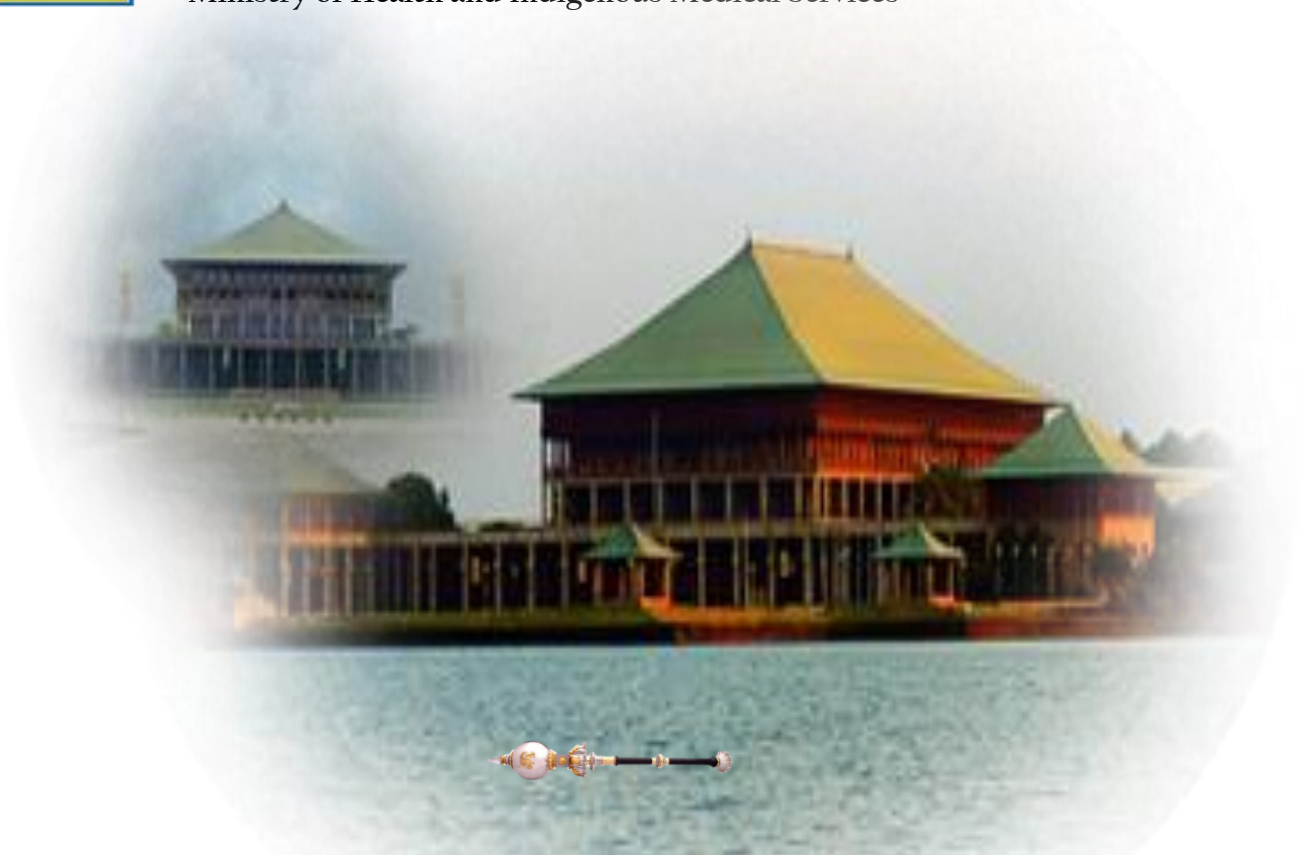




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Ministry of Health and Indigenous Medical Services



Operational Guidelines on Preparedness and Response for COVID-19 Outbreak for the Parliament of Democratic Socialist Republic of Sri Lanka

July 2020



Ministry of Health and Indigenous Medical Services

**Operational Guidelines on Preparedness and Response for
COVID-19 Outbreak for the Parliament of
Democratic Socialist Republic of Sri Lanka**

July 2020

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General Guidance

1. Transmission of COVID-19

- 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.
- When an infected person coughs, sneezes or exhales, surfaces and objects can get contaminated due to deposition of droplets containing the novel corona virus. If an uninfected person touches such surfaces, the hands of that person can get contaminated with the novel corona virus. When he/she touches the face, nose, mouth or eyes with contaminated hands, the novel corona virus can enter the body and infect the person.

2. Following persons shall not reported for duty.

- Those who are having fever, with or without respiratory symptoms such as cough, runny nose, sore throat and/or shortness of breath.
- Those who are being quarantined for COVID-19.

3. Managerial measures

- It is recommended to develop a COVID-19 Preparedness plan for the Parliament considering the exposure level of members/staff/visitors, the individual risk factors and other recommended good practices mentioned in this guideline.
- Identify a suitable focal point (Human Resource Manager or any other suitable officer) to monitor the control activities expected to be carried out under this guideline.
- Identify a room to be used as an isolation room preferably with an attached toilet in case a suspected person with COVID-19 is found.
- Arrange facilities for thermal screening at all entrances including those for the Members of the Parliament. A non-contact medical grade thermal scanner is recommended. Any person recording a temperature above 98.4 0F or 37 0C should be re-checked after 10-15minutes of rest. If positive for second time send him/her back and advise to seek medical advice. Keep a daily record of such persons.
- Provide facilities for hand washing with soap and water preferably with a foot operated tap at the entrance. Alternatively, a standard alcohol based hand sanitizer may be provided.
- Ensure that everybody entering the premises wear a face masks.
- Ensure that staff maintains minimum of 1 m physical distance with others at all times.
- Management should ensure that contact details of all the persons visiting the premises (Staff, Security, Visitors, Service providers etc.) are recorded.
- Settings of the air conditioning system shall be adjusted to ensure maximum intake of fresh air.

4. Cleaning and disinfecting surfaces

- Maintain regular housekeeping practices such as sweeping, vacuuming and wiping floors and surfaces as usual.
- Adhere to the following disinfection procedures for frequently contacted surfaces such as armrest, telephone receivers, hand rails and touch panels etc.
 - Disinfect all metal surfaces with minimum of 70% v/v alcohol solution and all non-metal surfaces with 0.1% sodium hypochlorite solution. Microphone covers may be washed with soap and water.
 - Disinfection Chambers and foot baths are not recommended.

5. Transport of staff

- Arrange vehicles with an appropriate seating capacity according to the number travelling.
- Clean and disinfect the vehicle (seats, handles, hand rails, etc.) before passengers are allowed in.
- All persons in the vehicle must wear masks while being travelled.

6. Special advice in case of detecting a suspected person

- He/ She should continue to wear a mask and sent to the isolation room with his/her belongings.
- Reassure the person and provide drinking water if necessary.
- Inform the medical center of the Parliament and follow the instructions of the Chief Medical Officer.
- The Chief Medical Officer may contact the Epidemiology unit of the Ministry of Health on 0112-695112.
- May obtain the service of the “Suwasariya” ambulance by calling 1990.

7. Protective measures for the cleaning staff

- Should be provided with appropriate personal protective equipment (Face masks, impermeable aprons and gloves etc.) and they shall wear them while on duty.
- They should wash or sanitize their hands thoroughly after each encounter and cleaning utensils and cloths shall be thoroughly washed and disinfected.
- They also should maintain one meter distance with each other at all times and the management need to provide suitable resting place with adequate space to prevent overcrowding.
- Washing and bathing facilities shall be provided to the cleaning staff.
- Should be regularly educated and updated of the importance of adhering to COVID-19 guidelines and protocols for their safety.

8. Protective measures for the Security staff

- Should maintain one meter distance with each other at all times.
- They should wear face masks at all times.

- Should be regularly educated and updated on the new safety guides and protocols on prevention of COVID-19 to safeguard their health.
- They should be provided with a suitable resting place to prevent overcrowding.

9. Information Education and Communication

- Audio, video and appropriate IEC techniques shall be displayed/communicated on special health measures taken inside the parliament premises to educate the staff and the visitors to obtain maximum compliance and cooperation from them.
- Management may decide the strategic places in the Parliament premises to display/communicate these measures in the appropriate way.

Recommendations for specific settings

10. Chamber of the Parliament

- Before the commencement of each session, clean and disinfect all commonly contacted surfaces as described in section 4.
- Install sanitizers at all the entrances of the Chamber and ensure every one entering the Chamber use the sanitizer.
- Announce the following ground rules before the beginning of the session and ensure adherence to them by everyone inside the chamber.
 - All persons in the Chamber shall wear face masks at all times. Members should not remove or lower the mask when addressing in the Parliament.
 - Ensure that the members always sit in the designated seat only.
 - Whenever Members are not seated in their seats, they shall maintain 1 m distance with each other at all times in the Chamber.
 - Minimize cross movements within the Chamber.
 - Discourage members from shaking hands/hugging and adopt other non-touch techniques of greeting.
 - Avoid sharing personal items such as mobile devices, head phone, pens etc. with others.

11. Interpreters' Booth

- Restructure the stations in order to maintain minimum of 1 m distance or place a barrier between two interpreters.
- Ensure that an interpreter is given the same seat /station for every duty session.
- Use covers for the microphone to prevent cross infection or use dedicated cover for each interpreter.
- Provide items such as headphones and stationary individually for interpreters.

12. Galleries

- Restructure seating arrangement in order to maintain minimum of 1 m distance between persons.
- Before commencement of a session, clean and disinfect all common contact surfaces.
- If head phones are provided, disinfect them after each use.
- Advise visitors not to share headphones.

13. Lobby

- Restructure the seating arrangement in order to maintain minimum of 1 m distance between persons.
- Reduce the usage of common equipment such as common telephone, computers and fax machine etc.
- Keep a hand sanitizer for each desktop computer and display instructions to sanitize hands before and after each use (These instructions can be displayed as computer screen saver).
- Where feasible leave entrance and exit doors and doors between sections open. If not, appoint a designated person to open and close entrance/exit doors.
- The door knobs/handles shall be cleaned and disinfected before every session.
- Disinfect all commonly contacted surfaces before each session.
- Display COVID-19 prevention health education messages and instructions using appropriate media.

14. Cafeteria/Private Dining Rooms

- Lunch breaks and tea breaks to be given in a batch-wise manner to prevent overcrowding in the cafeteria/ private dining rooms.
- Install sanitizers at all the entrances and ensure every one entering the cafeteria use the sanitizer.
- The minimum distance of one meter is to be maintained among persons in the cafeteria/ private dining rooms. The furniture should be re-arranged to ensure this measure.
- All staff shall wear face masks while on duty.
- Arrange foot operated or elbow operated tap in the hand washing area.
- Arrange a water dispenser with glass operated faucet.
- Discourage sharing of food, beverages, glasses, plates and other utensils.
- Meals/food/ beverages served in buffet style must be served by dedicated person(s).
- Limit the stay in the cafeteria as much as possible. Use audio/video messages to convey the importance of this measure.
- Disinfect all frequently contacted surfaces after each meal break.

15. Committee Rooms

- Before the commencement of each session, clean and disinfect all commonly contacted surfaces and microphones as described in section 4.
- Install sanitizers at all the entrances to the committee rooms and ensure every one entering the Chamber use the sanitizer.
- All persons in the committee rooms shall wear face masks at all times. They should not remove or lower the mask when addressing.
- Maintain one meter distance with each other while seated.
- Minimize cross movements within the committee rooms.
- Avoid sharing personal items such as mobile devices, head sets, pens etc. with others.

16. Kitchen

- Install sanitizers at all the entrances and ensure every one entering the kitchen uses the sanitizer.
- All chefs and other supportive staff should wash their hands before handling foods.
- Use gloves or tongs when handling ready to eat foods.
- All staff shall wear face masks while on duty.
- Thoroughly wash all raw fruits and vegetables before preparing.
- Wash all direct food contact surfaces such as preparation tables and equipment with soap and water before and after each session.
- Cutting board, knives and tongs etc. shall be washed with soap and water before and after each encounter.

17. Library

- Install sanitizers at the entrance and ensure that every one entering the library uses the sanitizer.
- Restructure seating arrangement in order to maintain minimum of 1 m distance between persons.
- Provide facilities to sanitize hands after using the printed newspapers and encourage the usage of digital newspapers.
- Where feasible leave entrance and exit doors and doors between sections open or if not, appoint a designated person to open and close entrance/exit doors.
- Disinfect all frequently contacted surfaces such as digital displays, armrests and door handles etc. minimum of three times a day.

18. Lifts

- Advise staff/Members to use the staircase as much as possible.
- Accommodate maximum of four persons in the lift.
- Provide facilities to sanitize hands after using touch panels of the lift or appoint a dedicated person to operate the lift.

19. Offices

- Install sanitizers at the entrance and ensure that every one entering the office, uses the sanitizer.
- Work stations should be arranged in such a way to keep a distance of one meter between workers.
- All staff shall wear face masks while on duty.
- Avoid sharing of personal items such as mobile phones, stationaries etc. with others.
- Reduce the use of common equipment such as common telephone, fax machine, photocopy machine, printer or sanitize hands after each use.
- Restrict large gatherings. Avoid in-person meetings as much as possible. If an in-person meeting is essential, minimize the number of attendees. Pre-order sufficient supplies and materials, including tissues and hand sanitizer for all participants.

20. Toilets

- Washroom facilities must be provided with adequate supplies of soap, water or hand sanitizers.
- Clean and disinfect frequently touched surfaces minimum of four times a day.

21. What need to be done on returning home

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.
- Leave all your belongings outside. If any item is taken inside the house, either wash it with soap and water or disinfect with alcohol sanitizer. (This applies to your mobile phone, spectacles, wrist-watch etc.)
- Enter the house after a bath.

22. Suggested modifications

- Replace all taps in hand washing stations into with elbow operated taps.
- To draw 1 meter lines on the floor of the canteen and other relevant places.
- Foot baths are not recommended.

For further inquiries

For further inquiries on this guideline please contact,

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