

- All students and staff should wash hands with soap and water before meals and should use separate water bottles, glasses and food items or drinks. Avoid taking meals together and sharing foods.
- Use your own vehicle where possible.
- All workers must abide by the institute's safety and health policy (if any) during working from home (WFH) arrangements.
- All workers have the responsibility to take care of their own physical and mental well-being during WFH. It is important for all workers to maintain work-life balance, stick to the agreed work schedule, and take a necessary break and rest to stay active and healthy.
- Those having fever, with or without acute onset respiratory symptoms such as cough, runny nose, sore throat and/or shortness of breath, those who have had contact with suspected or confirmed case of COVID-19 for the last 14 days, those who are quarantined for COVID-19 should not report for work. They should be informed their immediate Heads of the sections and Institutional Medical Officer regarding to their health Conditions.
- They should report for work after fully recovery with Acceptable Medical Certificate.
- You all can contact Institutional Medical Officer when any medical condition or symptom is noted.

Thank you

Dr. W.A.S. Saroja Weerakoon

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