



## 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.



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TOWARDS A NEW NORMAL



MINISTRY OF HEALTH  
AND INDIGENOUS  
MEDICAL SERVICES



World Health  
Organization



GOVERNMENT MEDICAL  
OFFICERS ASSOCIATION



SRI JAYAWARDENEPURA  
KOTTE MUNICIPAL  
COUNCIL



## 9. Security Officers

This applies to all security personnel engaged by organisations, including those in vehicle parking lots

### Specific message/instruction/s

#### Employers

- Orient all staff on the precautionary measures to be taken, including hand hygiene, physical distancing and respiratory etiquette (cover your mouth and nose with a tissue or elbow when coughing/sneezing), safely disposing used tissues and masks into a closed bin
- Ensure the required supplies such as masks, hand sanitiser, etc. are available
- Plan for the minimum number of staff to be available as per requirement.
- Adopt a system of inquiring about the health of employees daily (ask for fever and respiratory symptoms like cough/cold).
- Thermometers may be used to check for fever but are not essential. If temperature is to be checked at the entrance, non-contact infra-red devices are preferred, and staff must be trained on their proper use
- Ensure all employees that directly interact with customers wear masks and use hand sanitizers as required.
- Ensure staff have adequate uniforms to allow them to wash them daily
- Ensure adequate space and ventilation in restrooms and facilities to have a wash at the end of the shift if possible
- Install a sink for handwashing with liquid soap (foot operated or sensor operated sink preferred) in a central location easily accessible to staff (e.g. – at entrance and exit gates)
- Avoid sharing items (pens, books, cups, plates) and use personal items when required.
- 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.

#### Security guard

- Disclose to management if you have fever or respiratory symptoms such as cough and sore throat
- Maintain a physical distancing of at least 1m from all customers/other staff and practice respiratory etiquette
- Wash hands on entering and leaving your workplace and regularly during your shift
- Have a thorough wash and wash your uniform at the end of your shift
- If checking temperature with non-contact infra-red devices, do so from the side, rather than directly in front of the person

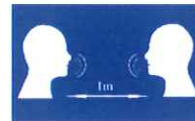


Instructions for selected public activities/work settings for the prevention and control of COVID - 19

- If checking identity cards or documents, do not touch the card or document, instead ask that it be held out for you to read
- Regularly clean and disinfect frequently touched surfaces regularly (counters/gates)

**Method/s of instruction**

- Briefing to all employees by management



  
Director General of Health Services

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