

Operational Guidelines on preparedness and response for COVID-19 outbreak for Manufacturing Industry



Directorate of Environmental Health and Occupational Health and Food Safety
Ministry of Health
07th December 2020

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Operational guidelines on preparedness and response for COVID-19 outbreak for Manufacturing Industry

1. Introduction

Manufacturing industry involves the production of finished goods in large scale either starting from raw materials or from other levels in the process usually involving a large labour force. Employees in manufacturing industry are at a higher risk of contracting COVID-19 due to the nature of their work. These guidelines were developed to ensure the workforce is safe from COVID-19 infection and to ensure their health and safety in-order to carry out uninterrupted, smooth functioning of the industries.

2. General health measures to be followed by enterprises in manufacturing sector

2.1. Categories of employees who should not report for work

- Those having temperature above 98.4 °F or 37 °C and/or symptoms suspected of COVID-19 such as cough, runny nose, sore throat, shortness of breath and body aches
- Those who are being quarantined for COVID-19. They can report for duty only after obtaining the quarantine completion certificate issued by the Medical Officer of Health (MOH).
- Those who are residing in houses/boarding houses, with a member identified as a close contact (1st line contact) undergoing home quarantine, even if the employee concerned is not a close contact (1st line contact). They can resume work following receipt of a quarantine completion certificate issued by the MOH to the person/s being quarantine.

2.2. Instructions for cleaning and disinfection of surfaces

- Maintain regular housekeeping practices, including routine wiping/cleaning and disinfecting of surfaces, equipment, and other items in the work environment
- First clean by damp dusting/wet mopping or washing with soap and water or a general-purpose detergent
- Secondly disinfect,
 - all metal surfaces with minimum of 70% v/v alcohol solution
 - all non-metal surfaces with 0.1% sodium hypochlorite solution

Disinfection chambers and foot baths are not recommended

2.3. Actions to be taken in detecting an employee suspected of COVID 19

If an employee develops high temperature and/or symptoms suspected of COVID-19 (body aches, cough, cold, sore throat or difficulty in breathing) during work hours;

- Isolate the person immediately in an isolation room/ space preferably with a dedicated washroom facility
- He/she should continue to wear a face mask
- Provide first aid medical assistance if required
- All persons attending the patient should wear face masks, maintain physical distance of 1 meter at all possible instances and practice hand hygiene frequently. In addition, should wear an overall and face shield.
- Inform the area MOH/Public Health Inspector (PHI) and seek advice. Seek further assistance from Ministry of Health hotline – 1999

2.4. Transport of workers

- Clean and disinfect the vehicles (the seats, all handles, interior door panel, windows, locks, exterior door handles, poles, etc.) and drivers need to ensure that the vehicle is disinfected following the each trip as mentioned in section 2.2
- Number of workers should not exceed the number of seats
- All persons in the vehicle must wear masks while travelling
- Conduct awareness to drivers regarding COVID-19 preventive measures regularly
- Maintain details of workers transported according to batches. Details should consist of the name, ID number, contact details and the address (temporary and permanent)
- Ensure that same vehicle is used to transport a same batch of employees as much as possible

2.5. Measures to be taken when allowing visitors into the enterprise

- Ensure that they are screened for temperature (with a non-contact medical grade thermal scanner)
- Register their details such as name, contact details, ID number and address in a register by a dedicated person at the entrance. Additionally, document the details of persons with a history of recent foreign travel, including the date of arrival in Sri Lanka, date of visit to the enterprise, country visited, passport number and the name and designation of the person issuing the quarantine certificate
- Provide facilities for hand washing
- Provide a sticker/tag to confirm that they have passed through the screening procedure

2.6. Instructions for the use of lifts

- Ensure that the lift is cleaned and disinfected at the end of the day as per section 2.2
- Place an alcohol based hand sanitizer (minimum of 70% v/v) near the entrance to the lift
- Box of tissues/ papers should be fixed near the button panel and instructions should be displayed to use a tissue/ piece of paper to press the buttons. Keep a pedal operated bin lined with a bag inside the lift to dispose used tissues/papers safely
- Restrict the number of passengers of the lift at a time in order to maintain the required distance between persons
- Display following instructions within the lift
 - Avoid speaking to each other inside the lift as much as possible
 - Avoid touching the walls inside the lift

2.7. Instructions for the cleaning staff

- Updated records should be maintained for cleaning staff including their name, contact number, ID number and address. Persons who are coming to work from lockdown areas/isolated areas should be strictly monitored for temperature and symptoms suspected of COVID-19.
- Minimum essential number of persons should be used for a shift
- Ensure that all cleaning staff adhere to the following;
 - Wearing of appropriate protective gear (face masks, impermeable aprons, gloves etc.) while on cleaning duty
 - Washing hands thoroughly after each encounter (after cleaning each work section, wash room, reception desk etc.)
 - Wearing of full protective gear during cleaning of the isolation room and handling waste of suspected person of COVID-19
 - Maintaining one meter distance with each other at all times
 - After each cleaning session all cleaning utensils and cloths shall be thoroughly washed and disinfected and dried
- Ensure that bathing and washing facilities are provided to the cleaning staff
- Ensure that the cleaning staff is provided with necessary personal protective equipment and training on correct procedures of cleaning techniques, personal hygiene and waste management.
- Instructions to be followed by cleaning staff should be clearly displayed in languages they understand

2.8. Instructions for the security staff

- Updated records should be maintained on security personnel including their name, contact number, ID number and address. Persons who are coming from lockdown areas/isolated areas should be strictly monitored for temperature and symptoms suspected of COVID-19.
- Minimum essential number of persons should be used for a shift
- Security In-charge shall ensure that all security personnel adhere to the following;
 - Wearing of appropriate personal protective equipment while on duty
 - Minimize sharing of equipment and if shared wash or sanitize hands immediately
 - Maintaining one meter distance with others at all times including staff and visitors
- Ensure that the security staff is provided with necessary personal protective equipment (Mask, face shield) and training on the preventive health measures for COVID-19.

3. Instructions for specific places

3.1. Instructions for the reception

- The officer at the reception should wear a face mask securely and properly
- A blind/glass/plastic shield needed to be placed in front of the desk leaving a space at the bottom to provide services. Alternatively wear a face shield with the face mask
- Maintain a minimum distance of one meter from the visitors and other employees
- Keep an alcohol based hand sanitizer (minimum of 70% v/v) at the desk to be used when required
- The person who is assigned to provide hand sanitizer to those who enter the enterprise need to wear a face shield with the face mask.

3.2. Instructions for the staff at any service counter (if applicable)

- Should wear a mask (Mask should be worn securely and properly and should not be touched thereafter until it is removed)
- Maintain a minimum distance of 1 meter from persons. Alternatively have a blind/glass/plastic shield in front of the counter leaving a space at the bottom to carry out the transactions or to provide services
- Wash hands with soap and water or sanitize using an alcohol based hand sanitizer (minimum 70% v/v alcohol) after handling money and documents
- The officer in the counter should not share his/her pen with customers. In case the customer does not carry a pen he/she may use the additional pen at the counter. However, it should be disinfected immediately afterwards

- Keep an alcohol based hand sanitizer (minimum of 70% v/v alcohol) by the side (one per each person in the counter) and use it as frequently as possible

3.3. Instructions for the canteen

- Reorganize the furniture arrangement in order to maintain a minimum distance of 1 meter among persons in the canteen
- Floor can be marked at appropriate positions to ensure maintenance of 1 meter distance between persons in the queue
- Ensure that meal breaks are given in batch wise manner and unnecessary gatherings at the canteen are avoided
- Display instructions to avoid sharing food, beverages, glasses, plates and other utensils during meals
- A blind/glass/plastic shield needed to be placed in front of the canteen counter leaving a space at the bottom to provide services
- Ensure that dedicated persons are assigned to handle money and serve meals/food at the canteen. Instruct them to keep two separate containers to place money from customers and provide the balance
- Ensure that cleaning and disinfection at the canteen is carried out at least 3 times per day as per section 2.2
- Ensure availability of facilities (soap/liquid hand wash and water) for hand washing
- Keep the entrance and exit doors open to minimize the handling by employees
- Ensure that the canteen staff are;
 - Screened for temperature and symptoms suspected of COVID-19 daily
 - Wearing a face mask properly at all times
 - Maintaining the minimum distance of 1 meter with others at all times
 - Practicing hand washing with soap and water as frequently as possible
- Ensure that the canteen staff adhere to these measures when handling food
 - Wash hands before handling food
 - Use gloves, or tongs when handling ready to eat food
 - Disinfect all contact surfaces such as preparation tables, cutting boards, knives, tongs etc. before each encounter with food
 - Cover and seal all food during temporary storage
 - Allocate adequate number of (designated) workers to serve food in the buffet
 - Culinary equipment and crockery should be thoroughly washed with soap and water

3.4. Instructions for meal rooms

- Reorganize the furniture arrangement in order to maintain a minimum distance of 1 meter among others in the meal room
- Ensure that unnecessary gatherings at the meal room are avoided
- Display instructions to avoid sharing food, beverages, plates and other utensils during meals
- Ensure availability of facilities (soap/liquid hand wash and water) for hand washing

3.5. Instructions for meeting rooms

- Reorganize the furniture in order to maintain minimum 1 meter distance between persons
- Clean and disinfect the desks, chairs, microphones and other frequently touched surfaces after every meeting/event as mentioned in section 2.2
- Improve ventilation in the meeting room. If air conditioners are not used, leave the doors open. Appoint a designated person to open and close entrance/exit doors (if not left open)

4. Health education messages to be communicated to all employees

4.1. Measures to be taken when returning to home

Before entering the house,

- Wash the hands properly with soap and water and remove the mask with minimal handling. Safely dispose it to a pedal operated closed bin lined with a garbage bag. Wash the hands again with soap and water
- Remove the clothing and shoes/slippers and leave them outside. Wash them before wearing again or taking them inside
- Take a bath before entering the house
- If bathing facilities are not available outside, enter the wash room without touching anything inside the house and bathe yourself
- Clean/disinfect your accessories using soap and water or minimum 70% v/v alcohol solution
- Refrain from participating large gatherings (Ex: Funerals / Weddings / Excursions / Sports and Religious Activities etc.) as much as possible

4.2. Measures for good personal health and hygiene

- A balanced diet
- Drinking adequate amounts of clean water
- Regular physical exercise
- Adequate sleep
- Abstain from unhealthy habits such as smoking and consuming alcohol

4.3. Performing hand hygiene

- Wash hands with soap and water at least for 20 seconds before entering. (Foot operated tap is the best for the wash basin). Alternatively, a hand sanitizer with alcohol (minimum 70% v/v Alcohol) can be adopted
- Wash hands or sanitize as above
 - Before wearing the mask
 - Before and after removing the mask
 - Before and after meals
 - After using the washroom

5. Responsibilities of the management of the enterprise

- Shall develop a COVID-19 preparedness and response plan for the enterprise
- The management shall appoint a responsible person as the focal point to implement the COVID-19 preparedness and response plan and monitor the implementation of these COVID-19 preventive health measures at the enterprise
- Ensure practicing of hand hygiene, physical distancing and respiratory etiquette by all employees at all times by regular supervision through the focal point
- Implement a COVID-19 incident reporting system in house to ensure smooth operations in the enterprise
- Ensure that all employees in the enterprise are traceable staff.
- The management shall reorganize the enterprise physically and administratively in order to protect employees from COVID-19 by implementing the following measures;
 - Using the minimum essential number of staff for the services
 - Limiting to essential services
 - Implementing flexible work hours
 - Changing office arrangements to maintain the required physical distance
 - Arranging working from home for identified staff categories
- Appoint dedicated workers for tasks as much as possible to prevent cross contamination
- In-person meetings and non-essential training should be avoided. Consider using digital platforms for training and management / board meetings as much as possible
- Provide a brief and regular forum to allow employees to express their concerns and ask questions and encourage peer-support among colleagues
- Revert to non-touch methods such as Near Field Communication (NFC) for recording of attendance of staff if possible, instead of finger print scanner

- Monitoring and evaluation of COVID-19 preventive activities within the enterprise
- If there are any health-related issues of COVID-19, necessary advice can be sought from the following;
 - The area MOH and the area PHI
 - The Regional Epidemiologist and the Medical Officer (Environmental and Occupational Health) at District level
 - The Environment and Occupational Health Unit of the Ministry of Health on 0112112704 or eohunit2020@gmail.com
 - The Ministry of Health hotline on 1999

5.1. Accepting new recruits from man power agencies or otherwise

- Refrain from recruiting workers from workplaces having positive COVID-19 patients within the past 14 days
- Shall be screened using the checklist annexed (annexure I)
- Ensure that persons with high temperature and /or symptoms suspected of COVID-19 are not recruited
- Foreign returnees should be recruited only with a quarantine completion certificate issued by medical authorities

5.2. Service and maintenance staff /contract staff

- Before getting the services, shall be screened using the checklist annexed (annexure I)
- It is better to obtain the service and maintenance operations from dedicated persons for a particular enterprise as much as possible
- Maintenance staff/contract staff shall follow COVID – 19 operational and response health guidelines mentioned herein
- Avoid contact of maintenance staff/contract staff with the staff of the enterprise if possible

6. Responsibilities of the Focal Point of the enterprise

- Monitor the implementation of all COVID-19 preventive activities in the enterprise using the annexed checklist (annexure II)
- Ensure that a specific isolation room preferably with wash room facilities within the enterprise is identified in order to keep suspected person of COVID-19.
- A register /registers should be maintained for employees and their name with initials, employee number, addresses (permanent and temporary), contact details and ID card number must be documented
- Ensure that screening of all employees (permanent and contract) and visitors entering the enterprise for temperature (with a non-contact medical grade thermal scanner) and symptoms suspected of COVID-19 using annexed checklist (Annexure I) at the entrance. Follow the instructions as per the section 2.3 on identifying a person recording a temperature above 98.4⁰F or 37⁰C or having symptoms suspected of COVID-19.
- Ensure the availability of hand washing facilities with soap and water at the entrance preferably with a pedal operated tap and sink. Ensure facilities for hand washing and hand sanitizing at other appropriate places in strategic locations to be used by employees after using common equipment/ documents
- Take measures to reorganize the seating facilities of waiting areas in order to maintain a minimum of 1 meter distance
- Take measures to improve ventilation in enterprises and where feasible install air filters. Where air conditioners are not used, leave doors/windows open. Appoint a designated person to open and close entrance/exit doors (if not left open)
- Keep the entrance, exit doors and doors between sections open or keep dedicated persons to open and close the doors to reduce unnecessary handling by the employees
- Provision of welfare facilities for all workers (e.g.: adequate facilities at meal rooms, toilets, provision of pedal operated closed bins etc.)
- Ensure adequate supply of Personal Protective Equipment
- Communicate all COVID-19 preventive health measures to all employees. Consider using public address system/ posters/ notices/ videos on electronic screens etc. for the purpose. Ensure cleaning and disinfection of all surfaces and equipment as mentioned in section 2.2. Additionally;
 - The door knobs/handles shall be cleaned and disinfected before starting work/ every shift and every three hours

- Floors, equipment and furniture/ work stations shall be cleaned and disinfected a minimum of twice a day/ after every shift
- Disinfect all contact points of employees in all service areas as frequently as possible. Frequently touched surfaces including reception desks, equipment, pens etc. should be cleaned and once cleaned, they should be disinfected regularly
- Finger print scanner shall be disinfected before and after each day / shift
- Ensure that the cleaning staff and the security staff are provided with necessary personal protective equipment, washing and bathing facilities and training on COVID-19 preventive health measures. Cleaning staff should be regularly trained on the correct procedure of cleaning techniques, personal hygiene and waste management.
- Ensure proper and safe waste disposal at all enterprises

7. Steps to be followed when a positive employee for COVID-19 is found in an enterprise

Step 1: Identification of a COVID-19-positive employee

As soon as a member of the staff is found to be infected with COVID-19 all relevant precautions should be taken to limit the spread of the disease within the enterprise.

- Isolate the patient immediately in an isolation room/ space preferably with a dedicated wash room facility.
- He/She should continue to wear a face mask. Take all relevant precautions to limit the spread of the disease, until transfer to the health facility.
- Inform the area MOH immediately.
- Transfer of the patient to a health facility should be done as per the instructions of the MOH/ Regional Epidemiologist.

Step 2: Identify all close contacts of the Covid-19 positive employee

- When a test results is known of a COVID-19 positive patient, he/she may be either attending work (if the sample is taken during routine surveillance) or may be already under quarantine (when identified as a contact of a known patient).
- Identifying of all close contacts of the newly identified COVID-19 patient and quarantining them is essential to break the transmission of the disease.
- If an employee was tested positive, determine the close contacts (1st line contacts) of the patient. A close contact is defined as someone who was within one meter proximity for at least 15 minutes or had direct physical contact with the person who tested positive during the exposure risk period.

- Collect following information about the COVID-19 positive employee:
 - The date when symptoms began (if applicable)
 - The date of sample collection for the positive test; and
 - The last date that the patient present at the workplace
- This information should be used by the employer to identify all individuals who may have had close contact with the patient during the exposure period. The exposure period is defined as:
 - **Start:** 7 days before the person had symptoms (or, for asymptomatic patients, 2 weeks before date of sample collection for the positive test)
 - **End:** last day the positive person was at work place.
- Complete the case and contact data collection forms. The employer should gather the following information for all employees who have been identified as close contacts, including any vendors/suppliers, visitors, or others who had close contact with the employee at the worksite.
 - Name with initials
 - Phone number
 - Permanent address
 - Current address (if different from the permanent address)
 - ID number
- Provide these details to the area MOH/area PHI.
- In order to facilitate this process, inform all employees in advance that, if they are confirmed having COVID-19, they need to provide a list of other people with whom they had close contact during the exposure period.

Step 3: Communicate with all employees about work exclusion, quarantine & testing recommendations for close contacts

- All close contacts (1st line contacts) identified according to the above-mentioned criteria, should undergo mandatory 14 day quarantine.
- Sample collection for COVID-19 testing will be determined by the Regional Epidemiologist or the area MOH.
- Even if the test is negative, close contacts should remain in quarantine for the full 14 days.
- All others present at the workplace, but NOT identified as close contacts, may return to work as usual but should be advised to self-monitor for symptoms for 14 days after the last day that the person diagnosed with COVID-19 was at the work place.

- The enterprise should strictly conduct symptom monitoring for all employees attending work. If they develop symptoms, please follow step 1.

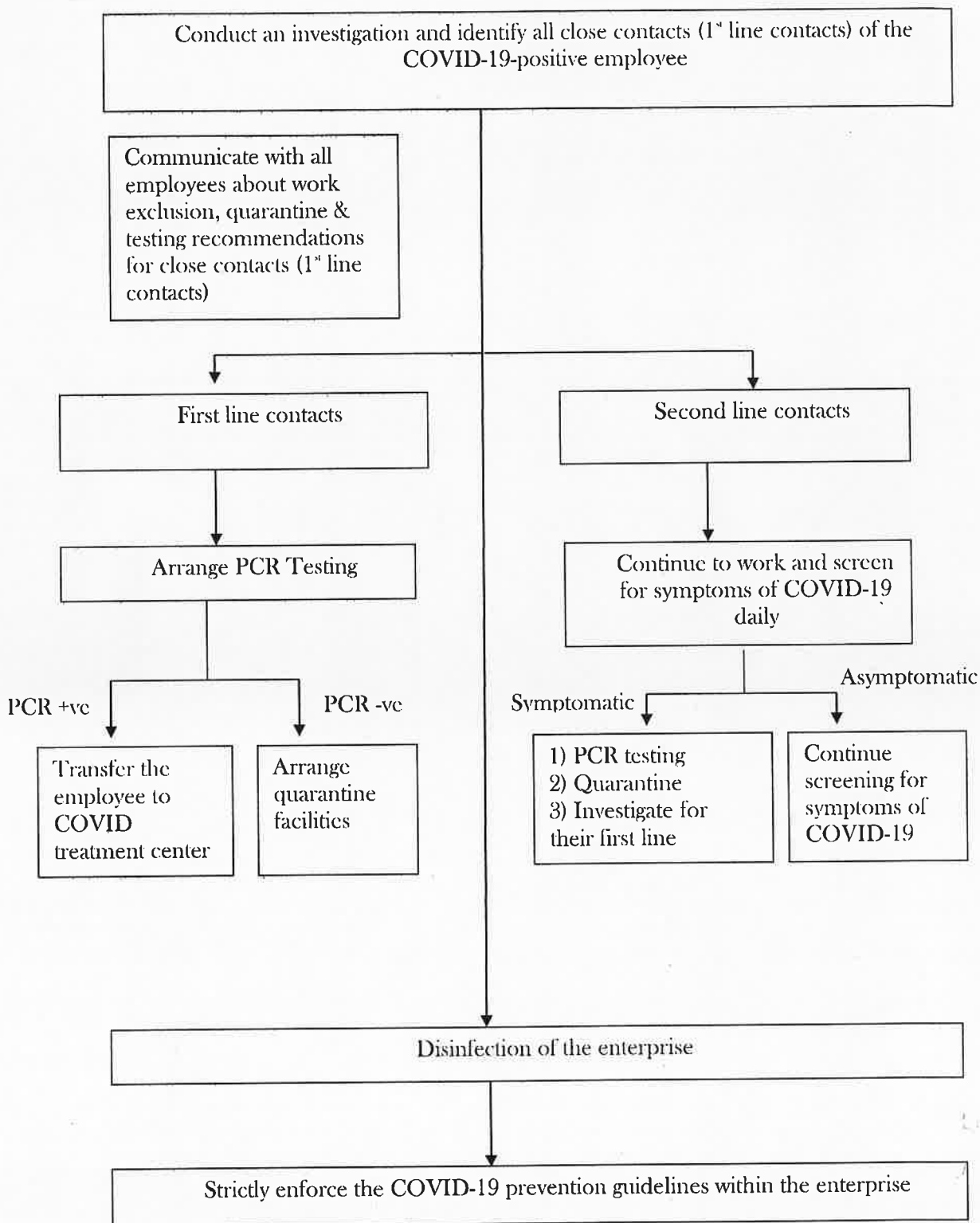
Step 4: Disinfection recommendations after a confirmed COVID-19 case at the workplace

- Until cleaning and disinfection are completed, close off areas visited by the patient within the last 48 hours.
- If safe, open outside doors and windows and use ventilating fans to increase air circulation in the area.
- Wait 24 hours or as long as practical before beginning cleaning and disinfection.
- Clean and disinfect all areas used by the patient including office rooms, bathrooms, common areas, shared equipment focusing especially on frequently touched surfaces as per the cleaning guidelines as per 2.2. Continue routine cleaning and disinfecting all high-touch areas throughout the day, following the health guidelines. Clean visibly dirty surfaces and objects using soap and water prior to disinfection.
- If many workers have become positive for COVID-19 the whole building has to be closed for 48 hours for cleaning and disinfection.

Step 5: Preventing workplace COVID-19 further transmission

- Strictly enforce the COVID-19 prevention guidelines mentioned above.
- All persons must be instructed to wear face masks at all times while at the workplace especially when interacting with or in a space visited by members of the public, working in a space where food is prepared or packaged, working in or walking through common areas, or in an enclosed area with others.
- As appropriate, restructure the workplace to better support physical distancing. Ensure that all personnel are properly trained on the above protocol and that the protocol measures are being strictly implemented and followed.

8. Response measures in detecting a COVID-19 positive employee in the enterprise



9. Monitoring mechanism to be followed in enterprises

- The focal point shall assess the preparedness and response of the enterprise to COVID-19 using the annexed checklist (annexure II) on a daily basis.
- The focal point in each enterprise shall ensure the completion of the summary sheet attached (annexure III), and send it to the following authorities on a weekly basis
 - Enterprises within the BOI zones to the Zonal Manager
 - Enterprises outside the BOI zones to the BOI focal point instructed by the Director/ Industrial Relations-BOI
- The summary sheet of the preceding week shall be sent to either zonal managers or the BOI focal point instructed by Director, Industrial Relations-BOI depending on where the enterprise is located by Monday of the following week.
- The focal point shall maintain daily records of employees with suspected symptoms of COVID-19 and send these records to the area MOH and the area PHI daily.
- The statistics of the PCR tests done shall be sent to the zonal managers or the BOI focal point instructed by Director, Industrial Relations-BOI daily by completing the format attached in Annexure IV every week.

10. Resources

The following additional guidelines issued by the Ministry of Health with regard to prevention and control of COVID -19 can be downloaded from the health ministry websites.

Guideline	Website
1. Workplace Guidelines for Prevention of COVID-19 – General guidelines	https://eohfs.health.gov.lk/occupational/index.php?lang=en
2. Workplace Guidelines for Prevention of COVID-19 - Manufacturing Industry	http://eohfs.health.gov.lk/occupational/images/COVIDguide/Manufacturing-IndustryFactories.pdf
3. Operational guidelines on preparedness and response for COVID-19 outbreak for work settings	http://www.health.gov.lk/moh_final/english/article_read_more.php?id=885
4. Instructions for Selected Public Activities/ Work Settings for the Prevention and Control of COVID-19	http://www.health.gov.lk/moh_final/english



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Annexure 1

Date:

Employ Number: Name of the Enterprise:

Full name:

Telephone number:

1. During past 3 days, have you been suffering from symptoms suggestive of COVID-19?
(Fever / body ache / cough / runny nose / sore throat / shortness of breath/Loss of smell)
Yes No
2. Has anyone living in the same household / close associates had COVID-19 symptoms during the last 04 days?
Yes No
3. Has anyone living in the same household / close associates been diagnosed with COVID-19 disease or positive PCR test within last 04 days?
Yes No
4. Has anyone living in the same household / close associates been quarantined during the past 14 days?
Yes No
5. Has anyone living in the same household / close associates come from abroad or from an area that has been locked down due to COVID-19 in the last 14 days?
Yes No
6. Have you visited any foreign country or area that has been closed due to COVID-19 during the last 14 days?
Yes No
7. Have you attended any event/ function or gathering in the last two weeks? (Ex: Funerals / Weddings / Excursions / Sports and Religious Activities etc.)
Yes No
8. From where you come to work
From home from boarding place other

Checked by:

දිනය/...../2020

සේවක අංකය

ආයතනයේ නම

සම්පූර්ණ නම

දුරකතන අංකය

1. පසුගිය දින 03 තුළ දී ඔබට COVID - 19 රෝග ලක්ෂණ කිබුණේද ?

(උණ / ඇඟ රිදීම / කැස්ස / සොටු දියර ගැලීම / උගුරේ අමාරුව / හුස්ම ගැනීමේ අපහසුව/ගද සුවද නොදැනීම)

ඔව් නැත

2. පසුගිය දින 03 ඇතුළත දී ඔබගේ නිවැසියෙකුට / සමීපව ඇසුරු කළ අයකුට COVID - 19 රෝග ලක්ෂණ කිබුණේද?

ඔව් නැත

3. පසුගිය දින 04 ඇතුළත දී ඔබගේ නිවැසියෙකුට / සමීපව ඇසුරු කළ අයකුට COVID - 19 රෝගී තත්වයක් හෝ PCR පරීක්ෂණයකින් රෝගය ඇති බවට හෝ තහවුරු කර ඇතිද ?

ඔව් නැත

4. ඔබගේ නිවැසියෙකුට / සමීපව ඇසුරු කළ අයකුට පසුගිය දින 14 තුළ දී නිරෝධායනයට ලක් කර තිබේද ?

ඔව් නැත

5. පසුගිය දින 14 තුළ ඔබගේ නිවැසියෙකු / සමීපව ඇසුරු කළ අයකු විදේශයක සිට හෝ COVID - 19 හේතුවෙන් වසා දමා ඇති ප්‍රදේශයක සිට පැමිණියේද?

ඔව් නැත

6. ඔබ පසු ගිය දින 14 තුළදී කිසියම් විදේශයකට හෝ COVID - 19 තත්වය හේතුවෙන් වසා දමා ඇති ප්‍රදේශයකට සංචාරය කළේද?

ඔව් නැත

7. පසුගිය සති දෙක ඇතුළත ඔබ විසින් ජනතාව ඒකරාශී වන තැන් / පිරිස රැස්වූ අවස්ථාවකට සහභාගී වූනේද? (උදා: අවමඟුල්/ මංගල උත්සව / විනෝද සවාරි / ක්‍රීඩා තරග හා ආගමික කටයුතු ආදිය)

ඔව් නැත

9. ඔබ සේවයට පැමිණෙන්නේ

නිවසේ සිට

බෝඩීමේ සිට

වෙනත්

Checked By

Check list to monitor workplaces for preparedness and response to COVID-19

Name of the Enterprise		Date of inspection	
Address		MOH area	
		PHI area	
Please mark the following items as follows			
Available/Satisfactory - \checkmark			
Not available/unsatisfactory - X			
Availability of an identified focal point for COVID-19 preventive activities			
Availability of a preparedness and response plan for COVID-19			
Availability of a mechanism to inform COVID-19 patients or any other employees with suspected symptoms of COVID-19 to the area MOH and PHI			
Supervision of employees in terms of adhering to COVID -19 prevention health instructions is being done satisfactorily by the supervisors			
Availability of records on details of employees per shift/day			
Availability of updated records on employees with symptoms suspected of COVID-19 (Eg.: Temperature more than 37 ⁰ C/ 98.4 ⁰ F, body aches, cough, runny nose, sore throat etc.) (Fact sheet on COVID 19 is available at - https://www.epid.gov.lk/web/images/pdf/Fact_Sheet/fact-sheet-covid-19-english.pdf)			
Screening the employees for respiratory symptoms is being carried out before they enter the workplace			
Checking the body temperature of all employees before entering the enterprise on a daily basis			
Availability of hand washing facilities/alcohol hand sanitizers at the entrance of the enterprise			
Availability of adequate hand washing facilities/alcohol hand sanitizers inside the enterprise			
Maintaining physical distancing inside the enterprise (One meter apart between two persons)			
Maintaining the recommended distance during the transport of employees (if relevant)			
Employees and cleaning staff are provided with required PPE, in adequate amount to prevent the transmission of COVID-19			
Employees are wearing masks while working			
Ventilation in the workplace is satisfactory			
Maintaining cleaning and disinfection activities as recommended in the section 2.2			
Maintenance of a chart on cleaning and disinfection activities			
Awareness for employees on COVID -19 prevention has been done			
Lunch, tea breaks are given in small groups to prevent overcrowding of the canteen			
Availability of bag lined pedal bins to discard waste (gloves, masks, tissues etc.)			

Any other comments:

Name of the Officer :
 Designation :
 Signature :

Date:

Summary sheet

(To be filled by the focal point of the relevant enterprise)

Name of the enterprise :
 District where the enterprise is located :
 Period of reporting : From to
 (The period from Monday to Sunday of each week.
 Please write the dates)

1. Summary of activities

The following must be assessed and marked with a 'tick' to indicate the satisfactory (available) or unsatisfactory (not satisfactory) nature. These must be discussed and the problems identified must be documented.

	Satisfactory/ available	Unsatisfactory/ Not available	Remarks/ problems identified (if any)/ <u>if</u> <u>unsatisfactory</u> <u>please give reasons</u>
Administrative requirements			
1			Functioning focal point available for COVID-19 preparedness and response.
2			The COVID-19 preparedness and response plan is updated with latest circulars/guidelines etc. and functioning well
3			Mechanism to inform workers with suspected symptoms of COVID-19 to MOH and PHI
4			Supervision of workers on adherence to COVID – 19 prevention and health instructions by supervisors
5			Maintenance of records of workers with symptoms suspicious of COVID-19
6			Precautions taken during transport of workers (Eg: maintain the recommended distance etc. if relevant)
Maintaining distance			
7			Maintenance of physical distance inside the workplace
Screening			
8			Screening of workers at the entrance (temperature, respiratory symptoms, etc.)
Hand hygiene			
9			Availability of adequate hand washing and sanitizer facilities at the entrance and at strategic locations in the workplace

Respiratory etiquette			
10	Workers are wearing masks while working		
Worker welfare			
11	Action taken to prevent overcrowding (Eg: tea, lunch breaks are given in small groups)		
12	Provide facilities to workers to prevent contamination (Eg: not sharing equipment)		
13	Availability and provision of personal protective equipment (PPE) (Eg: mask, gloves)		
14	Awareness of workers on COVID-19		
15	Availability of methods for safe waste disposal (Eg: pedal operated bins, waste disposal system etc.)		
Improving ventilation			
16	Techniques used for improving ventilation (Eg: leaving doors open etc.)		
Cleaning and disinfection			
17	Techniques for disinfection and keeping premises clean (including maintaining check lists)		

2. Any other problems identified should be tabulated as follows;

Problems identified
1.
2.
3.

Any special problem directed to health sector can be mentioned in the above list or mentioned separately as matters to be addressed by the focal point in the Ministry of Health.

3. Please mention the following details, regarding the facility level focal point (PS: if these details were completed before and if there is no change please refrain from filling this part)

Name :

Contact details :

Number of workers :

Signature:

Name and designation of the person completing the form:

Date:

Information of employees with symptoms suspected of COVID -19 and details of PCR testing

	Name of the enterprise	No. of workers with suspected COVID-19 symptoms during the last week	No. of workers with suspected COVID-19 symptoms during the last week informed to the MOH/PHI	No. of PCR tests done during the last week	No. of positive PCR tests during the last week	No. of PCR test results pending for the week
1						
2						
3						
4						
5						