

**OPERATIONAL GUIDELINES ON PREPAREDNESS AND RESPONSE FOR COVID-19 OUTBREAK
FOR WORK SETTINGS
General Guidelines**

The transmission of COVID 19 may be through

- Person to person transmission by direct contact with an infected person. (Eg: hugging, shaking hands). The virus can enter the body through nose, mouth or eyes.
- An uninfected person who got contaminated with the virus and touch their eyes, nose or mouth. They may get contaminated by touching soiled surfaces and objects, such as desks, tables, telephones, computers etc by deposition of droplets with virus released when an infected person coughs, sneezes or exhales.

Employees should not report for work when they belong to following groups

- Those having fever, with or without acute onset respiratory symptoms such as cough, runny nose, sore throat and/or shortness of breath.
- Those who are being quarantined for COVID-19. They can report for work when Medical Officer of Health issue a quarantine completion certificate

Identify a specific isolation room preferably with an attached toilet in advance to keep a suspected COVID 19 patient, until sending to the hospital.

Cleaning and disinfecting surfaces

- Maintain regular housekeeping practices, including routine wiping/cleaning and disinfecting of surfaces, equipment, and other items in the work environment.
- First clean by damp dusting/wet mopping or washing with soap and water or a general-purpose detergent.
- Secondly disinfect
 - all metal surfaces with minimum of 70% v/v alcohol solution
 - all non-metal surfaces with 0.1% sodium hypochlorite solution.

Disinfection chambers are not recommended

Guide for meal rooms and canteens

- Lunch breaks and tea breaks to be given in a batch-wise manner to prevent overcrowding
- Maintain a minimum distance of one meter among persons in the canteen
- Avoid sharing food, beverages, glasses, plates and other utensils during meals.
- Dedicated person(s) to serve meals/food/ beverages served in buffet style
- Self-serving should not be allowed to prevent cross contamination

When you detect a person suspected of COVID 19 at the workplace

- Seek assistance from hotline 1390 or transfer the worker to the nearest government hospital.
- He/She should continue to wear a mask and kept in the isolation room. Take all relevant

precautions to limit the spread of the disease, until transfer to the hospital.

Note - It is mandatory to inform the area Medical Officer of Health (MOH)/ area Public Health Inspector (PHI) in case of detecting a suspected or a positive case in the workplace.

Transport of workers

- Clean and disinfect the vehicles (the seats, all handles, interior door panel, windows, locks, exterior door handles, poles, etc.) before passengers are allowed in.
- Select vehicles with an appropriate seating capacity to enable passengers to maintain at least 1 meter distance once seated.
- All persons in the vehicle must wear masks while being transported.

What needs to be done on returning home from the workplace

Before entering the house,

- Wash the hands thoroughly with soap and water and remove the mask with minimal handling and safely dispose of it to a garbage bag in a closed foot operated bin. Wash your hands again with soap and water properly.
- Remove the clothing and shoes/slippers and leave them outside. Wash them before wearing again or taking them inside.
- Take a bath before entering the house.
- If bathing facilities are not available outside, enter the wash room without touching anything inside the house and bathe yourself
- Clean/disinfect your accessories, bags using soap and water or alcohol (minimum 70% v/v) solution.

Maintain good personal health and hygiene by practicing the following.

- A balanced diet
- Drinking adequate amounts of clean water
- Regular physical exercise
- Abstain from unhealthy habits such as smoking and consuming alcohol

Performing hand hygiene

- Wash hands with soap and water at least for 20 seconds before entering. (Foot operated tap is the best for the wash basin). Alternatively, a hand sanitizer with alcohol (minimum 70% v/v Alcohol) can be adopted.
- Wash hands or sanitize as above
 - Before wear the mask
 - Before remove the mask
 - After removing the mask/gloves
 - Before and after meals
 - After using the washroom

For further details please refer,

- "OPERATIONAL GUIDELINES ON PREPAREDNESS AND RESPONSE FOR COVID-19 OUTBREAK FOR WORK SETTINGS", Interim guidance dated 17th April 2020 document published by the Environmental and Occupational Health and Food Safety Directorate of the Ministry of Health and Indigenous Medical Services
- Website Ministry of health- health.gov.lk
- Medical Officer of Health of the area (List attached in the main guideline)
- Epidemiology unit, Ministry of Health <http://www.epid.gov.lk>
- Mental Health Helpline 1926 (NIMH), 1999 (Suwaseriya HPB).



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