



## 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  
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## 5. Conduct of conferences/seminars/Brand launches

Under the present situation conduct of seminars/conferences should be minimized as much as possible. Whenever possible use virtual methods using platforms such as Skype, Zoom, WhatsApp, Viber and IMO for group meetings, in addition to emails. In the event where it is considered essential to meet in person the following should be considered. Large numbers of participants are not encouraged.

### Specific message/ Instruction/s

#### For the organizers of the conference/seminar

Invite the minimum possible number of persons and plan to keep the meeting short

- Circulate this guideline to all participants prior to the meeting with details of specific arrangements made for the meeting, with regards to preventive measures
- The safety measures should be announced at the commencement of the meeting and during the break.
- A list of participants with their contact details should be maintained
- Advise any prospective participant who is having respiratory symptoms such as cough, cold or sore throat to stay home and join the meeting online or by telephone.
- Advise participants to avoid or minimize using common vehicles (group transport) to travel to the meeting
- Arrange facilities for hand washing (foot operated or sensor operated sink preferred) with soap and water for all participants or provide hand sanitizer. All participants should be advised to clean their hands before entering the meeting premises and leaving after the meeting.
- Keep the meeting venue well ventilated whenever possible
- Keep all doors leading to the venue open whenever possible to avoid people touching the door handles
- Make seating arrangements in the meeting room adhering to the 'one-meter rule' for all participants and avoid face to face seating
- All participants should refrain from any physical contacts with others by shaking hands etc. and maintain the physical distance of at least one meter throughout the meeting
- Do not send any documents or other articles around from hand to hand. In instances where attendance needs to be signed the participants should be asked to use their own pen.
- Do not share FM microphones, Magi board markers etc.
- If food and beverages are served at the meeting it is essential that the persons handling/serving food, wash their hands with soap and water, adhering to the guidelines on proper hand washing before doing so. Tea/ coffee if offered can be served in disposable cups.
- Buffet arrangements can be done with participants being served by dedicated staff. Make sure people don't gather around the service table and they don't gather for teatime catchups/chats. Preferably another person can serve food
- A closed bin should be provided for discarding used tissue, paper serviettes and used disposable items.
- Avoid using A/C as much as possible. Proper natural ventilation in the room is preferred with fans running at low speed
- Serving of alcohol is not permitted
- Dancers will be allowed if the makeup is done by themselves and maximum number of dancers should be limited to four keeping the distance of 1 meter always.



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

- The owners/managers of institutes hosting the above mentioned events should fill the provided Assurance form at commencement of work, 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.

**For the participants of the conference/seminar**

- Do not participate in the meeting if you have respiratory symptoms
- Maintain 1-meter distance from each other throughout the conference/seminar (registration, seating, tea breaks etc.)
- A face mask should be worn properly
- Wash your hands with soap and water or disinfect using hand sanitizers before entering and leaving the room
- Avoid any physical contact with other participants
- Do not touch, frequently touched surfaces unnecessarily e.g. door handles
- Have your personal pen, book, water bottle etc.

**Method/s of instruction;**

- Circulate the instructions prior to the meeting via email
- Inform the instructions at the beginning of the meeting and at tea/lunch breaks
- For places that must conduct such meetings a signpost can be used to display the rules



  
Director General of Health Services

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