

# UNIVERSITY OF MORATUWA

## REOPENING INSTRUCTIONS FROM 11/05/2020

### During COVID - 19 Pandemic

#### Who will be allowed

- Maximum of one-third of the staff or two persons, whichever is higher could report for work on any given day in every division. Based on the Work Journal provided by the Head.
- Staff should report to work in the university premises on a roster basis with every staff member reporting to work on a minimum of two days per week.
- On all other days, staff are required to work from home (also based on the Work Journal provided by the Head).

- Pregnant staff members and staff who suffer from critical illnesses, based on the UMO's recommendation, may be given concession on minimum requirements, on a case by case basis.
- Head of the Divisions are responsible to provide uninterrupted service by each division and shall be responsible for assigning work from home.
- Head of the Division should obtain the contact numbers and email addresses of all subordinate staff for contacting them on days in which they work from home.
- On the days the staff member works from home, he or she must be available for any consultations over the phone.
- Any staff member refusing to provide his or her contact number and those who are not able to work from home shall report to work daily.
- Staff of the Medical Centre should report to work daily.
- Deans of the Faculties, in consultation with the Head of the Departments, will make necessary arrangements for work in their respective Faculties.

## Operational Time of the University

- All Staff who are allowed by the Heads of Department/Division should enter the University between 8:00 am to 10:00 am.
- All the staff who are reported to the duty must sign the attendance Register provided in the Department/Division under the supervision of the Head.
- Do not use Fingerprint scanners for attendance and exit until further notice
- All Gates will be closed after 10:00 am. for entering as you understand the limited Medical staff from the health Center will attending to the GOSL health guidelines.
- Normal GOSL working hours applicable to Government employees is to be adhered.
- University will be closed for all activities from 6:00 pm to 8:00 am (on the following day).
- Working week for the staff will be Monday to Friday.
- Canteens, Health Centre, hostels, library and sport facilities will be closed.(must bring their own food and water)

## **Entering the University Through Pedestrian Entrance**

- STUDENTS and VISITORS will not be allowed to enter the university.
- Staff travelling by public transport, taxies, three-wheelers and dropping-off must arrive at the Pedestrian Gate to enter the university and have their Temperature Check at the Gate.
- Any person with temperature over 37.3 °C will not be allowed to enter the University.
- Staff must wear a face mask to and from the university and throughout the day within the university.
- All staff must produce their Official Identity Card to enter. Keeping the official identity card clearly visible to each other throughout the day within the university will be helpful for easy recognition by each other.
- All staff must wash their hands using the washing facility installed at the entrance of the Gate before entering the university premises.

## **Entering the University Using Own Vehicles Through Vehicle Entrance**

- Staff travelling by Own Vehicles must arrive at the Vehicle Entrance Gate to enter the university and have their Temperature Check at the Gate.
- If any staff member who is in the vehicle detected with temperature over 37.3 °C, will not be allowed to enter the University.
- All staff must produce their Official Identity Card to enter. Keeping the official identity card clearly visible to each other throughout the day within the university will be helpful for easy recognition by each other.
- Staff must wear a face mask to and from the university and throughout the day within the university.
- Staff who are travelling in their own vehicle must wash their hands using the washing facility installed at the designated locations near them before entering the university premises.
- Staff Dropping-off vehicles will not be allowed to enter the university.

## **During the Stay within**

- Employees entering the university premises for work must stay in the respective workstation throughout the day.

## the University

- Movement (in and out) from university to outside and vice versa is prohibited.
- Loitering is prohibited in common and open areas.
- Clustering of more than two (02) persons will not be allowed.
- Must wear a face mask throughout the day within the university.
- Dress as per the Government Guidelines. Need not wear sarees (females) and ties (males).
- Wear garments that are washable on daily basis as far as possible.
- Bring a pair of shoes/slippers to be worn inside office. This can be kept in the office. The one worn to/from the university can be left outside the office.
- Movement from one office to another will be restricted and allowed only for essential work. A movement register must be maintained by the Head.
- Must keep the work station clean all the time.

	<ul style="list-style-type: none"><li>○ Must maintain 01 meter distance during in person contacts.</li><li>○ No cooling systems (Air Conditioning) will be used in office until further notice</li></ul>
<b>Leaving from the University</b>	<ul style="list-style-type: none"><li>○ All the staff who are reported to the duty must sign the attendance Register for departure provided in the Department/Division under the supervision of the Head.</li><li>○ Do not remove or carry any official file/s and document/s from the office without prior approval of the Head for work from home purposes.</li><li>○ Wash your hands before leaving from the university to your home.</li></ul>

These instructions are prepared to ensure the safety of each one of you and to help the efforts of the Government.

I beg the understanding of each one of you to sustain the effort of returning to normalcy sacrificing the usual comforts in implementing these along with other GOSL Health and Safety Guidelines UNTIL FURTHER NOTICE PL.

Apologies for any inconvenience and kindly bear with me.

Vice Chancellor.