

GUIDELINE ON COVID-19 PREVENTION WHEN THE ACADEMIC PROGRAMME IS IN SESSION
FACULTY OF MANAGEMENT STUDIES AND COMMERCE, UNIVERSITY OF JAFFNA

The guidelines below have been developed to ensure your safety and that of others. Please adhere to them to the best of your ability.

Avoid travelling as much as possible; get permission from the Dean's Office for out of district travel until further notice.

If traveling from identified risk areas, inform the Office of the Dean immediately.

Only a limited number of student teaching/learning activities will be conducted at the faculty premises. The rest will be conducted online as notified by the administration. Social & sport activities are not allowed in the faculty premises until further notice.

If you develop FEVER, with or without acute respiratory symptoms (difficulty in breathing, cough, runny nose, sore throat, etc.):

If you are in the hostel

- CALL THE COVID -19 HOTLINE FOR ADVICE (1390)
 - INFORM THE **SUBWARDEN** IMMEDIATELY –
 - Boys' hostel (Mr.SARANGAN (KONDAVIL MALE HOSTEL) 0777364842 or 0212214557
 - Girls' hostel (Mrs.T LAVANYA SUBANI (KOKUVIL FEMALE HOSTEL) 0775092502 OR 0212215890

If you are in your home/other residence

- CALL THE COVID -19 HOTLINE FOR ADVICE (1390) &
- If you are getting admitted to THJ with a suspicion of Covid-19 disease, INFORM **DR. S. RAJUMESH** (Senior Student Counsellor) IMMEDIATELY (0777040307)

IN ALL COMMON PLACES INCLUDING HOSTEL

- Maintain 1m (preferably 2m) distance from others all the time
- Wear a mask in common places all the time (wear & dispose correctly – Annex 2)
- Follow cough etiquette all the time (Annex 1)
- Avoid touching your face
- Minimise touching high-touched surfaces (doorknobs, counter tops, etc).
- Carry your own hand sanitizer if possible (**alcohol is flammable!**)
- Carry your own tissues if possible

GUIDELINE ON COVID-19 PREVENTION WHEN THE ACADEMIC PROGRAMME IS IN SESSION

FACULTY OF MANAGEMENT STUDIES AND COMMERCE, UNIVERSITY OF JAFFNA

- Carry your own disposable polythene (shopping) bag (to dispose your mask)
- Avoid wearing jewellery/wristwatches/rings or other accessories that may interfere with hand washing
- If using shared transport – maintain 1m (preferably 2m) distance from others

IN HOSTEL/BOARDING

- Maintain 1m (preferably 2m) distance from others all the time
- Avoid entering other students' rooms
- Dispose waste, including used masks and food wrappings/packages safely in the pedestal-controlled bin

WHEN LEAVING TO THE FACULTY

- Wear simple attire
- Take your own water bottle
- Avoid taking unnecessary items while taking all necessary items of your own such as pens (to avoid borrowing)
- Take your belongings preferably in a reusable bag which is easily washable

TRAVELLING

- Avoid going out unnecessarily
- Preferred mode of transportation is personal/private vehicle
- Maintain 1m (preferably 2m) distance from others all the time if using public or shared transport

IN THE FACULTY

- **ON ENTERING** - Wash your hands (or use hand sanitizer) at the entrance (WHO recommended method – Annex 3)
- Minimise sharing books, notes, pens, phones, etc.
- Dispose waste, including used masks, safely in the pedestal-controlled bin

GUIDELINE ON COVID-19 PREVENTION WHEN THE ACADEMIC PROGRAMME IS IN SESSION
FACULTY OF MANAGEMENT STUDIES AND COMMERCE, UNIVERSITY OF JAFFNA

If you develop fever, with or without acute respiratory symptoms (difficulty in breathing, cough, runny nose, sore throat, etc.) while in the faculty:

- CALL THE COVID -19 HOTLINE FOR ADVICE (1390) &
- INFORM (HEALTH PROMOTION COMMITTEE) Mr.V.KUMARADEEPAN IMMEDIATELY (0777666394)
- OR Mrs. P. THARSIGA (0771133306) OR Mr. A. AJANTHAN (0774249084) OR Mrs. D. SABEENA (0776320052) OR Ms.Y. THASIKA (0772720014)

Please follow the measures below & in addition to all other instructions provided by relevant teachers during specific teaching-learning activities

IN THE TUTORIAL SESSIONS

- Perform hand sanitization before entering the allocated area for tutorial (lecture hall etc.) (WHO recommended method – Annex 3)
- Maintain 1m (preferably 2m) distance from others all the time - **THE NEW SEATING ARRANGEMENT MUST NOT BE CHANGED**
- Avoid changing places or sharing items during the session

IN THE PRACTICAL SESSIONS (INCLUDING DISSECTION)

- Perform hand sanitization before entering the allocated area for practical (laboratory/skills lab etc.) (WHO recommended method – Annex 3)
- During the practical sessions, you are expected to follow the guidance of the responsible teacher/instructor

LIBRARY USE

- Use of online study resources and materials shared on LMS is highly encouraged
- Perform hand sanitization before entering the library (WHO recommended method – Annex 3)
- Maintain 1m (preferably 2m) distance from others all the time
- Library books of the Lending Category will be issued according to the library guidelines

GUIDELINE ON COVID-19 PREVENTION WHEN THE ACADEMIC PROGRAMME IS IN SESSION

FACULTY OF MANAGEMENT STUDIES AND COMMERCE, UNIVERSITY OF JAFFNA

DURING STUDENT DISCUSSIONS (WITHIN THE FACULTY & ANYWHERE ELSE)

- Maintain 1m (preferably 2m) distance from others all the time
- Stick to the same place for each discussion group & do not change

IN CANTEENS

- Wash your hands
- Maintain 1m (preferably 2m) distance while queuing/sitting/eating
- Do not share any food/drink

ON RETURNING TO THE HOSTEL/BOARDING

- Perform hand hygiene at the entrance before entering the hostel/boarding
- Dispose the shopping bag OR wash the reusable cloth bag containing your belongings
- Dispose the bag containing your mask; if using disposable masks, dispose the mask with non-biodegradable waste; if the mask is reusable, wash/boil it (according to manufacturer's instruction)
- Items taken inside your room from outside (pens, glasses, wristwatch, phone etc.) must be either washed or wiped with alcohol-based disinfectant
- Wash your clothes and have a shower; if you do not have time, at least change your clothes & wash your face & exposed areas with soap and water

GENERAL TIPS

Stay healthy by:

- Connecting with family and friends by phone/video calls
- Getting sufficient sleep
- Eating healthy and staying well-hydrated
- Engaging in physical exercise (indoors)

PLEASE GET HELP FROM YOUR FAMILY/FRIENDS/TEACHERS IF YOU NEED ANY SUPPORT

Note that the above guidelines are subject to revision. The revised version will be shared with all students accordingly

GENERAL INQUIRIES

GUIDELINE ON COVID-19 PREVENTION WHEN THE ACADEMIC PROGRAMME IS IN SESSION
FACULTY OF MANAGEMENT STUDIES AND COMMERCE, UNIVERSITY OF JAFFNA

If you have any questions or concerns regarding this guideline, please call Mr. V. Kumaradeepan 0777666394,

Prepared by Health Promotion Committee, Faculty of Medicine, University of Jaffna

References

Ministry of Health Sri Lanka: <https://hpb.health.gov.lk/media/new-pdf/government-eng.pdf>

CDC (2020). Coronavirus (COVID-19). <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

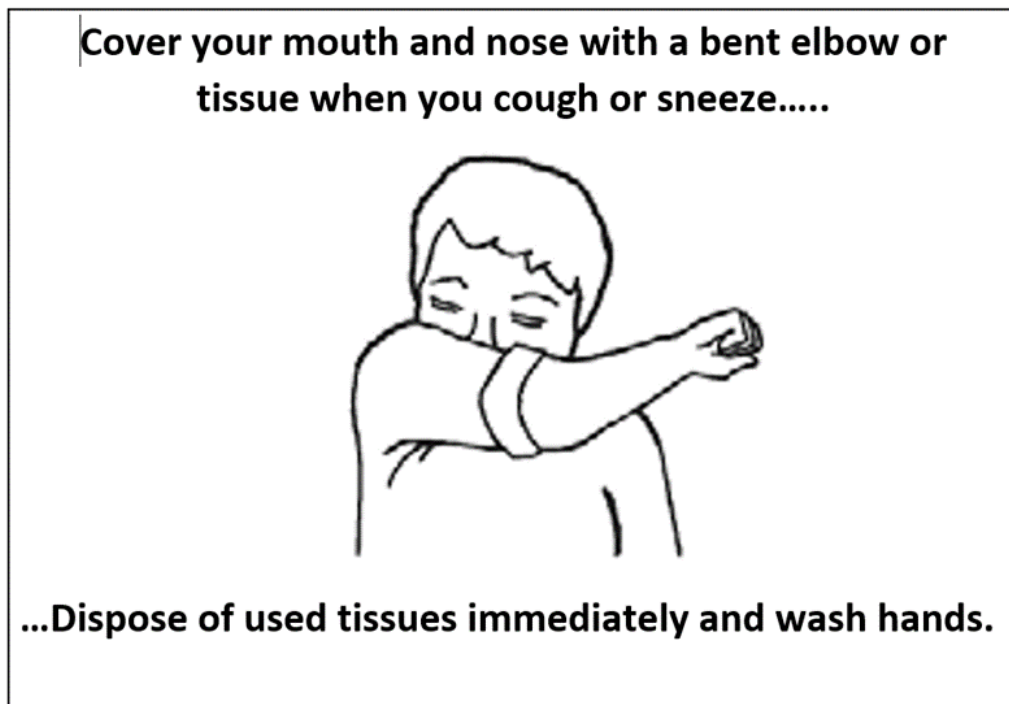
Ministry of Health (2020). Wearing masks in the community.

https://www.epid.gov.lk/web/images/pdf/Circulars/Corona_virus/annex_3.pdf

WHO (2020). Coronavirus disease (COVID-19) pandemic.

https://www.who.int/emergencies/diseases/novel-coronavirus-2019?gclid=EAIaIQobChMI_JLs4bDH6QIVijMqCh08NwcZEAAAYASAAEgJGbvD_BwE

Annex 1 – Cough etiquette



GUIDELINE ON COVID-19 PREVENTION WHEN THE ACADEMIC PROGRAMME IS IN SESSION
FACULTY OF MANAGEMENT STUDIES AND COMMERCE, UNIVERSITY OF JAFFNA

Annex 2 – Guidance on wearing masks (Ministry of Health)

- Perform hand hygiene before wearing mask
- Wear correctly (the correct side facing out and the wired side up) & adjust it
- Mask should cover nose, mouth & under surface of the chin all the time
- Do not wear the mask inappropriately (without covering your nose, around your neck or with the top ties hanging)
- Mask should not be touched once worn (no scratching the nose)
- If the mask is soaked (with sweat, water, etc.) change it
- When removing the mask, do so by holding the ties at the back of your head (not by holding the front end of the mask)
- Dispose directly into a lidded bin (if bin not available, into the disposable bag you brought for this purpose)
- Perform hand hygiene immediately after removal of mask
- Wash reusable masks & dry under sun light or boil it for 10 minutes (according to manufacturer's instruction)

Annex 3 – Hand Hygiene (WHO)

Alcohol-based hand sanitizer



Hand washing

