



## 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.

Further guidance on occupational (work) settings if needed - please refer to

[http://eohfs.health.gov.lk/occupational/index.php?option=com\\_content&view=article&id=61&Itemid=208&lang=en](http://eohfs.health.gov.lk/occupational/index.php?option=com_content&view=article&id=61&Itemid=208&lang=en)



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TOWARDS A NEW NORMAL



MINISTRY OF HEALTH  
AND INDIGENOUS  
MEDICAL SERVICES



World Health  
Organization  
Sri Lanka



GOVERNMENT MEDICAL  
OFFICERS ASSOCIATION



SRI JAYAWARDENEPURA  
KOTTE MUNICIPAL  
COUNCIL



## 11. Public and private vehicle parking

These guidelines are intended for operators and users of public and private vehicle parking, which includes those run by municipal councils

### Specific message/ Instruction/s

#### Owner/operator/parking fee collector

- Before opening, reserve the required supplies such as masks, disinfectants, etc. and plan for the minimum number of staff to be available as per requirement
- Ensure all employees that directly interact with customers wear masks and use hand sanitizers as required. Employees who sit in enclosed booths, manning automated entry gates may not require such.
- A sink for handwashing (with liquid soap) may be installed in a central location easily accessible to staff (e.g. – at entrance and exit gates)
- Adopt a system of inquiring about the health of employees daily (ask for fever and respiratory symptoms like cough/cold) and a process of getting appropriate medical advice to them
- Clean and disinfect frequently touched surfaces regularly (counters/automated machine buttons)
- Provide and encourage use of automated/parking payment/self-ticketing machines to minimize contact between individuals and transfer of cash
- Prominently display parking fee rates to minimize verbal communication/interaction
- Encourage clients to provide exact amount to minimize handling of cash
- Employees must maintain a physical distancing of at least 1m from all customers/other staff. This includes keeping a safe distance when talking to the customer through a rolled down window
- If using a manual system, employees must maintain a register/book to note the time, vehicle number and amount paid, and show the customer that the amount paid has been entered into this register. This system is preferred to manually than handing out receipts, in order to minimize contact
- Do not collect vehicle keys from customers to be used to move vehicles within the car park. Instead ask the customer to prominently display their mobile phone number and call them to move their vehicle if required
- Do not offer valet services to customers
- 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/ manager of the organization/ premises is responsible to ensure that the above guidelines are strictly adhered to.

#### User/ client / self

- Utilise automated/parking payment/self-ticketing machines if available to minimize contact between individuals and transfer of cash. Clean your hands after using the machines
- Provide exact parking fee amount to minimize handling of cash



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- If a parking fee receipt is handed to you, dispose of it carefully and clean your hands immediately before touching anything else. If a parking fee register is maintained, ensure that the fee paid has been entered in the register, and do not ask for a receipt.
- Ensure that a physical distancing of at least 1m is maintained when talking to staff. This includes keeping a safe distance when talking through a rolled down window
- Do not leave vehicle keys with the security guards to move the vehicle if needed. Instead, prominently display your mobile phone number and ask them to call you if you need to move your vehicle
- Do not utilize valet services for your own safety

**Method/s of instruction**

- Notice/poster at entrance gate
- Briefing to all employees by management
- Social media



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Director General of Health Services

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