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சுவசிரிபாய
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எனது இல } PA/DDG PHS II/3/COVID/Gen/2020
My No: }

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சுகாதார மற்றும் சுதேச வைத்திய சவைகள் அமைச்சு
Ministry of Healthcare and Indigenous Medical Services

All Deputy Director Generals

All Provincial Directors and Regional Directors of Health Services

All Heads of Institutions

Interim Guidance to conduct a safe meeting in response to Covid-19

We recognize the importance of conducting meetings in response to the COVID-19 outbreak both in the government and private sector. However, considering the highly infectious nature of the virus, it is important to safeguard our own staff from getting infected. Therefore, the Ministry of Health requests all those who convene meetings to adhere to the following guidelines.

1. Whenever possible you may use virtual methods using platforms such as Skype, Zoom, WhatsApp, Viber and IMO for group meetings, in addition to emails.
2. Use an email for 'authentication' or 'granting permission' whenever possible.
3. In the event where it is considered essential to meet in person the following steps should be strictly followed.
 - 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
 - A list of participants with their contact details should be maintained

- Anyone conforming into the category description of a suspected Covid-19 case should not participate in the meeting under any circumstance and should self-quarantine at home adhering to the guidelines (see case definition in interim summary guidelines for clinical management dated 04/03/2020-downloaded from <http://www.epid.gov.lk/web/index.php?lang=en>)
- Advice 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. If their personal presence is essential, make sure they wear a face mask in the proper manner, throughout the meeting
- Advice participants to avoid or minimize using common vehicles (group transport) to travel to the meeting
- Arrange facilities for hand washing with soap and water for all participants whenever possible or provide hand sanitizer. All participants should be advised to clean their hands before entering the meeting premises and also leaving after the meeting
- Hand washing facilities for participants after toilet use (soap and water), should be arranged
- 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 metre rule' for all participants and avoiding face to face seating
- Brief the participants about the infection prevention measures in this guideline and any special measures arranged, also emphasizing on minimizing touching surfaces, avoiding touching face with unclean hands and frequent hand cleaning, at the beginning of the meeting
- All participants should refrain from any physical contacts with others by shaking hands etc. and maintain the physical distance of at least one metre throughout the meeting
- Do not use common pens to sign attendance registers or other documents or send any documents or other articles around from hand to hand.
- 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.
- If self service arrangements are made make sure people don't gather around the service table and they don't gather for teatime catchups/chats
- All utensils should be properly cleaned with soap and water before and after use
- Any plastic containers or bottles maybe cleaned with a disinfectant before being distributed
- A closed bin should be provided for discarding used tissue, paper serviettes and used disposable items.
- All staff handling items used by the participants should wash their hands with soap and water
- Taking any material home or to one's office from the meeting should be avoided or minimized. In the event where this is essential they should be kept in a separate place. Hands should be cleaned properly, after each time these items are handled.
- All participants should be advised to wash all clothes with soap and water and take a thorough, full shower using soap or equivalent toiletry as soon as they get home before mixing with other family members.
- In the event any participant or a close contact of a participant has been tested positive for Covid-19 within 14 days of the meeting they should inform the meeting convener immediately.

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