

Dear All

The Government has communicated that even though the curfew will be lifted throughout the country tomorrow (09 November 2020) at 0500 am, certain areas in the country will be isolated, due to the prevailing Covid-19 pandemic situation.

Considering that the country is still under Alert 3, until further notice, the following guidelines will be followed with reference to the functioning of the University.

- The University will continue to function under restricted conditions, mostly practicing Work From Home (WFH) practices and using online.
- Regional and Study Centres, (other than those in the Western Province and Kurunegala District), **will continue to function as usual**, strictly adhering to the Ministry of Health guidelines
- Respective Heads of Departments/Divisions should assign work to be done during this period to all temporary and contract staff. Such staff should maintain a daily diary of work performed from home.
- For all staff who are employed on a daily assignment basis, the HoD should provide a written list of duties to the staff member and the staff concerned should maintain a daily diary of work performed.
- The Public Information Division shall maintain a Student Hotline (both phone and email) and assign a staff member to address any issues raised by the students. For this purpose mobile phones have already been provided to the PID staff. The hotline should be posted in the University webpage and the issues raised by the students should be immediately reported to the relevant Head of the Department/Division for necessary action.
- As much as possible, the scheduled meetings should be conducted, as usual, using online technology.
- The University may require any staff member to report for work in person under exigency and emergency conditions.
- All staff are expected to cooperate with the University authorities in implementing these guidelines during these difficult times.

Please continue to adhere to all Ministry of Health guidelines for your safety and safety of others.

Please note that we are unable to send the Sinhala and Tamil versions of this notice as staff involved in translation are not available in the university.

Vice-Chancellor