



## 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**



**GOVERNMENT MEDICAL  
OFFICERS ASSOCIATION**



**SRI JAYAWARDENEPURA  
KOTTE MUNICIPAL  
COUNCIL**



## 25. Banks

**Description** – Under the present situation in response to COVID-19 situation the number of customers must be streamlined, to be able to maintain physical distancing.

### Specific message / Instructions

#### For the Bank management

- Have a COVID-19 preparedness plan, which includes appointing a suitable officer responsible for implementing and monitoring the plan and staff orientation on new normalcy.
- Provide foot operated/ sensor operated sinks with soap for hand washing at the entrance.
- Ensure the availability of adequate Personal Protective Equipment for employees and strengthen the personnel training on using them
- Adopt a system of inquiring about the health of employees daily (ask for fever and respiratory symptoms like cough/cold) and guide those who feel unwell to seek medical advice on time
- Set up temperature monitoring equipment at the bank entrance and allow only those with normal temperature to enter the bank.
- Clean and disinfect cash counters, ATMs, common telephones, fax machines, fingerprint scanners, desks and public seats.
- Provide pedal operated closed bins to discard used masks and tissues.
- Arrange the floor plan with one meter spacing at queuing areas.
- Operate the air conditioner/ ceiling fans at moderate speeds.
- Wash/ clean the filters of the air conditioners once a week. Clean the fan blades of the ceiling fans once in two weeks.
- Discharge condensate water of the air conditioners to the drainage system safely.
- Recommend the customers to first consider using E-banking or ATM for day-to-day business.
- Rearrange the business hours to accommodate the minimum number of customers at a time.
- If there is a lift, mark the positions on the floor to limit the number of passengers travelling at a time to maintain the safe distance.
- Ensure adequate hand wash facilities for the employees.
- 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.

#### Employee / staff

- Wear face mask properly and other PPE accordingly.
- Should not touch mask or face while wearing it.
- Should not come for work if having fever / acute onset of respiratory symptoms like cough, runny nose, sore throat, shortness of breath.
- Wash hands with soap and water at least for 20 seconds before entering the premises/before leaving and frequently at work
- Use the hand sanitizer after using the fingerprint scanner.
- Always maintain one-meter physical distance between co-workers as well with customers.
- Should not share others mobile phones and pens



Instructions for selected public activities/work settings for the prevention and control of COVID - 19

- Avoid wearing non-essential accessories like jewellery, wrist watches.
- Adopt non-touch techniques of greetings


**Customer**

- Wear face mask properly and should not touch mask or face while wearing it.
- Should not enter if having fever / acute onset of respiratory symptoms like cough, runny nose, sore throat, shortness of breath.
- Before entering the premises wash hands with soap and water/hand sanitizer
- Always maintain one meter physical distance.

**Methods of instructions:**

- Posters, videos on electronic screens, announcement through public addressing system and bulletin boards.
- A detail guide from environment & Occupational health and Food Safety Directorate is available



  
Director General of Health Services

28/06/2020

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