

දුරකථන) 2698475
தொலைபேசி) 2698490
Telephone) 2698507

ෆැක්ස්) 2692913
பெக்ஸ்) 2694860
Fax)

විද්‍යුත් තැපෑල)
மின்னஞ்சல் முகவரி) postmaster@health.gov.lk
E-mail)

වෙබ් අඩවිය)
இணையத்தளம்) www.health.gov.lk
Website)



සුවසිරිපාය
சுவசிரிபாய
SUWASIRIPAYA

මගේ අංකය)
எனது இல) FHB/SHU/LET/2021
My No.)

ඔබේ අංකය)
உமது இல)
Your No.)

දිනය)
திகதி) 2021.01. 15
Date)

සෞඛ්‍ය අමාත්‍යාංශය
சுகாதார அமைச்சு
Ministry of Health

Guideline for the preparedness for reopening of private tuition classes

This guide replaces the “Instructions for selected public activities / work settings for the prevention and control of COVID – 19 / tuition classes (section 6)” issued in May 2020.

Outside the Western province Tuition classes can be re-opened after 25th January 2021. Tuition classes in the Western Province can be opened after 2 weeks of school re-opening, once the General Certificate of Examination Ordinary Level (G.C.E. O/L) completed in March 2021.

General Measures

1. Private tuition classes should be opened in phased out manner. At first, classes for G.C.E. O/L and General Certificate of Examination Advanced Level (G.C.E.A/L) could be started.
2. Students or teachers should not cross the District boundaries in attending the classes.
3. Classes cannot be opened in isolated or locked down areas.

For the organizer / teaching staff

1. If the teacher has COVID-19 related symptoms (cough, fever, runny nose, difficulty in breathing) they should strictly refrain from conducting the tuition classes.
2. The teaching staff has to ensure that students from lock down areas / quarantined places are not attending the classes.
3. Have an emergency response plan including: -
 - All emergency contact details of the area MOH / PHI should be collected and displayed.
 - Establish hand washing facilities at the entrance
 - An area / room should be identified to isolate any student / staff member with COVID like symptoms till he/she is taken care of
 - Adequate stocks of masks, and cleaning and disinfectant solutions should be available.
4. The maximum number of students in a class has to be limited to maximum of 100 at a given time. If seating capacity is less than 100 it should not exceed 50% of the seating capacity. This applies to mass classes as well and should maintain one-meter distance between seats. If the registered number is > 100, alternative teaching methods have to be adopted; either to have online classes or repeat the same class comprising groups of 100 students.

5. If there are more than one class in the same premises: opening time, closing time, interval should be arranged in a staggered manner to avoid student gathering.
6. Maintain a database of all students with their addresses, contact numbers, name of the school and class, in a secure place.
7. A communication network (Eg: WhatsApp / Viber group) should be maintained with the students/ parents to communicate rapidly.
8. Before the class opens:-
 - Clean all desks, benches, frequently contacted objects/surfaces such as door handles and stair handrails with soap and water / liquid detergent
 - Clean floors with appropriate bleach-based solutions. This should be done before starting each class session thereafter.
9. Practice general precautions to prevent infection with COVID-19: maintain a physical distance of at least one meter from others, use of a face mask, regular hand washing and practice respiratory etiquette. These should be frequently reminded.
10. Ensure frequent disinfection of toilets and adequate water supply.
11. Do not circulate paper based attendance sheets. Avoid handling of 'Class Card'.
12. Avoid distributing printouts in the class, if it is necessary to do so, these should be kept in a central location to be picked up with minimal handling.
13. Restrict the duration of a class to maximum of two hours. If the classes are conducted in air conditioned (A/C) rooms, the time duration should be maximum of one hour. Maintain and improve natural ventilation as much as possible
14. Support students with mental health assistance and counselling; e.g. Linking up with help line: 1999 (Health Promotion Bureau), 1926 (Mental Health Help Line)
15. It is not recommended to have meals within the classes as a group.
16. Time table of the classes should be arranged to avoid meal times. If a student wants to have a meal inside the class have to maintain two meter physical distancing when having meals. Attending the surrounding restaurants/ food outlets to have meals should be discouraged.
17. The canteens in the tuition class premises should not be opened.
18. Once the premises are prepared to conduct classes, the organizer / owner / teacher has to obtain permission from the area Medical Officer of Health. You are required to fill the provided Assurance form (Annex I), indicating compliance with the instructions given. The original of the Assurance form should be submitted to the area Medical Officer of Health. A copy of the same should be sent to the local government authority (municipal council/ urban council/ pradeshiya Sabha) and another copy should be kept with the organizer / owner or at the premises. The owner/ employer/ manager of the organization/ premises is responsible to ensure that the above guidelines are strictly adhered to.
19. If a student/teacher is encountered with symptoms suggestive of COVID-19, should keep in the isolation room and inform the parents and the Medical Officer of Health.
20. If a student/teacher has undergone PCR testing for COVID-19, should refrain from attending classes until a negative report.
21. If confirmed COVID-19 case is found, the air conditioning and ventilation system should be cleaned and disinfected under the guidance of the local MOH team, and it should not be re-started until MOH hygienic evaluation and permission is granted.
22. The owner / organizer of the class should monitor the situation of the infection prevention and control (IPC) measures of the class daily and should assure that the IPC measures are adhered to prevent the spread of COVID-19.


23. If there is any failure in adhering to COVID -19 preventive measures, the Medical Officer of Health has the authority to close the tuition classes until the corrective measures are taken.

For the students

1. Know basic facts and figures about the COVID-19 situation in the country / in the area and key prevention measures
2. Practices to adopt
 - Should not attend if they have fever, cough, runny nose, difficulty in breathing
 - Always maintain physical distance of 1m with other students and staff
 - Wash hands with soap and water/ alcohol-based hand rub before 1) entry to class; 2) During interval; 3) before meals; 4) after use of toilets; 5) before leaving the class; 6) Before and after changing the masks
 - Wear masks properly and remove and store properly during meals. Can keep two separate clean bags to keep used and new masks.
 - Maintain respiratory etiquette when coughing /sneezing.
 - Do not touch face, mouth, eyes and nose.
 - Do not gather in groups before class starts / during interval, after class ends
 - Do not share books/ stationary / handouts - Encourage sharing all notes via emails, WhatsApp images, google drives, etc.
 - Bring home made meals and do not share meals.
 - Provide personal / residential addresses and contact details to teacher/ class organizers to contact you in case of outbreak for implementing prevention measures
 - Take all measures to maintain 1m physical distancing while using transport.

Methods of instruction

- Published by the national health authorities in web sites, and communicated to all MOHs and Local authorities.
- Posters to be placed at the entrance to the tuition class.
- Communicated via Social media and mass media to the public.


Dr. Asela Gunawardena
Director General of Health Services

Dr. ASELA GUNAWARDENA
Director General of Health Services
Ministry of Health
"Sasiripaya"
385 Rev. Baddegama Wimalawansa Thero Maw.
Colombo 10.

ASSURANCE FORM

I
being the owner/Director/Manager of the business establishment
namely
bearing Business Registration Number
situated at.....
.....
...within the Medical Officer of Health area of
.....

I hereby assure that I will adhere to the legal provisions applicable to prevent and control of the infectious and contagious diseases and the guidelines, instructions and the circulars issued by the Ministry of Health and Indigenous Medical Services from time to time on measures to be adopted in functioning the said businesses / establishment to prevent and control the Corona virus disease 2019 (COVID-19).

I am aware that action can be taken against me under any applicable legal provisions of the existing legislation /legislations, in the event of any breach of such legal provisions by me or any employee of my establishment.

Signature:
National Identity card Number:
Date:

Note: You are required to fill the provided Assurance form, indicating compliance with the instructions given. The original of the Assurance form should be submitted to the area Medical Officer of Health. A copy of the same should be sent to the local government authority (municipal council/ urban council/ pradeshiya sabha) and another copy should be kept with you. The owner/ employer/ manager of the organization/ premises is responsible to ensure that the above guidelines are strictly adhered to.