

Faculty of Medicine – University of Peradeniya

Workplace preparedness for COVID-19 – updated April 2021

Adapted for the University of Peradeniya – August 2021

General

Entry of staff to premises – *all* staff member to comply with temperature check

All staff to perform hand hygiene after entering to the faculty

Mark rooms with maximum number of persons allowed per time – use the Ministry of Health Guide as a plan (1.5 m² per person, 25 – 50 % of the capacity to be accommodated with 1 – 2 m distancing)

Respiratory etiquette

ALL staff **MUST** wear masks in all areas except for individual rooms

Masks should cover both nose and mouth and be properly fitted

Avoid touching masks

Staff should perform hand hygiene before touching masks

Request staff to bring an additional mask to wear if the need arises for such

Ventilation and social distancing

Re-arrange office work spaces where possible with 1 – 2 m space between work stations

Encourage staff to form proper queues for facial recognition machine, shroff counter, canteens etc

Keep all office, laboratory and teaching spaces well ventilated

Make it a habit to open windows in all common areas

Ensure practice of hand hygiene

All departments/Units to ensure availability of liquid soap

Hand sanitizers to be made available at common places

e.g Security counter (near keyboard)

Shroff counter

Dean's office

Encourage all staff to practice hand hygiene by conducting awareness at department level

Meals

Request staff not to share meals

Lunch breaks to be arranged in such a way to minimize contact with each other

Meetings

Consider Zoom based or other online platform based meetings where possible

Hold meetings in well ventilated areas

If board room is being used open the windows and keep the doors open

Get minimal number of people involved

Excuse all members with respiratory symptoms

For larger meetings such as board meetings, consider alternative venues such as a well ventilated lecture hall where staff can sit with adequate space in between

Other good habits

Actively discourage spitting

Use shoulder to push open doors and keep doors open where possible

Encourage a healthy lifestyle

Departments with laboratories

Please contact department of Microbiology for specific instructions

Ensure proper cleaning and disinfection of all areas

Disinfect all door knobs with 70% ethanol or surgical spirit at least thrice a day

Clean and disinfect chairs and arm handles of patient receptions with at least a compatible intermediate grade disinfectant (70% alcohol)

Clean and disinfect table tops and other surfaces in common areas and offices with an appropriate disinfectant (70% alcohol, alcohol wipes)

Pay attention to disinfecting common telephones and common use computers and key boards

Access to encourage information and avoiding panic

All departments to ensure that staff gets accurate, verified information and would have access to people to get their queried clarified