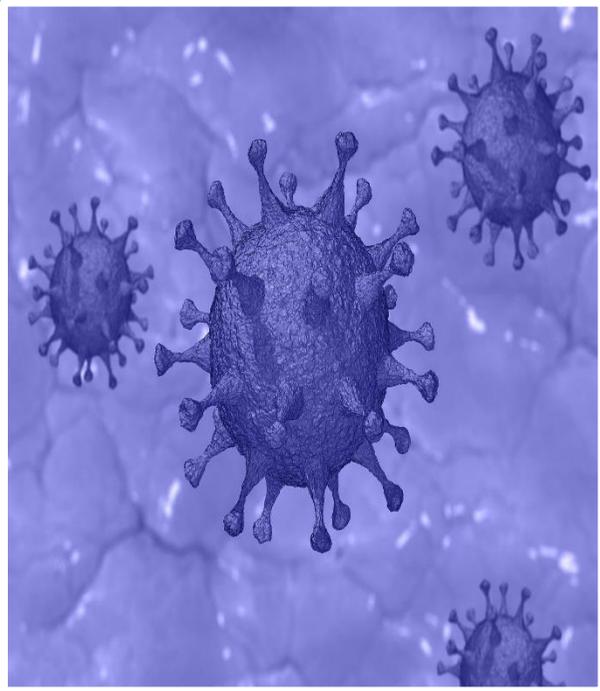


To prevent COVID-19 at your work place



When you come to work

- Wear a mask properly
- Keep your bags, jackets, hats and helmets in designated places before entering into working area
- Change your shoes at the entrance to a working pair of shoes
- Clean your hands with soap and water or alcohol-based hand rub before starting work
- Inform the Head and stay at home, if you feel unwell



While you work

- Clean your hands often
- Disinfect work surfaces and other items in the working environment regularly
- Manage your sneeze or cough using a bent elbow
- Avoid touching your mask, eyes, nose and mouth while wearing it
- Keep a distance of 1m between workers all the time
- Minimize direct verbal communication between co-workers as much as possible



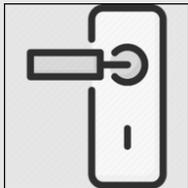
Sharing common items

- Use your own pen
- Avoid sharing stationaries, mobile phones with co-workers
- Minimize the usage of common telephones, fax machines, working desks and other items whenever possible
- Clean shared objects immediately after use (i.e. common telephones)



Using doors, corridors, electric switches and toilets

- Keep the doors open to reduce unnecessary handling of doors
- Minimize touching of stair cases, walls and door knobs by palm and fingers as much as possible
- Use your elbows/knees/shoulders to open doors
- Use a bent finger to switch on/off lights
- Clean hands with soap or a sanitizer after using toilets
- Do not spit into wash basins



When Taking lunch or tea

- Maintain 1m distance at the lunch area
- Consume properly cooked food
- Clean your hands properly before taking meals
- Use dedicated dishes, cups and cutleries
- Avoid the habit of shared eating and gathered eating
- Minimize verbal communication at the dining area



General guidelines

- Maintain good personal health and hygiene
- Take a balance diet
- Drink plenty of clean water
- Practice regular exercises and avoid stress
- Avoid smoking and consuming alcohol
- If detected a suspected case at work place

Inform the immediate authority

Useful telephone numbers:

Assistance hotline - **1390**

Suwasariya Ambulance service - **1990**



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