



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



41. Postal Services

Description – This includes postmen of the Department of Posts, as well as delivery agents of courier services.

Specific message/ Instruction/s

Postman/delivery agent

- Always wear a mask, more than one mask per day may be required if the material becomes soaked with sweat.
- Always maintain physical distance of at least 1m from others during delivery.
- Avoid touching doorbells, instead use your bicycle/bike/vehicle bell/horn.
- If there is a contact number available (courier services), you may call ahead to notify of delivery.
- If a signature is not required, make use of post-box when available. If it is not raining, the post may be inserted carefully through the gate.
- If a signature is required, encourage clients to use their own pen. If you give your pen to the client, disinfect it immediately after with hand sanitizer.
- Carry bottle of hand sanitizer, to be used if required.
- Avoid entry into premises as much as possible. Post for apartment complexes may be handed over to the security guard on duty for distribution.

Client/households

- Maintain a post-box at the gate if possible, or else encourage the postman to insert mail through the gate to minimize contact.
- Maintain physical distance of at least 1m from postmen/delivery men when collecting mail/packages
- Always use your own pen to sign for registered post/delivery packages for your own safety.
- Always dispose of cover envelopes and delivery packaging and wash your hands with soap and water after handling mail and delivery packages.
- Wherever possible, use email over snail mail.
- Maintain a supply of commonly used stamps at your home, to avoid visiting the post office regularly. Your mail can then be dropped off at post-boxes outside post offices.

At the post office:

- Ensure supplies such as masks, disinfectants, etc. and plan for the minimum number of staff to be available as per requirement.
- Establish an employee health surveillance system and a process of getting appropriate medical advice to them.
- Clean and disinfect frequently touched surfaces (counters/tables/pens).
- Leave doors (if non air conditioned) open to minimize contact and improve ventilation.
- All employees and clients must wear masks.
- Weighing of packages to be done only by a dedicated employee.
- Do not keep a wet sponge for stamps.
- Control the number of people entering the office and reduce the number in the office at a given time.

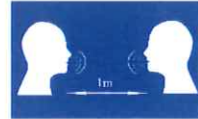


Instructions for selected public activities/work settings for the prevention and control of COVID - 19

- A "one meter spacing in line" (to wait in line at an interval of 1 meter) should be set to remind clients to keep a safe distance when queuing at counters.
- Encourage clients to provide exact amount to minimize handling of cash.
- Encourage clients to use their own pens.
- In larger/central offices, establish temperature monitoring system at the entrance and provision to wash hands (elbow/pedal operated taps and soap) or to dispense hand sanitizer.

Method/s of instruction

- Letter to Department of posts with instructions to be sent to all post offices.
- Poster at entrance of all post offices.
- Orientation to be given to all postmen



Director General of Health Services

28/05/2020

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