

National Transport Medical Institute,
Nugegoda.

20.04.2020

Internal Circular No - 2020/06

To : Chief Medical Officer,
All Medical Officers In Charge,
All Medical Officers,
All Other Officers,
All Officers In Charge,
All Act. Officers In Charge,
All Staff Members,

Nugegoda, Ampara, Anuradhapura, Badulla, Batticaloa,
Galle, Gampaha, Hambantota, Jaffna, Kalutara, Kandy,
Kegalle, Kilinochchi, Kurunegala, Mannar, Matale, Matara,
Monaragala, Mullathive, Nuwaraeliya, Polonnaruwa,
Puttalam, Ratnapura, Trincomalee, Vavuniya and Werahera
Branches.

From : The Chairman

Subject : Guidelines on prevention of Covid -19 for all NTMI
Officials/Employees

Once the country comes to a state where NTMI can resume its work, we should take the necessary steps to serve the clients while assisting every possible way to curb this Covid 19 pandemic. These are the main steps I would expect all NTMI staff to take to achieve this objective.

1. Measures should be taken to be ready with a method to fix wash basins/sinks (with soap) **with a short notice to resume duties**. These are for both employees and the clients to use to clean their hands prior to entering the institution.
2. At the entrance there should be a display saying **“Please enter wearing your face masks and after washing your hands for 20 seconds”**.
In addition, there should be educational material on preventive measures of Covid 19 displayed in all prominent places
3. It is **compulsory** for all the employees as well as the clients to **wash their hands using soap** and to be wearing face masks before entering the building
4. Supplying the proper services to the clients should be the the main aim while making sure that all measures are taken to prevent virus transmission.
5. All the branches should take strict measures to keep the unit and the exterior clean and to follow strict safety measures
6. Every one should be aware and reminded of the great importance in washing hands in all possible circumstances

7. Each employee of NTMI in all district branches will receive two reusable (after washing) face masks and sufficient quantities of liquid hand sanitizers
8. Where ever it is indicated; such as employees attached to the laboratory, cashiering, issuing reports and the medical orderlies will receive gloves
9. Everybody (employees as well as clients) should always maintain 1m physical distancing in NTMI premises while standing, conversing or sitting. It will be beneficial if each branch can have a practice session and a proper arrangement for this prior to the commencement of work
10. At a given time, only a limited number of clients should be handled in a section
11. It is the responsibility of a doctor to brief the clients about the Corona virus and its spread before commencing the routine examination
12. A group of 5 or less number of clients (depending on the size of the room) should be taken to a medical examination room at a time
13. The eye cover should be sterilized by each individual client before the vision assessment, using the sterilisers provided
14. All attempts should be made to maintain the physical distancing of 1m while performing the necessary examinations in the medical examination room
15. Where ever possible the doors should be kept open, and the door knobs should be regularly sterilised.
16. The finger print machine should be cleaned daily. As everyone will enter and leave the premises after washing hands and will be using the machine immediately after cleaning hands, there won't be any risk of virus spread due to the use of the machine
17. To minimise the sudden unexpected influx of clients it is better to use telephone and online booking facilities as much as possible. There should be phone lines/numbers dedicated for this purpose. These numbers should be made public via media. The officials should make a note of this
18. As the government has discouraged the mobilisation of persons between districts at the moment, it will be better to limit the appointments only to the one's from your district other than in a special circumstance.
19. All employees should be ready to provide their services after hours in an event of having a large turn over of clients on a particular day. Necessary planning for such an instance should be readily available and made before hand
20. In case if the need arises we should be ready to work during weekends. The plans for such action should be discussed and be ready before hand

Protective measures to be taken during working hours

1. Maintaining the 1m physical distancing in every official activity
2. All have to prevent from unnecessary gatherings and chatting
3. Should not share or exchange mobile phones, stationary items such as pens, documents
4. Do not share meals and maintain physical distancing during the meal times
5. Keep doors open when ever possible to minimise the touching
6. In case of a detection of a client or an employee with the symptoms of Covid 19, contact 1390 to get advice for further action and direct him or her to the nearest hospital
7. All measures should be taken to handle them cautiously, without stigmatising the individual.

8. If any employee has symptoms of Covid 19 (cough, fever, cold; any respiratory symptom) or had any contact with a person diagnosed with Covid 19 please inform your branch/office and refrain from coming to work. Also follow the government instructions to look after yourself and the loved ones.

Protective measures to be taken when coming and after leaving the work place

1. Continue to wear the face mask while travelling to work, during work and until you reach home. Also maintain 1m physical distancing even when travelling
2. When using office vehicles, it will be better if the driver can open and close the doors for all, so that the handling of door knobs by various parties will be minimal
3. Minimise the use of wrist watches, necklaces, rings, bangles etc
4. Before you enter home or as soon as you go home wash your self, cloths and sterilise the all the utensils you have with you and only then, attend to your work at home

Protective measures to be taken when using face mask

1. Clean your hands with soap and water before wearing the face mask and after removing it
2. While wearing the mask do not touch the outside of it, your nose or your eyes
3. Two high quality face masks will be given to all our employees from the institution and these are washable and reusable

Very important: Depending on the future circumstances we may have to commence services at district level on short notice. Then we will have to supply our services along with the Department of Motor Traffic and you will be notified as soon as possible when the necessity arrives.

Dr. Savindra Gamage

Chairman

National Transport Medical Institute

Copies :

1. *Hon.Minister Mahinda Amaraweera* - *FYI*
Minister,Ministry of Transport Services Management
2. *Mr.Gamini Senevirathna* - *FYI*
Secretary, Ministry of Transport Services Management
3. *Commissioner General of Motor Traffic* - *FYI*
Department of Motor Traffic
4. *Board of directors* - *FYI*
5. *File*