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எனது இல)
My No.
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உமது இல)
Your No. :)

සුවසිරිපාය
சுவசிரிபாய

SUWASIRIPAYA

දිනය) 15.04.2020
திகதி)
Date)

සෞඛ්‍ය හා දේශීය වෛද්‍ය සේවා අමාත්‍යාංශය
சுகாதார மற்றும் சுதேச வைத்திய சேவைகள் அமைச்சு
Ministry of Health & Indigenous Medical Services

All Provincial Directors of Health Services,
All Regional Directors of Health Services,
Director, National Institute of Health Sciences,
All Medical Officers of Health,

Guideline on facilitation of the operations in export oriented manufacturing and processing factories during the COVID-19 outbreak

The Government of Sri Lanka has decided to take immediate measures to facilitate the operations of export oriented manufacturing and processing factories to strengthen the negatively impacted economy due to the current COVID-19 pandemic. The Ministry of Health and Indigenous Medical Services has been requested to facilitate this process. The Directorate of Environmental and Occupational Health and Food Safety has been entrusted with this, being the national focal point for occupational health. Accordingly “**Guidelines on COVID-19 preparedness for workplaces**” has been prepared with the following objectives.

1. To introduce safe work practices in order to prevent the spread of the Covid-19 infection to workers and the community.
2. To promote the health of workers during the COVID-19 outbreak.
3. To protect the health of workers, their families and the surrounding community

The Sinhala and English versions of “**Guidelines on COVID-19 preparedness for workplaces**” can be downloaded from the following web links.

- Ministry of Health and Indigenous Medicine Website –
http://www.health.gov.lk/moh_final/english/ - Under COVID-19 related circulars and guidelines

- Directorate of Environmental and Occupational health and Food Safety – Occupational health Unit - <http://eohfs.health.gov.lk/occupational/index.php?lang=en>
- Epidemiology unit website- <http://www.epid.gov.lk>

The management of all export oriented manufacturing and processing factories shall adhere to this guideline in continuing their operations.

Expected activities from Medical Officer of Health (MOH)/Range Public Health Inspector (PHI)

1. Issuing recommendations to commence the operations of an export oriented manufacturing and processing factory by the area MOH

(a) Ensure the availability of the following documents before recommending the commencement of operations of such a factory

- Letter from the management of the factory addressed to the Medical Officer of Health requesting permission for commencement of operations
- Recommendation letter from the Chairman/Director General of Board of Investment/Export Development Board to commence operations

(b) Conduct an initial assessment of the health and safety measures planned to be carried out by the factory to prevent the spread of COVID-19 and preparedness by the range Public Health Inspector (PHI) or Medical Officer of Health. Use the following important criteria (Refer Guidelines on COVID-19 preparedness for workplaces) for conducting the assessment.

- Preparations for screening of workers, maintaining hand hygiene and social distancing before entering and within the factory
- Availability of a focal point for coordinating COVID-19 preparedness within the workplace
- Plan for working with minimum essential number of workers and record keeping
- Preparations for transportation of workers/Goods
- Any other criteria important in the context of the applying factory

The PHI shall submit his recommendations after conducting the initial assessment to the MOH.

(c) Ensure the inclusion of the following in the recommendation letter issued by the MOH

- Prevention of the spread of COVID-19 infection within the factory premises is the sole responsibility of the management of the factory.
- Strict adherence to “ Guidelines on COVID-19 preparedness for workplaces” developed by the Directorate of Environmental and Occupational Health and Food Safety of the Ministry of Health and Indigenous Medical Services is mandatory

2. Monitoring the operations of factories by the Public Health Staff

A check list has been developed for monitoring purposes (Annexure 1 & 2). Medical Officers of Health (MOOH) and Public Health Inspectors (PHII) are advised to use this when they carry out inspections of factories. Ensure at least one inspection per week per factory by the area PHI and random visits by the Medical Officer of Health once a week. In the event of area PHI being burdened with contact tracing and home quarantine work, the MOH may decide to use resources available to ensure inspections. If a factory continues to function as a potential source for spreading of COVID-19 disregarding the advises and guidance given by the MOH, Range PHI or any other officer nominated by the MOH, action should be taken by the MOH to suspend the operations of the factory in accordance with the prevailing legislation to prevent spread of contagious diseases.

District level Consultant Community Physician, Regional Epidemiologist or Medical Officer (Environmental and Occupational Health) are advised to assist MOOH and PHII in conducting these activities.

For further technical guidance, contact the Occupational Health Unit of the Directorate of Environmental and Occupational Health and Food Safety at the national level.

Please ensure that the contents of this guideline are communicated to all relevant categories of staff in order to take appropriate action.



Dr Anil Jasinghe

Director General of Health Services

Dr. Anil Jasinghe
Director General of Health Services
Ministry of Health & Indigenous Medicine Services
"Suwasiripaya"
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Annexure 1

Check list to assess workplace preparedness in preventing COVID-19

	Name of the workplace		Date of inspection		Time
	Address of the workplace		MOH area		
			PHI area		
<p>Please mark the following items as follows</p> <p>Available/Satisfactory - ✓</p> <p>Not available/unsatisfactory - ✗</p>					
1	Availability of identified focal point for COVID 19 preventive activities				
2	Availability of a written preparedness plan for COVID 19 infection				
3	Supervision of workers in terms of health ministry instructions is being done satisfactorily by the supervisors				
4	Availability of records on details of workers per shift/day				
6	Checking the body temperature of all workers before entering the workplace on a daily basis				
7	Availability of hand washing facilities/alcohol hand sanitizers at the entrance of the workplace				
8	Availability of adequate hand washing facilities/alcohol hand sanitizers inside the workplace				
9	Availability of foot bath or provision of separate shoes for indoors				
10	Availability of separate lockers for workers to keep their belongings at outside the workplace				
11	Maintaining social distance inside the workplace (One meter apart between two persons)				
12	Workers and cleaning staff are provided with required PPE to prevent the transmission of COVID-19				
13	Workers are wearing PPE relevant to their tasks				
14	Ventilation in the workplace is satisfactory				
15	Doors are kept open between sections (to reduce unnecessary handling)				
16	Maintaining cleaning and disinfection activities as recommended in the guideline				
17	Awareness for workers on COVID -19 prevention has been done				
18	Lunch, tea breaks are given in small groups to prevent overcrowding of the canteen/ dining room				
19	Availability of pedal bins to discard waste (gloves, masks, tissues etc.)				
20	Availability of a proper waste disposal system				
21	Gloves are being used when handling money at the office (if relevant)				
22	Maintaining the recommended distance during the transport of workers (if relevant)				

Any other comments

Recommendations

Signature :

Name of the Officer :

Designation :

Date :

Annexure 2

නව කොරෝනා වෛරස රෝගය (COVID 19) වැළැක්වීම සඳහා සේවා ස්ථානවල සුදානම තක්සේරු කිරීමේ ලේඛනය

සේවා ස්ථානය		පරීක්ෂා කල දිනය		වේලාව
ලිපිනය		සෞ.වෛ.නි. කොට්ඨාශය		
		ම.සෞ.ප. කොට්ඨාශය		
කරුණාකර පහත කරුණු මෙලෙස සලකුණු කරන්න				
ස්ථාපිත කර ඇත / සතුටුදායකයි - ✓				
ස්ථාපිත කර නැත / අසතුටුදායකයි - ✗				
1.	නව කොරෝනා වෛරස රෝගය වැළැක්වීමේ ක්‍රියාකාරකම් සඳහා සේවා ස්ථානය තුළ හඳුනාගත් වගකිවයුතු පුද්ගලයෙක්/ ඒකකයක් ඇත			
2.	නව කොරෝනා වෛරස රෝගය සඳහා ලිඛිත පෙර සුදානම් වීමේ සැලැස්මක් තිබීම			
3.	අධීක්ෂකවරු විසින් සේවකයින්ගේ නව කොරෝනා වෛරස රෝගය වැළැක්වීමට දී ඇති සෞඛ්‍ය උපදෙස් වලට අනුගත වීම පිලිබඳ අධීක්ෂණය කරයි			
4.	දිනක/ එක් වැඩ මූරයක සිටින සේවකයින්ගේ තොරතුරු පිළිබඳ වාර්තා තබා ගැනීම			
6.	සේවා ස්ථානයට ඇතුළුවීමට පෙර දිනපතා සියලු සේවකයින්ගේ ශරීර උෂ්ණත්වය පරීක්ෂා කරයි			
7.	සේවා ස්ථානයට ඇතුළුවීමේදී අත් සේදීමේ පහසුකම්/ මධ්‍යසාර අඩංගු අත් පිරිසිදුකාරක සපයා තිබීම			
8.	සේවා ස්ථානයේ ප්‍රමාණවත් පරිදි අත් සේදීමේ පහසුකම් / මධ්‍යසාර අඩංගු අත් පිරිසිදුකාරක සපයා ඇත			
9.	ජලය සහිත පා දෝවනයක් තුලින් ගමන් කර පාද පිරිසිදු කර ගැනීමට අවස්ථාව සැලසීම හෝ පරිශ්‍රය තුළ භාවිතා කිරීමට නව පාවහන් යුගලක් ලබා දීම සිදු කරයි			
10.	සේවකයින්ගේ බඩු බාහිරාදිය වෙන්කර තබා ගැනීම සඳහා වෙනම ලොකර් ලබා දීම			
11.	සේවා ස්ථානය තුළ සමාජ දුරස්ථභාවය පවත්වා ගැනීම (පුද්ගලයන් දෙදෙනෙකු අතර මීටරයක දුරක්)			
12.	නව කොරෝනා වෛරස රෝගය සම්ප්‍රේෂණය වීම වැළැක්වීම සඳහා සේවකයින්ට සහ පිරිසිදු කිරීමේ කාර්ය මණ්ඩලය හට අවශ්‍ය පුද්ගලික ආරක්ෂණ උපාංග සපයා දී ඇත			
13.	සේවකයින් ඔවුන්ගේ කාර්යයන්ට අදාළ පුද්ගලික ආරක්ෂණ උපාංග පැළඳ සිටී			
14.	සේවා ස්ථානයේ වාතාශ්‍රය සතුටුදායක මට්ටමක පවතී			
15.	සේවා ස්ථානයේ අංශ අතර ගමන් කිරීමට ඇති දොරවල් විවෘතව තබා ඇත			

	(අනවශ්‍ය ලෙස හැසිරවීම අඩු කිරීම සඳහා)	
16.	මාර්ගෝපදේශයේ නිර්දේශ කර ඇති පරිදි සේවා ස්ථානය පිරිසිදු කිරීමේ හා විෂබීජනාශක කටයුතු පවත්වාගෙන යාම	
17.	නව කොරෝනා වෛරස රෝගය වැළැක්වීම පිළිබඳ සේවකයින් දැනුවත් කිරීම සිදු කර ඇත	
18.	ආපනශාලාව / ආහාර ගන්නා ස්ථානයෙහි සේවකයින් රැස් වීම වැළැක්වීම සඳහා කුඩා කණ්ඩායම් වශයෙන් දිවා ආහාරය, තේ විවේකය ලබා දෙනු ලැබේ	
19.	අපද්‍රව්‍ය බැහැර කිරීම සඳහා පියන සහිත කසළ බඳුන් තැබීම (අත් ආවරණ, මුඛ ආවරණ, චිඤ්ඤ කඩදාසි ආදිය)	
20.	නිසි අපද්‍රව්‍ය බැහැර කිරීමේ පද්ධතියක් තිබීම	
21.	කාර්යාලය තුළ මුදල් පරිහරණය කිරීමේදී අත් ආවරණ භාවිතා කරනු ලැබේ (අදාළ නම්)	
22.	සේවකයින් ප්‍රවාහනය කිරීමේදී ඔවුන් අතර නිර්දේශිත දුර ප්‍රමාණය පවත්වා ගැනීම (අදාළ නම්)	

වෙනත් අදහස්

නිර්දේශ

අත්සන:

නිලධාරියාගේ නම:

තනතුර:

දිනය