

My Number :- WU/MC/K/01

University Medical Center,
Wayamba University of Sri Lanka
26th January 2021



URGENT

To: ALL DEANS/UNIT HEADS
ADMIN / NON-ACADEMIC

Vice Chancellor,
Wayamba University of Sri Lanka

Dear Sir,


02/01/2021
VICE-CHANCELLOR
WAYAMBA UNIVERSITY OF SRI LANKA
KULIYAPITIYA

Making the University Students and Staff aware regarding the Safety Guidelines Related to Covid 19.

By considering the current situation in the country related to covid 19 outbreak, it is extremely important to adhere to precautions measures in order to prevent covid 19 spread among the students and other University staff after reopening the University for academic activities. I would like to pay your attention regarding following health related guidelines by adhering to which Covid 19 related risk within the University premises can be significantly reduced.

All the students should fill and submit the Covid 19 risk assessment form before reopening the University for academic purposes. The Covid 19 risk of each and every student should be assessed and high risk students should be informed not to attend the University.

- **Safety guidelines to be practiced in lecture halls.**
 - i. Always keep a distance of 1 meter from each other.
 - ii. Always wear face masks within the lecture hall.
 - iii. Use a hand sanitizer before entering the lecture hall.
 - iv. If any one has any respiratory symptoms or fever never enter the lecture hall.
 - v. If attending outside academic activities come early, as there will be congestion at the entrance.

- **Safety guidelines to be practiced in the canteen**
 - i. Avoid giving lunch break to all students at the same time so that overcrowding can be avoided in canteens.
 - ii. Wear a face mask at all times other than when you are eating.
 - iii. Adhere to recommended respiratory etiquette when coughing, sneezing.
 - iv. Wash hands properly with soap and water before and after meals.
 - v. Line up in the queue with a safe distance from each other.
 - vi. Keep a safe distance from the canteen staff always.
 - vii. Try group wise purchasing where one student purchases for a number of students.
 - viii. Try to take food away and have it elsewhere.

- **Safety guidelines to be practiced in the Library.**
 - i. Always keep a distance of 1 meter from one another and library staff.
 - ii. Always wear face masks within the library premises.
 - iii. Use a hand sanitizer on entering the library and before using library material.

- **Safety Guidelines to be practiced in the hostels.**
 - i. It is important to allocate a separate hostel with sanitary facilities to isolate students who become symptomatic in order to safeguard others.
 - ii. Wash hands with soap and water before entering the hostel premises.
 - iii. Keep footwear worn at a designated place outside the room before entering.
 - iv. Minimize touching the face at all times.
 - v. Practice correct respiratory etiquette.
 - vi. Always wear a mask at common areas.
 - vii. Discard all potentially contaminated waste into the closed bins made available for the purpose.
 - viii. Clean furniture and other equipment inside hostel rooms using soap/general purpose detergent and water regularly.
 - ix. Maintain 1 meter social distancing always.
 - x. Never share personal items or meals.
 - xi. Group studying should be minimized and can only be allowed with 1 meter social distancing.
 - xii. It is important to allocate only one student per hostel room.
 - xiii. A proper schedule has to be made in order to limit students going out from the hostel/University premises.
 - xiv. If any student develop any suspicious symptoms keep them isolated in the hostel.
 - xv. Allocate separate hostel Rooms to use as Isolation Unit.

- **Student risk assessment sheet is attached herewith.**

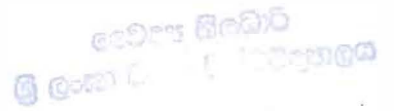
Yours Faithfully,


University Medical Officer

Wayamba University of Sri Lanka

Medical Officer
Wayamba University of Sri Lanka
Kuliyapitiya.

Covid 19 ශිෂ්‍ය කොරතුරු පත්‍රිකාව
Covid 19 Students Data Form



1. නම/Name :

2. ජාතික හැඳුනුම්පත් අංකය/NIC Number :

3. අධ්‍යයන පීඨය/Faculty :

4. වසර/Year :

5. ඇමතුම් අංකය/Contact Number :

6. තේවාසික ප්‍රදේශය/Residence Area :

7. දිස්ත්‍රික්කය/District :

8. ඔබට කොවිඩ් 19 ඇති බවට ඔබ හඳුනාගෙන තිබේද?/Have you been diagnosed with/Suspected to have COVID 19

ඔව් - රෝග විනිශ්චය Yes – Diagnosed

ඔව් - සැකයි Yes – Suspected

නැත. No

9. ඊයේ සිට හෝ පසුගිය දින 10 තුළ කොවිඩ් 19 (උණ, කැස්ස, ශරීර වේදනාව සහ හුස්ම ගැනීමේ අපහසුතාව) සම්බන්ධ රෝග ලක්ෂණ ඔබ හඳුනාගෙන තිබේද?/Have you been diagnosis with or show any symptoms related to COVID-19 (fever,cough, body pain, & breathing difficulty) “since yesterday” or in the past 10 days?

ඔව් Yes

නැත. No

10. ඔව් නම්, ඔබ ස්වයං නිරෝධායනයක යෙදී සිටිනවාද? If yes, are you in self-quarantine?

ඔව් Yes

නැත. No

11. ඔබ සමඟ ජීවත්වන හෝ ඔබ හා සම්බන්ධ වූ අයෙකුට, කොවිඩ්—19 රෝග විනිශ්චය කර තිබේද?/Has anyone living with you or come into contact with you been diagnosed with or suspected to have, Covid-19?

ඔව් - රෝග විනිශ්චය Yes – Diagnosed

ඔව් - සැකයි නැත. No Yes – Suspected

12. දින 3-4 තුළ ඔබේ ආසන්නතම පවුල/ඔබ සමඟ ජීවත් වන පුද්ගලයින්, කොවිඩ් 19 හා සම්බන්ධ පළපුරුදු රෝග ලක්ෂණ තිබේද?/ Have your immediate family/people you live with, experienced symptoms associated with COVID-19 in the 3-4 days?

ඔව් Yes

නැත. No

13. ඔව් නම්, මෙම පුද්ගලයා /පුද්ගලයින් ස්වයං නිරෝධායනයකට යටත්ද (නිලධාරීන්ගේ උපදෙස් හෝ ස්වේච්ඡාවෙන්)?/ If yes, is this person /people under self-quarantine (advised by officials or voluntarily)?

ඔව් Yes

නැත. No

14. ඔබගේ සම්පතමයන් රැකියා මත පදනම්ව කොවිඩ් 19 නිරාවරණය වීමේ අවදානමක් ඇතැයි ඔබ විශ්වාස කරනවාද (උදා: නිරෝධායන ආයතනවල සේවය කරන පුද්ගලයින්, සෞඛ්‍ය සේවා, සංචාරක, සංචාරක කර්මාන්තය, මිලිටරි, භණ්ඩනාගාරය?/ Do you believe you are at risk of exposure to COVID-19 based on your immediate associations on a regular basis (Ex: Regular interactions or living with people working at quarantine establishments, those working in the healthcare, travel, tourism industry, military, prison?)

ඔව් Yes
නැත. No

15. ඔබ කොවිඩ් 19 අධි අවදානම් කලාපයක සිට පැමිණේද? පසුගිය සති 2 තුළ එම ප්‍රදේශවල සැරිසැරුවේද? Do you reside in Risk area, have had contact with any one from Risk area within the past two weeks or have you visited Risk area with the past two weeks?

ඔව් Yes
නැත. No

16. පසුගිය සති දෙක තුළ ඔබ 50 ක් හෝ ඊට වැඩි පිරිසකගේ රැස්වීමකට /උත්සවයකට ගොස් තිබේද?/(ආගමික කටයුතු, චිත්‍රපට, පාසල් ක්‍රිකට් තරඟ, මංගල උත්සව, අවමංගල කටයුතු ආදිය) Have you been to a gathering/event of 50 or more people in the last 2 weeks? (Religious activities, movies, school cricket matches, weddings, Funeral house training etc)

ඔව් Yes
නැත. No

(14) (15) (16) පිළිතුරු ඔව් Yes නම් ඒ පිළිබඳව සටහන් තබන්න.

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17. පසුගිය සති දෙක තුළ ඔබ විදේශ සංචාර වලින් ආපසු පැමිණියේ ද?

18. ඔව් නම් කුමන රටවල් සංචාරය කළාද? If yes, countries visited?

19. අතරමැදි සංක්‍රමණ රට/රටවල් ? /Countries in transfer?

20. පැමිණීමේ දිනය ? / Arrival data?

21. පසුගිය සති දෙක තුළ ඔබගේ ආසන්නතම පවුලේ සාමාජිකයන්/ඔබ සමඟ ජීවත් වන පුද්ගලයින් විදේශ සංචාර වලින් ආපසු පැමිණ තිබේද?/ Have any of your immediate family members/People you live with returned from overseas travel in the past 2 weeks?

ඔව් Yes
නැත. No

22. ඔව් නම් කුමන රටද? If yes, which country?

23. සති 2කින් විදේශ සංචාරවලින් ආපසු පැමිණි ඕනෑම අයෙකු සමඟ (ඔබ දන්නා පරිදි) සම්බන්ධතාවයක් තිබේද?/ Have you had direct contact (as far as you are aware) with anyone who has returned from overseas travel in 2 weeks?

ඔව් Yes
නැත. No

24. ඔව් නම් කුමන රටවල්ද? If yes, which countries ?

25. PHI වාර්තාව (නිරෝධායනය වූ හෝ නොවූ බවට) රැගෙන ඒමට හැකි නම් වඩාත් සුදුසුයි/PHI Report



**Directorate of Environmental health, Occupational health and Food safety,
Ministry of Health and Indigenous Medical Services**

Guidelines on COVID-19 preparedness for workplaces

This document outlines the guidelines to be followed at workplaces, to prevent/control the spread of COVID-19 infection and to promote the health of workers. The measures are simple to follow and can be adopted easily.

1. Possible methods of transmission at workplaces

The transmission of the disease could happen by the following 3 methods

- **Droplets** – The virus can be transmitted by breathing infected droplets. Droplets can be produced during coughing or sneezing or even by exhales from infected persons. These droplets can travel up to a distance of 1m.
- **Direct** – 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.
- **Indirect** – When an infected person coughs, sneezes or exhales, droplets of infected fluid may get released and contaminate nearby surfaces and objects, such as desks, tables, telephones, computers etc. An uninfected person may come in contact with the virus by touching these surfaces and then touching their eyes, nose or mouth.

2. Preventive Measures

All workers and employers are expected to adhere to the following good practices.

2.1 Following categories of workers should not report for work.

- Those having fever, with or without acute onset respiratory symptoms such as cough, runny nose, sore throat and/or shortness of breath.

- Those who have had contacts with suspected or confirmed case of Covid-19 for the last 14 days.
- Those who are on quarantine for Covid-19.

The employer should ensure that if a sick person is reported for work to send him/her back home immediately. Follow the steps mentioned in section 06 if there is a suspicion of COVID-19 infection in him/her.

- 2.2 Anyone entering the premises (both visitors and staff) should wash their hands with soap and water before entering. (Foot operated tap is the best for the wash basin). Alternatively hand rubbing with alcohol based hand rub (75% - 85% v/v alcohol) can be adopted. Additional optional measures are to **have a foot bath at the entrance** or **remove shoes** at the entrance and provide a separate set of shoes to be used inside the premises.
- 2.3 Check the temperature of all the staff at the time of entrance to the workplace and any person recording a temperature above 98.4⁰F or 37⁰ C should be sent back home.
- 2.4 Keep a distance of one meter between workers at all times (while working, meetings, canteens etc.)
- 2.5 All workers shall wear masks while on duty. Refrain from touching the mask, while wearing it. After removing the mask, it has to be discarded into a closed bin and hands washed. There should be minimal handling of the mask when removing.
- 2.6 Avoid touching the face at all times.
- 2.7 Encourage respiratory etiquette, including covering coughs and sneezes. Coughs and sneezes have to be covered by the inner side of elbow or sleeve. In a situation where this is not possible a tissue can be used to cover the nose/ mouth, provided the tissue is discarded into a closed bin and hands washed thereafter.
- 2.8 Discourage workers from using other workers' mobile phones, pens and other common telephones, fax machines, desks, or other work tools and equipment, whenever possible.
- 2.9 Maintain regular housekeeping practices, including routine wiping/ cleaning and disinfecting of surfaces, equipment, and other items in the work environment. All metal surfaces shall be

disinfected with 70% alcohol solution and all non-metal surfaces disinfected with 0.1% sodium hypochlorite, after cleaning by damp dusting/wet mopping with soap and water or a general-purpose detergent. The door knobs/handles shall be cleaned and disinfected every three hours.

Floors and machines shall be cleaned by disinfectant twice a day. (or after every shift in places where there are shift duties.)

2.10 Strip curtains should be avoided and if it is necessary they should be cleaned with disinfectants 3 times a day as described above.

2.11 Discourage workers' from shaking hands/hugging and adopt other non-touch techniques of greeting.

2.11 Encourage workers and if possible take action to 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

3. Specific instructions for the staff at service counters.

(Ticket counters, super market counters, banks etc.)

3.1 Always wear a mask. (Mask should be worn securely and properly and should not be touched thereafter until it is removed)

3.2 If possible keep a distance of one meter from the customer **or alternatively** have a blind/glass/plastic shield in front of the counter leaving a space at the bottom to carry out transactions.

3.3 Minimum handling of cash. (Ask for a credit/debit card). When using the credit/debit card ask the customer to insert it and remove it from the machine.

3.4 The officer in the counter should not share the pen used to sign the documents (The customer should use his/her own pen). In case the customer doesn't carry a pen and use the pen of the cashier it should be sanitized after use by the customer.

3.5 Keep an alcohol rub/hand sanitizer by the side (one per each person in the counter) and use it as frequently as possible **or alternatively** wear gloves. (Gloves should never be re-used and disposed into a closed bin when the duty shift is over).

4. What needs to be done on returning home from the workplace

Upon returning home before entering the house,

- Wash your hands thoroughly with soap and water.
- Remove the clothing and shoes/slippers and leave them outside, and should be taken inside only after washing. Do not wear them again without washing.
- Leave all your belongings outside and if any item is taken inside the house, either wash them with soap and water or sanitize with alcohol sanitizer. (This applies to your mobile phone, spectacles, wrist-watch etc.)
- Enter the house only after a bath.

5. Employers are expected to ensure the following:

5.1 Depending on the requirement, personal protective equipment (PPE) such as gloves, goggles, face masks, gowns or aprons (when appropriate), must be provided to the employees and they should be encouraged to wear them, according to recommendations.

5.2 Improve ventilation in workplaces and where feasible install air filters. Where air conditioners are not used leave the doors open.

5.3 Restrict large gatherings. Avoid face-to-face meetings as much as possible, alternative methods of communications like video conferencing is recommended.

If a meeting is essential to be held,

- Minimize the number of attendees

- Pre-order sufficient supplies and materials, including tissues and hand sanitizer for all participants.

5.4 Lunch breaks and tea breaks be given in batch-wise to prevent crowding the canteen.

5.5 Different modes of working (through e-mails, teleconferencing etc) to be employed to minimize contacts.

5.6 All masks, gloves head covers etc. shall not be re-used and shall be securely disposed.

5.7 Disposal of waste shall be carried out as per the guidelines routinely followed. All cleaning staff should be given training on the correct procedure of waste management. They should be provided with suitable PPE, including industrial gloves and provided with adequate facilities for hand washing, with soap and water.

5.8 Educate and train all workers on COVID-19 infection, risk factors and protective behaviors (e.g., cough etiquette and care of PPE and to follow the instructions in section 04 of this document).

5.9 Posters and health education messages to be displayed to encourage workers to comply with given instructions.

5.10 All workplaces should develop a suitable focal point (a nursing officer, a safety officer, Human Resource Manager or any officer found to be suitable and responsible for the position) to monitor the control activities implemented against COVID-19 infection and to provide necessary guidance in case of queries.

6. Special advice in case of detecting a suspected case at the workplace

In the event of detecting a suspected case in the workplace, necessary action should be taken to transfer the worker to the nearest government hospital, by ambulance.

Suwasariya ambulance service can be contacted by dialing 1990 or seek assistance from the contact numbers mentioned below.

The suspected worker should wear a mask and kept in isolation and all relevant precautions mentioned above to be taken to limit the spread of the disease, until transfer to hospital. A specific

isolation room has to be identified in the workplace in advance. In the event of the suspected case becoming positive, inform the area MOH and follow the instructions given.

All employers are advised to develop a COVID-19 Preparedness plan; considering the occupational exposure level of employees, the individual risk factors and other recommended good practices mentioned in this guideline. This will not only enable the prevention/ control of the spread of infection but will also prevent panic situations in the event of detecting a suspected case.

For more information

In case more information regarding COVID-19 infection is required please contact;

- The Ministry of Health hotline, available 24 hours - 94 113 071 073
- The Government media unit hotline – 117
- Suwa Sariya Health line – 94 710 107 107
- Medical Officer of Health of the area

Or please visit the following websites

Epidemiology unit, Ministry of Health <http://www.epid.gov.lk>



Dr. Lakshman Gamlath

Deputy Director General (Env. Health, Occupational health & Food safety)

Ministry of Health

02.04.2020