warnings may therefore have to be issued with shorter-than-normal lead times. Forecasters have indicated that the system could bring with it heavy rains and flooding. Public officers are asked to closely monitor the information that is being issued by the DDM.

With this in mind, I am requesting that all heads of departments undertake visual inspections of their spaces and ensure that arrangements are in place to secure your offices and equipment before closing today. I am also asking you to meet and discuss your disaster management and continuity of operations plan with your staff and get ideas from them on how to keep the office protected.
As a cautionary measure, I am requesting that you:
- Cover your computers, printers, copiers and other critical electronic equipment.
- Unplug electronic devices and move them away from exposed windows.
- Remove all files from desks and put them in protected areas where they will not be affected by moisture.
- If you have hanging outdoor signs and other items that can become missiles in the event of weather activity, bring them inside.
- Ensure office vehicles, vessels and other equipment essential for your operations are protected.

I encourage you to stay tuned to our local radio stations and the DDM’s social media accounts to keep abreast of the latest weather reports and for further information regarding the physical reopening of the Public Service.

Most importantly, I am encouraging you to take the time to look over your own homes and surroundings for any possible weak points that may need to be addressed. As we enter the peak of the Atlantic Hurricane Season, I am encouraging you to be safe and ensure that you take care of yourself and families.

David D. Archer, Jr.
Deputy Governor
OFFICE OF THE DEPUTY GOVERNOR CIRCULAR NO. 10 OF 2021

FROM: Deputy Governor

TO: Attorney General
   Financial Secretary
   Permanent Secretaries
   Heads of Constitutionally Established Offices
   Heads of Departments
   All Public Officers

DATE: 13th August, 2021

SUBJECT: PREPARATIONS FOR THE PUBLIC SERVICE AHEAD OF INCREASED WEATHER ACTIVITY

Good day public officers,

As I would have said to you in the last Circular, the peak of the hurricane season is expected to see the Territory being affected by tropical systems that will pass close to or within our area. The Department of Disaster Management (DDM) in their 2:00 p.m. update has indicated thunderstorms, showers, high seas and possibly minor flooding are expected in our area on Sunday 15th August.

At present, a Potential Tropical Cyclone Seven is located approximately 775 miles east of the Leeward Islands and moving west at 21 mph. Environmental conditions are expected to be conducive for additional development, and there is an 80% chance that the system will develop into a tropical storm before it approaches our area on Sunday night.

Tropical storm watches or warnings may therefore have to be issued with shorter-than-normal lead times. Forecasters have indicated that the system could bring with it heavy rains and flooding. Public officers are asked to closely monitor the information that is being issued by the DDM.

With this in mind, I am again requesting that all heads of departments undertake visual inspections of their spaces and ensure that arrangements are in place to secure your offices and equipment before closing today. I am again also asking you to meet and discuss your disaster management and continuity of operations plan with your staff and get ideas from them on how to keep the office protected.
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I encourage you to stay tuned to our local radio stations and the DDM’s social media accounts to keep abreast of the latest weather reports and for further information regarding the physical reopening of the Public Service.

Most importantly, I am encouraging you to take the time to look over your own homes and surroundings for any possible weak points that may need to be addressed. As we enter the peak of the Atlantic Hurricane Season, I am encouraging you to be safe and ensure that you take care of yourself and families.

David D. Archer, Jr.
Deputy Governor
OFFICE OF THE DEPUTY GOVERNOR CIRCULAR NO. 11 OF 2021

FROM: Deputy Governor

TO: Attorney General
    Financial Secretary
    Permanent Secretaries
    Heads of Constitutionally Established Offices
    Heads of Departments
    All Public Officers

DATE: 3rd December, 2021

SUBJECT: 2021 CHRISTMAS – NEW YEAR’S DAY HOLIDAY SCHEDULE

As we approach the end of another year, I pause to thank all public officers for their extraordinary service and invaluable commitment for the 2021 work year and to give notice of the following hours of work for public officers during the holiday season:

a. Friday, 24th December, 2021 – Government offices will be closed at 1:00 p.m. and public officers may leave at that time.

b. Monday, 27th December, 2021 – Government offices will be closed in observance of Christmas Day (Saturday 25th December, 2021), a public holiday.

c. Tuesday, 28th December, 2021 – Government offices will be closed in observance of Boxing Day (Sunday 26th December, 2021), a public holiday.

d. Friday, 31st December, 2021 – Government offices will be closed at 1:00 p.m. and public officers may leave at that time.

e. Monday, 3rd January, 2022 – Government offices will be closed in observance of New Year’s Day (Saturday 1st January, 2022), a public holiday.

Departments that provide direct services to the public should take steps to advise the public accordingly. The usual exceptions apply for essential services, and those services with required operating hours as regulated by law.

It is important to note the following in particular:

a. Essential services staff who cannot be released at 1:00 p.m. on Friday, 24th December and Friday, 31st December, 2021 may be awarded equivalent time off on another day.
b. The two half days on the 24th and 31st December, are granted to officers who are at work on those days only and do not extend to officers on leave on those days.

c. Officers and services that are normally open to the public after regular office hours, and on weekends or holidays, will, of course, maintain such services with sufficient staff.

Thank you for your continued resilience and commitment as you have maintained your steadfastness of being dedicated public officers in 2021. I am proud of you and appreciate you! I wish you a safe and happy Holiday Season and a bright, prosperous New Year when it comes.

David D. Archer, Jr.
Deputy Governor