



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



MINISTRY OF HEALTH
AND INDIGENOUS
MEDICAL SERVICES



World Health
Organization



GOVERNMENT MEDICAL
OFFICERS ASSOCIATION



SRI JAYAWARDENEPURA
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26. Large and medium sized Industries

Description - Due to prevailing situation in the country, large and medium size factories can open in phases by strictly implementing health and safety measures.

Specific message/ Instruction/s

Organizer/ owner/employer-

- Develop a preparedness plan for COVID -19 for the factory, adhering to government/ Ministry of Health instructions. Appoint Health & Safety Officer/s
- Have list of important contact numbers of local health authorities and National Covid-19 prevention hot lines
- Verify the area of residence of employees and contact details
- Make arrangements to conduct work sessions in roster basis, with 50% or less employees per shift based on risk category of the area
- Make face mask mandatory for all employees while on duty
- Make sure employees has ready access to hand washing facility at the entrance, washrooms and eating areas
- Encourage employees to wash their hands frequently with soap and water for at least 20 seconds during working hours
- Check body temperature of all employees and visitors at the entrance
- Frequently touched surfaces such as workstations, countertops, doorknobs and railing should be cleaned frequently
- Encourage to maintain at least 1-meter physical distance
- Arrange workstations to comply with appropriate physical distance
- Cancel all gatherings, celebrations and events in the factory
- Conduct meetings using technology facilities (e.g. Video teleconferencing)
- Arrange tea and meal breaks for small groups in different sessions
- Train all staff on preventing measures of Covid-19 (e.g. How to wear face mask properly, hand washing technique, cough etiquettes)
- Encourage employees to stay home and ask them to go home if they have respiratory symptoms
- You are required to fill the provided Assurance form, indicating compliance with the instructions given. The original of the Assurance form should be submitted to the area Medical Officer of Health. A copy of the same should be sent to the local government authority (municipal council/ urban council/ pradeshiya sabha) and another copy should be kept with you. The owner/ employer/ manager of the organization/ premises is responsible to ensure that the above guidelines are strictly adhered to.

Employee

- Stay home if you have even mild respiratory symptoms
- Always wear face mask properly
- Always maintain at least 1-meter physical distance
- Use non touch technique for greeting
- Wash your hands frequently with soap and water for at least 20 seconds
- Don't share plates, cups, glasses and water bottles, do not drink directly from taps



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

Method/s of instruction

- Disseminate all health information relevant to Covid-19 by Public Addressing System several times per day (E.g. Before starting the work, during meal breaks etc)
- Display posters, wall charts and Videos of prevention from Covid-19 at the entrance, hand washing areas, eating areas and common areas etc.




Director General of Health Services

28/05/2020

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