



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
KOTTE MUNICIPAL
COUNCIL



6. Tuition Classes

These take the form of smaller group classes to mass classes.

Specific message/ Instructions

For the organizer/ teaching staff

- Promote online teaching via suitable on-line platform or distance learning method via sending lecture notes and assignments to home via postal service rather than in person tuition classes
- When Authorities permit the conducting of tuition classes: Have an emergency response plan including:
 - All emergency contact details of area MOH/PHI should be collected and displayed;
 - Area / room should be identified to isolate the student/ staff member with COVID like symptom till He/she is taken care of
 - Establish hand washing facilities at the entrance
 - Adequate stocks of masks and gloves adequate stocks of cleaning and disinfectant solutions should be available.
- Before the class opens,
 - Clean all desks, benches, frequently contacted objects/surfaces such as door handles and stair handrails with soap and water / liquid detergent
 - Clean floors with appropriate bleach-based solutions

And this should be done before starting each class session thereafter

- Have a database of all students with their addresses and contact numbers and keep it in a secure place. Facilitate online registration with above details
- Practice general precautions to prevent infection with COVID-19: maintain a physical distance of at least 1 meter from others, use of a face mask, regular hand washing and practice respiratory etiquette. These should be frequently reminded
- Frequent disinfection of toilets and adequate water supply should be available
- Do not circulate paper based attendance sheets. Avoid handling of 'Class Card'.
- Mass classes (when permitted)
 - to be conducted with 50% or less occupancy maintaining 1meter distance between students.
 - If there are more than 1 class in the same premises: opening time, closing time, interval should be arranged in a staggered manner to avoid student gathering.
- Small classes also should maintain 1m distance between students with hand hygiene facilities
- Avoid distributing printouts in the class, if it is necessary to do so, these should be kept in a central location to be picked up with minimal handling
- Maintain and improve natural ventilation as much as possible
- Support students with mental health assistance and counselling; e.g. Linking up with help line: 1999 (Health Promotion Bureau) 1926 (Mental Health Help Line)
- If confirmed COVID-19 case is found, the air conditioning and ventilation system should be cleaned and disinfected under the guidance of the local MOH team, and it should not be re-started until MOH hygienic evaluation and permission is granted
- 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/



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manager of the organization/ premises is responsible to ensure that the above guidelines are strictly adhered to.

User/ client / self/ student

- Know basic facts and figures about the COVID-19 situation in the country / in the area and key prevention measures
- Practices to adopt
 - Should not to attend if they have fever, cough, runny nose, difficulty in breathing
 - always maintain physical distance of 1m with other students and staff
 - Wash hands with soap and water/ alcohol-based hand rub before 1) entry to class; 2) during interval; 3) before meals; 4) after use of toilets; 5) before leaving the class 6) before and after changing the masks
 - wear masks properly and remove properly during meals and keep properly
 - maintain respiratory etiquette when coughing /sneezing
 - not to touch face, mouth, eyes and nose
 - not to gather in groups before class starts / during interval, after class ends
 - not to share books/ stationaries/ hand outs
 - encourage sharing all notes via emails, what's app images, google drives, etc
 - to bring home made meals and not to share the meals

Provide personal / residential addresses and contact details to teacher/ class organizers to contact you in case of outbreak prevention measures

Method/s of instruction

- The guidelines need to be published by the national health authorities in web sites, and communicated to all MOHs and Local authorities
- Posters to be placed at the entrance to the tuition class
- This needs to be communicated via Social media and mass media to the public




Director General of Health Services

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