



**MASENO UNIVERSITY**  
**OFFICE OF THE VICE-CHANCELLOR**

Internal Memo

**FROM:** VICE-CHANCELLOR

**REF:** MSU/VC/GEN/177(8)

**TO:** **ALL STAFF**

**DATE:** 19<sup>th</sup> March, 2020

**RE: CLOSURE OF UNIVERSITY**

His Excellency the President of the Republic of Kenya on 15<sup>th</sup> March, 2020 directed Universities to close by Friday 20<sup>th</sup> March 2020 in view of the COVID19 Pandemic. Consequently, all staff are expected to work up to **5.00pm Friday 20<sup>th</sup> March, 2020** and thereafter break until further notice.

However the following essential services shall remain in operation:

1. Department of Health Services
2. Security Department
3. Kisumu Hotel
4. University Farm
5. Water/electricity services

Heads of Departments should ensure that staff with pending leave days, take this opportunity to utilize their leave entitlement.

Those performing critical duties including all senior staff down to heads of departments will be deemed to be on duty. They are advised to maintain the contacts of their staff and be in a position to mobilize them for any exigency as may be necessary.

The University Management Board and Senate urge all staff and students to take the necessary precautionary measures as guided by the Ministry of Health to keep safe and protect Kenyans against escalation of the pandemic.

Any further communication shall be given through the University platforms as need arise.

Prof. Julius O. Nyabundi, PhD. OGW

**VICE-CHANCELLOR**