

My No: EST-1/MISCL/06/0032

Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government
Independence Square
Colombo 07.

29.04.2020

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments/ District Secretaries
Heads of State Corporations and Statutory Boards

**Resuming and maintaining the functions of Government Institutions during
COVID-19**

Your attention is hereby drawn to the guidelines in the Circular No. PS/GPA Circular/20/2020 dated 18.04.2020 issued by the Secretary to H.E. the President under the title 'Guidelines to be adhered by Government Offices during the opening of Districts for resumption of normal day to day activities during COVID-19'

02. Concurrently to the guidelines in the aforesaid Circular, it is essential also to adhere to the following guidelines when calling officers and General Public to Government Institutions.

- (a) Washing facilities including soap etc. should be provided at the entrance to ensure the hygiene before entering the premises. For this purpose appropriate arrangement should be made to provide face masks, hand rub dispensers, disinfectants and sanitizers at the cost of the Government.
- (b) Action should be taken to provide gloves and to establish disinfection cubicles depending on the necessity.
- (c) Since the attire and ornaments of the officers may serve as a medium for them to be exposed to the virus, officers should be vigilant to report for duty wearing modest attire free from all other non-essential ornaments.

Eg: It is not compulsory for female officers to wear Saree or Osari and Tie for male staff officers.

- (d) Flexible measures should be applied when calling Female officers, who are at present Pregnant and breastfeeding, for duty and further calling of such officers for duty should be avoided as far as possible by the end of May. If they are called for duty, arrangements should be made for them to report at the service stations situated close to the residence. The female officers, who wish such attachment, should submit a written request to the Head of the Institution, where they serve and the salary during the period of attachment should be paid by their substantive service station.

Sgd/ S. Hettiarachchi

Secretary

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