



Media institutes

Media institutes play a pivotal role in creating public opinion and awareness. It is important that they exhibit a good example for the public to follow. During the COVID-19 pandemic, media organizations have contributed tremendously to raise awareness among the public on prevention and control measures. This needs to continue further if the country is to maintain low transmission. Therefore, the following guidelines should strictly be adhered to;

Head of the Institution/ Employer

- Assign tasks of health and safety to staff officer/s in your institute to give a feedback to the head of institute. They should be trained for their role.
- Supplies – Ensure adequate supplies of face masks, hand sanitizers/ soap, floor/ bathroom disinfectants in adequate amounts. Arrange the facilities for the hand washing where relevant in places where people come into the building. The 70% alcohol base hand-sanitizers should be made available in each unit
- From time-to-time restrictions will be imposed/ relaxed and all media events should be organized strictly in line with precautions being advocated by Ministry of Health.
- Ensure the staff awareness, attitudes and practices of preventive measures of COVID -19.
- Organize and conduct a health education session to discuss with the staff on the continued need to adhere with regards COVID -19 prevention strategies- Hand washing, physical distancing, respiratory etiquette while working and providing services to the client- The area Medical Officer of Health can be contacted for organizing this session. Video / audio material from Health Promotion Bureau will be useful
- Reduce the number of group meetings to those very essential only, maintain adequate level of physical distancing with minimal 1-meter space.
- Organize and conduct a meeting to the janitorial service providers on importance of cleaning floor/ door handles/ tables/ elevators/ staircase railings and etc. with disinfectants (refer operational guideline on preparedness and response for COVID-19 outbreak for work settings)
- The Health and safety officer/s from different sections of the office will monitor the availability of adequate levels of masks, ensure monitoring the temperature of the staff, process of cleaning of the office and also the health level of the staff. In case of illness for emergency the 1990 will transport patients to suitable health facility.
- Ensure that COVID-19 surveillance activities continue e.g. PCR testing, Body temperature checks
- Discuss with security staff and other staff in arranging proper appointment system for clients to ensure limited numbers of people will be served at a given time.



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

- If there is a lift, mark the positions on the floor to limit the number of passengers travel at a time.
- Display health education posters/banners and use frequent public addressing system of the office to educate the public regarding the social distancing, hand hygiene and respiratory etiquette
- Display client instructions to improve way finding and reduce mixing up of clients
- Practice of given guidelines for studio programs, Tele/Cinema Shooting, Indoor Outdoor Events, Conduct of Conferences/seminars/Brand Launches, Security Officers and Cinema and Performing Artists.
- Directing all programs to not lead to discrimination and stigmatizing of general public in any way due to COVID-19 related issues, in the ways in which news / documentaries are showcased to public
- Compliance with the surveillance through subjecting employees to PCR tests.
- The management should encourage their employees to get the vaccines when made available
- Ensuring that media programs when conducted live do not give a wrong message to the public. All participants should be strictly and routinely informed about the COVID 19 precautions when participating at your organizations media events.
- *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 head of institution is responsible to ensure that the above guidelines are strictly adhered to.*

Employee / staff

- Wear face mask properly and should not touch mask or face while wearing it.
- Should not come for work if having fever / acute onset of respiratory symptoms like cough, runny nose, sore throat, shortness of breath.
- Wash hands with soap and water at least for 20 seconds before entering the premises/before leaving and frequently at work
- Use the hand sanitizer after using the fingerprint scanner.
- Always maintain one-meter physical distance between co-workers as well with customers.
- Should not share others mobile phones and pens
- Maintain adequate distance in situations where mask cannot be worn such as when taking meals.
- Adopt non-touch techniques of greetings



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

Clients/ visitors

- Wear face mask properly and should not touch mask or face while wearing it.
- Should not enter if having fever / acute onset of respiratory symptoms like cough, runny nose, sore throat, shortness of breath.
- Before entering the premises wash hands with soap and water/hand sanitizer
- Always maintain one-meter physical distance.

Methods of instructions:

- Posters, videos on electronic screens, announcement and bulletin boards.
- Always try to aware the public on COVID-19 preventive measures through your programs

Studio programs, Tele/Cinema Shooting, Indoor Outdoor Events, Conduct of Conferences/ Seminars/ Brand Launches, Security Officers and Cinema and Performing Artists guidelines can be obtained through the following web link

Link - http://www.health.gov.lk/moh_final/english/article_read_more.php?id=938




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