



INSTRUCTIONS FOR SELECTED PUBLIC ACTIVITIES/WORK SETTINGS FOR THE PREVENTION AND CONTROL OF COVID- 19

The instruction notes are given for a range of public activities and work settings. Some sectors such as tourism, large shopping malls, event management, etc. would require reference to several instruction notes.

The Instructions are subject to overall permission given by the Ministry of Health to resume functions (totally/selected).

Each instruction note is issued by the Director General of Health Services, Ministry of Health and Indigenous Medical Services and are for the establishment/owner/ responsible authority to follow in prevention of transmission of COVID-19.



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TOWARDS A NEW NORMAL



27. Offices (Public and Private)

Description – Due to the present situation in response to COVID -19 situation, the number of office members and the visitors must be minimized to maintain physical distancing.

Specific message/ Instruction/s

For the office management

- Appoint a responsible officer to develop an institutional preparedness plan, and strengthen personnel training,
- Provide adequate number of foot operated/ sensor operated sinks for hand washing at the entrance and the office premises
- Set up temperature monitoring system at the office entrance and allow to enter the premises only those with normal temperature.
- Establish an employee health monitoring system, record the employees' health status every day and should guide those who feel unwell for medical treatment on time.
- Promote the staff to wear masks properly.
- There should be a system to verify the area of residence of employees and contact details
- Keep the doors, windows & fan lights open as much as possible to strengthen cross ventilation.
- Keep the exhaust blowers switched on all the time.
- Wash/ clean the filters of the air conditioners once a week.
- Clean the fan blades of the ceiling fans once in two weeks.
- Operate the air conditioner/ ceiling fans at moderate speeds.
- Discharge condensate water of the air conditioners to the drainage system safely.
- Clean and disinfect frequently touched surfaces. e.g. door handles, tabletops, common telephones, photocopy machines, fingerprint sensors, elevator buttons etc.
- Keep the public area and office area clean and tidy and ensure proper waste disposal mechanism regularly.
- Ensure physical distancing of employees. e.g.; provide work from home option at all possible occasions, conduct meetings through telecommunication networks or limit the number of participants for meetings e.g. Video conference, online meetings, - refer one pager on meeting
- Get the employees to work on a roster basis, limit the number of workers per session to 50% capacity or less based on risk category of the area
- Make arrangements for seating of employees ensuring 1m physical distance
- If there is a lift, mark the positions on the floor to limit the number of passengers at a time to maintain the safe distance between each other.
- You are required to fill the provided Assurance form, indicating compliance with the instructions given. The Assurance form should be submitted to the local authority (Municipal council/ urban council/ pradeshiya sabha) and a copy should be sent to the local Medical Officer of Health. The owner/ employer/ manager of the organization/ premises is responsible to ensure that the above guidelines are strictly adhered to.



Instructions for selected public activities/work settings for the prevention and control of COVID - 19

For the employee

- Wash your hands with soap and water at least for 20 seconds before entering the office/before leaving and frequently at work.
- Practice personal hygiene habits; cover your mouth and nose with a tissue or elbow when sneezing, safely dispose used tissues and masks into a closed bin
- Avoid touching mouth, nose and eyes.
- Wear your face-mask properly.
- Always maintain minimum 1-meter physical distance.
- Do not organize or participate any gatherings
- Don't touch, frequently touched surfaces unnecessarily and use non-touch techniques e.g. using elbow/ body to open doors
- Stay home even if you have minor respiratory symptoms
- Take the minimum necessary personal belongings with you. Avoid wearing jewellery, watches, sunglasses etc to office if possible

Method/s of instruction

- Health messages through public addressing system/ posters/notices/videos on electronic screens





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