

**COVID-19 Prevention  
Procedures for Port Users &  
Visitors**

## **Abbreviations**

- HIP: Hambantota International Port
- HIPG: Hambantota International Port Group
- SOP: Standard Operating Procedures
- HOD: Head of the Department
- CEO: Chief Executive Officer
- QHSE: Quality, Health, Safety and Environment

## **Purpose**

The purpose of this SOP is to control and the monitoring of port users & visitors intending to enter HIP premises and to procure following objectives.

- a. To mitigate & control the risk of exposure of COVID-19 by the port users & visitors wish to enter HIP for various reasons.
- b. To collect relevant data/information amicably & efficiently during in an emergency.

## 1. Introduction

1.1 This SOP is served to extend guidelines for ensuring safe and secure work place for port users and visitors but not limited to, all Stake holders, Employees, Contractors, Suppliers, Customers, Contract workers, Trainees, & Family members of employees etc.

1.2 Sri Lankan Government health directives & HIP precautionary measures to be adhered in addition when within the port premises at all times.

1.3 All port users & visitors must follow HIPG guidelines of Covid-19 prevention best practices as highlighted in figure 01.

### GUIDELINES FOR VISITORS

பார்வையாளர்களுக்கான வழிகாட்டுதல்கள்

YOU CAN HELP KEEP EVERYONE SAFE IN THE HAMBANTOTA INTERNATIONAL PORT FROM CORONA VIRUS

கொரோனா வைரஸிலிருந்து ஹம்பன்டோட்டா இன்டர்நேஷனல் போர்ட்டில் அனைவரையும் பாதுகாப்பாக வைத்திருக்க உங்களுக்கு



✓DO's செய்ய வேண்டியவை	✗DON'Ts செய்யக்கூடாத விஷயங்கள்
 <p>Wash hands with soap for 20 seconds or use alcohol based hand sanitizer after touch any surface 20 விநாடிகளுக்கு சோப்பினை பாவித்து கைகளை நன்றாக கழுவங்கள், மற்றும் எந்தவொரு மேற்பரப்பையும் தொட்ட பிறகு Hand sanitizer இன் மூலம் கைகளை</p>	 <p>Do not visit if you feel unwell. உங்கள் உடல் நலம் வழமைக்கு மாறாக இருப்பதை உணர்ந்தால் வெளியில் செல்வதை</p>
 <p>Limit the time you spend at the location. இருப்பிடத்தில் நீங்கள் செலவிடும் நேரத்தைக் கட்டுப்படுத்துங்கள்.</p>	 <p>Do not touch your face, mouth and nose unless clean your hands. உங்கள் கைகளை சுத்தம் செய்யாவிட்டால் உங்கள் முகம், வாய் மற்றும் மூக்கைத் தொடாதீர்கள்.</p>
 <p>Always maintain at least 1m physical distance. எப்போதும் குறைந்தது 1 மீ உடல் தூரத்தை பராமரிக்கவும்.</p>	 <p>Do not cough or sneeze openly. வெளியிடத்தில் அதாவது, சன நெறிசல் உள்ள இடத்தில் தும்முவுதையோ, இருமுவுதையோ தவிர்த்துக்கொள்ளவும்</p>
 <p>Use an alternative, non- touch greetings. மாற்று, தொடாத வழித்துக்களைப் பயன்படுத்தவும்.</p>	 <p>Do not keep touching your mask to adjust. சரிசெய்ய உங்கள் முகமூடியைத் தொடாதே.</p>
 <p>Reconsider the need to visit, e.g. use the mobile technology to connect instead. ஏதாவது ஓர் இடத்திற்கு செல்ல வேண்டுமாயின் சற்று சிந்தித்து செல்லவும் அல்லது மொபையில்</p>	 <p>Do not touching surfaces unnecessarily. தேவையின்றி மேற்பரப்புகளைத் தொடாதீர்கள்.</p>
 <p>Always wear a face mask. எப்போதும் முகமூடியை அணியுங்கள்.</p>	 <p>Don't make light of the current pandemic situation தற்பொழுது இருக்கின்ற துழ்நிலையை விலையாட்டாக என்னாது, சுகாதார நடைமுறையினை கடைபிடித்து இந்த தொற்று நோயிலிருந்து தங்களை பாதுகாத்துக்கொள்ளவும்</p>
 <p>Always practice health etiquettes. எப்பொழுதும் சுகாதார நடைமுறைகளை கடைபிடிக்கவும்</p>	

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HAMBANTOTA INTERNATIONAL PORT  
A member of  **CMPort**

Figure 01

## 2. Monitoring and record keeping.

a) Health declaration:

Each personnel must duly complete the Self-Declaring Health form, including current status as per the prescribed (Self-Declaration Health Form) and submit to the responsible department/pass office of HIP well in advance.

The pass office shall issue port entry permits upon the availability of duly filled health declaration form well in advance at least by 24Hrs.

b) PCR

Requirement of conducting PCR is more fully described in Annexure below and should validate negative test result earliest within 72hrs.

## 3. Categories of port users.

Annexure I, provide category of port users and the requirement to be fulfilled prior to enter HIP premises.

#	Category	Requirement To Be Fulfilled	Permitted Location	Approval	Responsible
1	Official visitors	1. PCR Negative results earliest within 72hrs. 2. Duly Filled Health Declaration.	-	CEO &CSO	COM &MKT
2	Visitors-Business discussion	1. PCR Negative results earliest within 72hrs. 2. Duly Filled Health Declaration.	HIP meeting Room.	CSO	COM &MKT + Line Department.
3	Service Providers (Including Entry Permit holders)	1. PCR Negative results earliest within 72hrs. 2. Duly Filled Health Declaration.	Work location	QHSE	Line Department
4	Port Viewers	Not Permitted	-	-	Security Department
5	School Children	Not Permitted	-	-	Security Department
6	Recruitments	1. PCR Negative results earliest within 72hrs. 2. Duly Filled Health Declaration.	Work location	HRD	HRA Department
8	Port facility users (Visitors to bank)	1. Temperature monitoring & Record keeping	Permitted facility	Security	Security
9	Tenants and their visitors	1. PCR Negative results earliest within 72hrs. 2. Duly Filled Health Declaration.	Tenant location		
10	Others	1. Duly filled Health Declaration	Relevant location	QHSE	Security/Line department

#### **4. Annual Permit Holders.**

Annual permit holders must ensure to inform their visit well in advance as practicable to the respective departments including their intension of visit and may require to face for PCR when it is deemed necessary. HIPG management shall evaluate and advice the testing requirements case by case subsequently.

#### **5. Guidelines if required to hold & host meetings at HIP premises.**

5.1 Holding and hosting meetings with a participant count of less than or equal to 30 (Thirty) personnel are allowed only with the approvals of the HOD and CEO of the HIPG.

5.2 If the participant count exceeds 30 (Thirty) personnel, approval should be sought from CEO HIPG as well as CM Port.

5.3 Recommend & encourage the use of electronic communication platforms such as Ding talk/WeChat/WhatsApp/Zoom etc. as much as practicable in order to curtail physical participation when holding & hosting meetings.

5.4 Meetings must be organized adhering to all government health directives/HIPG procedure whichever is higher and to host the meeting in full compliance with HIP Covid-19 prevention guidelines.

## 6. Annexure

Annexure II, Is the approved format of HIP Health Declaration Form, which all the visitors & port users should dully fill and submit prior to their intended visit to HIP premises.



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**Health Declaration Form – COVID 19**

**Part A - Company Information**

(1) Company Name: \_\_\_\_\_

(2) BR number: \_\_\_\_\_

(3) Official Address: \_\_\_\_\_

(4) Contact Number/s: \_\_\_\_\_

**Part B - Personal Information**

(1) Full Name: \_\_\_\_\_

(2) NIC/Passport/Driving license number: \_\_\_\_\_

(3) Personal Address: \_\_\_\_\_

(4) Contact Number: \_\_\_\_\_

**Part C - Health Information**

(1) How much is your body temperature?  
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(2) Do you have following Symptoms?  
Cough     Running Nose     Sore throat

(3) Have you experience fatigue over last three days?  
Yes     No

(4) Do you have any difficulties in breathing?  
Yes     No

**Part D - Travel History**

(1) Travel inbound (travel within the country)

Have you travelled any of following areas in last 14 days?

Ampara District <input type="checkbox"/>	Anuradhapura District <input type="checkbox"/>	Badulla District <input type="checkbox"/>
Batticaloa District <input type="checkbox"/>	Colombo District <input type="checkbox"/>	Galle District <input type="checkbox"/>

Gampaha District	<input type="checkbox"/>	Hambantota District	<input type="checkbox"/>	Jaffna District	<input type="checkbox"/>
Kaluthara District	<input type="checkbox"/>	Kandy District	<input type="checkbox"/>	Kegalle District	<input type="checkbox"/>
Kilinochchi District	<input type="checkbox"/>	Kurunegala District	<input type="checkbox"/>	Mannar District	<input type="checkbox"/>
Matle District	<input type="checkbox"/>	Matara District	<input type="checkbox"/>	Monaragala District	<input type="checkbox"/>
Mullaitive District	<input type="checkbox"/>	Nuwara Eliya District	<input type="checkbox"/>	Polonnaruwa District	<input type="checkbox"/>
Puttalam District	<input type="checkbox"/>	Rathnapura District	<input type="checkbox"/>	Trincomalee District	<input type="checkbox"/>
Vavuniya District	<input type="checkbox"/>				

(2) Travel outbound (travel overseas)

List the countries which you have travelled in last 14 days

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**Part E – Other Information**

(1) Have you had contact with any confirmed suspect with Covid 19?

Yes  No

(2) Have you had any recent contact with any persons who are involved with handling or treating COVID19 suspects/patients? If yes, please provide details:

Yes  No

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(3) Number of dates working at HIP, HMC office

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The End