

GUIDELINES ON COVID-19 PREVENTION FOR THE STAFF
HEALTH PROMOTION COMMITTEE, FACULTY OF MANAGEMENT STUDIES AND
COMMERCE, UNIVERSITY OF JAFFNA

These guidelines have been developed to ensure your safety during the time you are in the faculty. 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 Dean's Office immediately.

INFORM THE HEAD OF THE DEPARTMENT/SUPERVISOR IMMEDIATELY if you

- have fever, with or without acute onset of respiratory symptoms (difficulty in breathing, cough, runny nose, sore throat, etc.) (**CALL THE HOTLINE 1390 FOR ADVICE)
- are quarantined for COVID-19
- had contact with suspected or confirmed case of COVID-19 within the last 14 days

IN ALL COMMON PLACES

- Maintain 1m (preferably 2m) distance from others all the time
- Follow cough etiquette all the time (Annex 1)
- Avoid touching your face
- Minimise touching high-touched surfaces (door knobs, counter tops, etc).
- Carry your own hand sanitizer if possible
- Carry your own tissues if possible
- Carry your own disposable polythene (shopping) bag (to dispose your mask)
- Avoid wearing jewellery/wrist watches/rings or other accessories that may interfere with hand washing
- Wear a mask in common places all the time (wear and dispose correctly – Annex 2)
- If using shared transport – maintain 1m (preferably 2m) distance from others (if using faculty transport, please ensure the vehicle has been cleaned before use)

WHEN LEAVING TO FACULTY FROM HOME

- Wear simple attire
- Take your own food and water if possible
- Avoid bringing unnecessary items to the faculty

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- Take your belongings in a disposable (shopping) bag (dispose of it when you reach home) or use a reusable bag which is easily washable on return to the residence

ON ENTERING THE FACULTY

- Wash your hands (or use hand sanitizer) at the entrance (WHO recommended method – Annex 3)
- Perform hand hygiene after signing attendance/finger scanning
- Avoid sharing pens, phones, etc.
- Please go directly to your department/work space
- Minimise unnecessarily moving about within the faculty
- Perform hand hygiene before entering the department/lecture hall/library/canteen
- If you collect the department keys, disinfect the keys and wash your hands (or use hand sanitizer) after opening the doors

IN THE DEPARTMENT

- Keep the doors open (including the main entrance to the toilet unit) to minimise touching the door knobs
- Do not open the rooms that are not in use
- Keep the windows open and the rooms well ventilated
- Maintain 1m (preferably 2m) distance from others all the time
- Perform hand hygiene (hand sanitizer) especially after touching high touch surfaces (light switches, common telephones, computer etc.)
- Wash hands before meals and after using washroom
- Dispose waste, including used masks, safely in the pedestal-controlled bin

IF YOU DEVELOP FEVER, WITH OR WITHOUT ACUTE ONSET OF RESPIRATORY SYMPTOMS (DIFFICULTY IN BREATHING, COUGH, RUNNY NOSE, SORE THROAT, ETC.) WHEN YOU ARE IN THE FACULTY, INFORM THE HEAD OF THE DEPARTMENT/SUPERVISOR IMMEDIATELY

MEALS

- Bring your own meals and water if possible
- Wash your hands properly before meals

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- Maintain 1m (preferably 2m) distance while queuing/seating/eating
- Do not share any food /drink

ON LEAVING THE FACULTY

- If changing, used clothes to be taken in a separate disposable/washable bag
- Perform hand hygiene after finger scanning

ON RETURNING HOME

- Wash your hands before entering the house
- Dispose of the disposable bag OR wash the reusable cloth bag used for this purpose
- Dispose of your mask properly; if reusable, wash the mask with soap and water and dry
- Items brought from work such as glasses, phone etc. must be either washed or disinfected with alcohol based disinfectant
- Wash your clothes and have a shower

GENERAL TIPS

Stay healthy by:

- Getting sufficient sleep
- Eating healthy and staying well-hydrated
- Engaging in physical exercise (in-doors)

For any clarification about this guide contact:

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*Prepared by Health Promotion Committee, Faculty of Management Studies and Commerce,
University of Jaffna*

References

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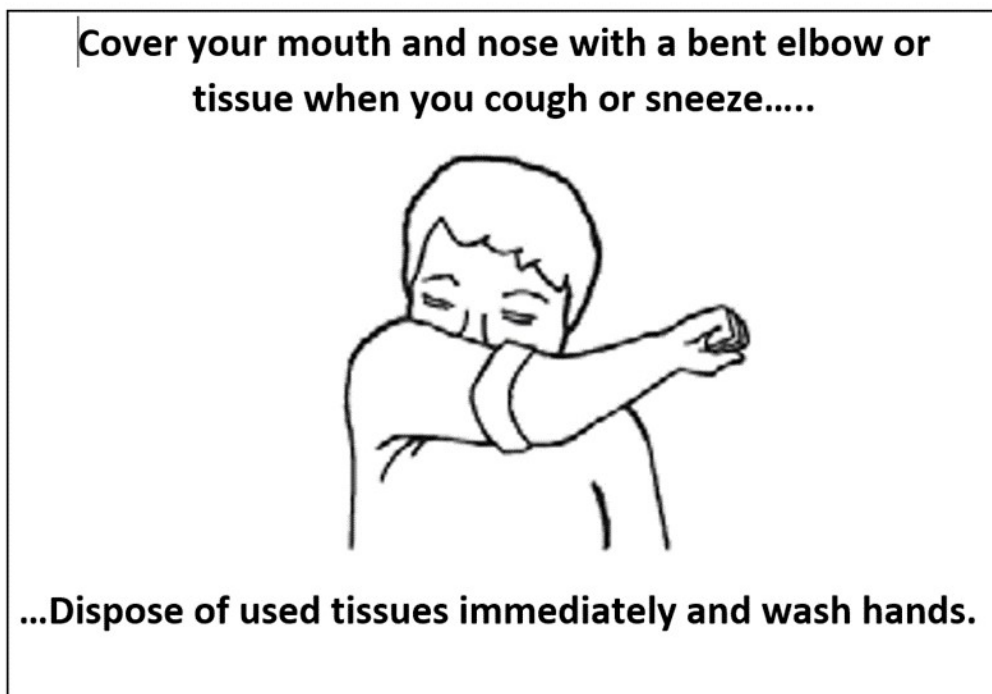
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Annex 1 – Cough etiquette



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) and adjust it
- Mask should cover nose, mouth and 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

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- 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 and dry under sun light

Annex 3 – Hand Hygiene (WHO)

Alcohol-based hand sanitizer



Hand washing

