

# Operational guidelines on preparedness and response for COVID-19 outbreak for work settings

## Government and Private Offices

### Responsibilities of the employer

- Should develop a COVID- 19 preparedness plan for the office
- Should appoint a responsible staff member as the focal point to monitor the implementation of the plan
- Reorganize the workplace physically and administratively in order to maintain physical distancing (rearrange the furniture/equipment, flexible working hours, alternate days, teleconferencing, work from home etc)
- Appropriate measures should be taken to improve the ventilation inside the office. Where feasible leave entrance and exit doors and doors between sections open
- All workers have to be traceable and their names, addresses, telephone numbers and ID card numbers must be documented
- Hand washing facilities with soap and water must be available at the entrance preferably a pedal operated tap and a sink. Ensure provision of adequate hand washing and hand sanitizing facilities at other appropriate places
- Check the temperature (with a non-contact medical grade thermal scanner) and screen for respiratory symptoms of all the staff at the time of entrance to the workplace. Any worker recording a temperature above 98.4 ° F or 37 ° C or respiratory symptoms should be sent back to seek medical advice
- Avoid in-person meetings and non-essential trainings. Use digital platforms as much as possible
- Provide welfare facilities for all workers (eg. clean toilets, meal room, pedal operated closed waste bins)
- Provide adequate Personal Protective Equipment (face masks, gloves, etc.) for the employees
- Announce health education messages and instructions through public addressing systems. Display posters/ notices/ videos on electronic screens in the office
- Ensure cleaning and disinfecting of frequently touched surfaces (eg. door knobs/handles) before starting work and every three hours. Floors, office equipment and furniture shall be cleaned and disinfected before starting work. (or after every shift in places where there are shift duties)
- All cleaning staff should be given training on the correct procedure of waste management. Provide with necessary Personal Protective Equipment (face masks, gloves, impermeable apron etc.) for them
- Ensure proper and safe waste management in the office

- Ensure supervision and monitoring of adherence to COVID-19 preventive measures at the office

### **Instructions for employees**

#### **Physical distancing**

- Maintain at least 1-meter physical distance with persons at all times
- Maintain distance with persons inside a lift and avoid facing them. Use stairs as much as possible.

#### **Hand Hygiene**

- Wash hands with soap and water at least for 20 seconds before entering the premises, before leaving, after handling cash, after using the finger print machine and frequently at work
- Avoid using common telephones, fax machines, desks or other work tools and equipment whenever possible. Mobile phones, pens, etc. should not be shared
- Refrain from touching frequently touched surfaces

#### **Respiratory etiquette**

- Wear a face-mask, while on duty (face mask should be discarded into a bag lined in a pedal operated closed bin after use and hand washed thereafter)
- When not wearing a mask (while taking meals), coughs and sneezes have to be covered by the inner side of elbow, sleeve or tissue (tissue should be discarded a bag lined in a pedal operated closed bin and hand washed thereafter)
- Refrain from touching face mask, face, mouth, nose and eyes at all times

#### **Others**

- Do not wear nonessential personal accessories/ornaments (such as wrist watch, bracelets, jewellery, etc.) during working hours

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