

<i>Title:</i>	<i>Standard Operating Procedures on attending to limited official work during 14 day self-quarantine period</i>	
<i>No.:</i> DQ-02	<i>Version:</i> 01	<i>Effective Date:</i> 02-11-2020
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Standard Operating Procedures (SOP) on attending to limited official work during 14-day self-quarantine period for foreign national staff of Diplomatic Missions/UN organizations/ foreigners arriving for essential projects

1. After completing the initial 14 days of mandatory quarantine period, in a situation where the service of a foreign national is urgently needed for a Diplomatic mission/ UN Organization or a nationally important program/project, request to engage such a person in limited official work during the 14-day self-quarantine period should be made to the Director General of Health Services by the organization, outlining the justification for engaging in such work prior to arrival to Sri Lanka. This request shall be made after getting the approval of Foreign Ministry of Sri Lanka to arrive in Sri Lanka.
2. The Director General of Health Services shall assess the requests case by case and if justifiable may grant approval for the request. Approval given by any person other than the Director General of Health Services or a person to whom the Director General of Health Services has officially delegated the authority, will be considered as invalid.
3. The person shall be permitted to engage only in essential duties and is not permitted to engage in full scale normal duties.
4. During the 14-day self-quarantine period the person should be accommodated in a designated hotel or an accommodation facility specifically allocated to that person.
5. The person shall wear a mask throughout the travel to and from the accommodation, at the office and if in contact with outsiders
6. If staying in a hotel, food should be served to the room and should be strictly confined to the hotel room. Going to any public area which includes and not limited to areas such as pool, bar, cafeteria, reception area is prohibited.
7. No person will be permitted to leave the accommodation for any activities other than going to office/worksite.
8. No person is permitted to go to any public place.

9. When going to work, should go in a designated vehicle with the same driver to limit exposure. Vehicle should be disinfected daily after travel. Travelling by taxis or public transport is prohibited.
10. Shall wear face masks, maintain one-meter physical distance and adhere to other COVID-19 preventive measures.
11. Shall minimize the contact with other persons.
12. If a person is found to violate these conditions, the approval will be cancelled and be required to quarantine from the date of such violation as per the instructions given by the health authorities.
13. The organization requesting the approval will be responsible to ensure all persons adhere to provisions in this SOP. If any person is found to be violating the provisions, should promptly inform the area Medical Officer of Health (MOH) and assist in the risk assessment and future course of action. If not, future requests from the organization will not be entertained.
14. If the person is febrile or develops symptoms of COVID-19, shall not attend for work and organization shall inform area MOH. With the instructions of area MOH, shall perform COVID-19 PCR testing at a Ministry of Health approved external laboratory. Organization and testing laboratory shall immediately inform the Epidemiology Unit about the test result via email (chepid@slt.net.lk and samithag@hotmail.com).

Any changes to this SOP will be published in the website of the Quarantine Unit as a new version.