



Quarantine Unit, Ministry of Health Sri Lanka

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| <i>Title: Standard Operating Procedure for setting up and maintaining a premises for quarantining foreign national staff and family members of diplomatic missions/foreign nationals of special projects</i> | | |
| <i>SOP No.: DQ 03</i> | <i>Version : 01</i> | <i>Effective Date: 01.11.2020</i> |
| <i>Prepared by: Quarantine Unit of Ministry of Health</i> | | |

**Standard Operating Procedure for setting up and maintaining premises
for quarantining foreign national staff and family members of
diplomatic missions/foreign nationals of special projects**

Selection and Setting up a Quarantine Center

1. Quarantine center (QC) should be functioned under the control and supervision of the security forces (Sri Lankan Army/ Navy / Airforce) of Sri Lanka.
2. The management of the QC shall get the approval from area Medical Officer of Health (MOH) to function as a QC with the letter of the head of diplomatic missions/ special projects mentioning the willingness to accommodate the premises.
3. The management of the QC shall liaise with National Operation Centre for Prevention of COVID - 19 Outbreak (covid19sl20@gmail.com) to get the access control by security forces .
4. The premises should be located in an environment where there is no health or social risks for the surrounding community.
5. The premises should be able to accommodate foreign nationals in single room basis with attached wash room.
6. Once selected, the management should agree to use the premises exclusively as a QC and no other parallel business are allowed.
7. Adequate accommodation facilities should be available for the staff of the QC and that should be maintained according to the general health requirements.
8. Requirements for access control process and administration process should be fulfilled according to the instructions given by the selected security forces of Sri Lanka. (.
9. The premises should be inspected by the area MOH
10. Any modification to prevent disease spread suggested by the health authorities during the inspection should be carried out by the management of the QC.
11. On fulfilling the necessary requirements, approval will be granted by the area MOH to function the premises as the QC.



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12. It is the responsibility of the agency which operates the QC, the management and staff of the QC and the residing foreign nationals (inmates) to adhere to the given guidelines.

Administration and Management of the Quarantine Center

1. Once the selected security forces of Sri Lanka takes over the access control, supervision and monitoring of the QC, their guidelines and protocols will be applicable for the management. The conditions stipulated here are the requirements of the Ministry of Health of Sri Lanka.
2. The staff of the QC should be categorized in to two groups as green zone and red zone staff. Green zone staff are staff who do not come into contact with inmates and attend to work daily travelling from home. Red zone staff are the staff with potential contact with the inmates, their belongings or related items. In addition to the relevant staff of QC, the vehicle drivers and helpers who involve in transporting foreign nationals are also considered as red zone staff.
3. Red zone staff should work continuously for 14-30 days and they should stay segregated within the premises and should not have any contact with the green zone staff. At the end of the working cycle they should undergo a 14 day quarantine in a separate premises maintained by the agency with individual rooms for staff members. The staff members should not mix with each other and strictly confined to the room. Meals should be supplied to the room. A Covid-19 PCR test should be done on 10th -12th day of the quarantine period and if the test is negative can be sent home or return back to work. The PCR testing should be arranged by the management of QC through a Health Ministry approved external laboratory. If the staff member is positive for COVID-19 PCR the in charge of the QC should inform the area MOH, Epidemiology Unit and Quarantine Unit of Ministry of Health immediately for further management.
4. When the red zone staff is changing, the management of the QC shall inform the area MOH.
5. Green zone staff also should practice recommended protective measures to prevent and control the transmission of COVID-19.



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6. Staff registry should be maintained in such a way that every contact can be traced in an event of COVID-19 case is detected
7. Staff should be educated on the process and the government requirements in managing the QC and the precautions to be taken by the area health authority.
8. All staff should wear a disposable face mask while on duty. The face mask should be replaced when necessary and used face masks should be disposed properly.
9. Adequate hand washing facilities with soap and water / hand sanitizers should be available for staff to do hand washing frequently.

Admission, Quarantine and Discharging Procedure

10. The foreign nationals who are to be quarantined should have a negative pre arrival COVID-19 PCR test report and they should undergo a PCR testing at the arriving Point of Entry. Once the sample is collected for the PCR test, they can be transferred to the QC by a designated vehicle.
11. The name list should be submitted with all required information about the intended foreign nationals to the QC management well in advance of their arrival by the authorities of Diplomatic Mission/Projects. This will enable the QC to prepare the rooms and other necessary facilities.
12. At the entrance to the QC, the foreign nationals should wash/sanitize their hands and the shoes should be disinfected with disinfectant spray. All the baggage should be sprayed with approved disinfectant by a red zone staff of the QC wearing necessary Personal Protective Equipment (PPE). No disinfectant should be sprayed to the body of the foreign nationals.
13. The temperature should be checked by a red zone staff wearing PPE using the IR forehead thermometer when entering the facility and should be recorded in the database.
14. Once the foreign nationals reach the registration desk, their information should be already available at the registration desk. Their check-in should be marked and the room key/access card should be handed over to them. No other registration process should be carryout at the entrance.



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15. They can be directed to the rooms maintaining the physical distance. It is recommended that inmates themselves should carry their baggage to the room.
16. All inmates should wear face masks during entire process until entering to the allocated room in the QC. Also, they should wear the face mask whenever leaving the QC and when having a potential contact with others.
17. Testing laboratory should provide all test results immediately to the officer in charge of the QC, to the Medical team of security forces who is responsible for the QC and to the Epidemiology Unit.
18. Testing laboratory shall send all the results immediately to Epidemiology Unit (chepid@sltnet.lk, samithag@hotmail.com), Quarantine Unit (quarantinelk@gmail.com) and In charge of QC. If there is a positive result, testing laboratory shall immediately contact Dr. Samitha Ginige of Epidemiology Unit (0777664036) and give details immediately, followed by an email.
19. If the PCR test is negative for the COVID-19, the inmates should be kept at the QC for a 14 days mandatory quarantine.
20. If PCR test result is positive, the medical team of the security forces responsible for the QC will manage the incident according to the prevailing guidelines with the consultation of Epidemiology Unit.
21. The temperature of all inmates should be checked using the IR forehead thermometer at least two times per day during the stay at the QC and recorded in the database. Red zone staff involve in temperature monitoring should be in full PPE and they should check the temperature while maintaining a distance of at least one meter. If the temperature is above 37.5 C (99.5 F), it should be informed to the security forces in the QC.
22. All public areas (if any) including restaurants, bars, swimming pool, gymnasiums, spa etc. should be kept closed and out of bound for the foreign nationals. Inmates cannot leave the room unless they leave the QC until completion of 14 days.



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23. No visitors are permitted to the QC. Only the staff, suppliers and other service providers should be permitted to enter the premises. No one other than the red zone staff can enter to the area allocated to the foreign nationals.
24. Room cleaning, changing linen and cleaning the bath rooms should be done by inmates themselves and no room cleaning services should be provided by the staff.
25. Meals should be provided as portion packs at the entrance of the room while maintaining the health precautions by a red zone staff. Utensils allocated for each room should be kept unmixed. The used utensils should be handled carefully and cleaned properly with soap and water.
26. Required sets of bed linen should be kept in the room before the foreign national occupy the room. Used bed linen for laundry should be kept at the room entrance in an assigned bag for collection. Collection of laundry should be done by a red zone staff in full PPE. If the laundry facility is available within the premises, a dedicated laundry line should be identified and should be operated by a red zone staff. General laundry should not be mixed with hazardous laundry at any point. If the laundry services have been outsourced, the outsourced laundry should have a permission to handle hazardous laundry issued by the area MOH.
27. The waste collection, storage and disposal should be done according to the instructions given by the local health authorities. Personal waste (tissues, face masks, used disposables etc.) should not be mixed with general waste.
28. At the completion of 14 days mandatory quarantine period the inmates will get the certificate of successful completion of the period. Only diplomatic mission staff will be permitted to attend to restricted work adhering to health protocols. All others should undergo further 14 days of self quarantine as per the health protocols.
29. Once the room is vacant, the room should be cleaned and disinfected using appropriate measures before being occupied by another foreign national.
30. The premises should be opened for the inspection by health authorities and other relevant authorities at any time without prior notice.



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31. A comprehensive database should be maintained at each QC to trace all the contacts in an event of detecting a positive case. This should include the details of the foreign nationals, the staff rosters and vehicle information etc.
32. Director Quarantine as the Proper Authority under the Quarantine and Prevention of Diseases Ordinance or any other Proper Authority in the port and airport under the same ordinance have the powers to take judgmental decisions at any time for the best interest of prevention and control of diseases.
33. Any change to this SOP will be published in the website of the Quarantine Unit as a new version.