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URGENT

**Attention – The Chief Executive Officer
The Director/Manager – HR**

Safeguards to Counter COVID-19 DELTA Variant at the Workplace

Given the rapid escalation of the third wave of the pandemic fueled by the Delta variant, we advise all members to act with caution and take as many practical steps as possible to reduce and minimize people contact at your organisations, the main source of the infection spread. To this end, the Ceylon Chamber of Commerce submits the following measures and strongly advises all its members to take cognizance and immediately implement these steps at your workplaces.

1. **Cancel/ postpone all physical meetings** immediately and switch to virtual meetings.
2. Ensure that all **staff members get vaccinated as early as possible**.
3. In case of staff reporting to work, **ensure social distancing in cafeterias and at coffee / tea corners** etc. in addition to **social distancing among their regular desks / workstations**.
4. Where it is possible to do so, **facilitate work from home**.
5. In sectors where essential services need to be provided (such as banks, healthcare, retail trade etc.), **operate with a limited level of staff operating on a roster basis**.
6. **Advise staff to follow good hygiene practices** (especially the factory staff) such as wearing masks, frequent hand washing, using sanitizers, etc
7. **Educate the staff** the necessity to continue these practices out of office/factory and to **minimize /eliminate non-essential travel**
8. When rostering; **ensure the employees are rostered in a way where they are not in contact with the other batch**.
9. Adherence to recommended safety measures such as - **clean and disinfect company premises, and vehicles used to provide transport for staff regularly**.
10. **Provide transport wherever possible to employees** who travel using public transport
11. Brief your employees, contractors and customers that **anyone with even a mild cough or fever will need to stay at home**.
12. **Those who have come into contact with anyone who has been tested positive** during the last two weeks should also be advised to self-quarantine.
13. **Retain the names and contact details of all persons visiting the premises for at least one month**. This will help public health authorities trace people who may have been exposed to COVID-19 if one or more persons become ill shortly after the meeting/event.

**Manjula de Silva
Chief Executive Officer**

Stay aware of the latest information on the COVID-19 outbreak available on the Epidemiology Unit, Ministry of Health and the WHO website - www.epid.gov.lk - www.health.gov.lk and www.who.int/srilanka