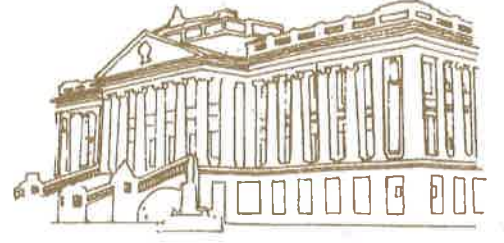




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சனாதிபதி அலுவலகம்  
PRESIDENTIAL SECRETARIAT



Circular No: PS/GPA/Circular/34/2020  
16.11.2020

Secretaries to Ministries  
Secretaries to State Ministries  
Chief Secretaries of Provinces  
District Secretaries  
Heads of Departments  
Chairpersons of Corporations / Statutory Bodies

**Combatting COVID-19 at National Level: "Stay Safe" Digital Solution**

The Information and Communication Agency of Sri Lanka (ICTA) has introduced "Stay Safe" - a web-based solution to manage citizen movements digitally, in the wake of the COVID-19 pandemic. The two key lookouts in living under the "new normal" are to facilitate free movement of non-infected persons while engaging in contact tracing of the infected. "Stay Safe" addresses both these challenges in a single process. The "Stay Safe" solution developed under the guidance and support of ICTA is an easy to use, straightforward and simple tool that will be beneficial for preventive authorities as well as for commercial and state sector establishments, and the citizens.

"Stay Safe" web-based solution is being implemented under the direction of H.E. the President, and all Heads of Government Organizations are requested to use the solution at their premises. The user guidelines and other support documents of the solution are attached to this letter. To implement the system in premises, the following guidelines must be followed.

1. Every Government Organization is required to register in the "Stay safe" website ([www.staysafe.gov.lk](http://www.staysafe.gov.lk)) and generate a poster with the Organization QR code. This poster should be displayed at the entrance. This is for "Checking-in"
2. If there is a separate exit, another copy of the poster must be displayed at the exit for "Checking-out".
3. All employees and visitors must "Check-in" scanning the QR code using their SMART phones before entering the organization.
4. Non-SMART phone users can use the SMS version of the solution before entering the organization.
5. When leaving the organization, employees and visitors must "Check-out" scanning the QR code once again.
6. All Government organizations are responsible for checking-in and -out all employees and visitors.

A detailed guideline is attached as annex 1.

For further clarifications, please contact ICTA Team for the “**Stay Safe**” solution comprising Kasun Tharaka (076-8254047), Chamendra Perera (071-8327380) and Thilina Dissanayake (077-2954866). Contact may also be made via email ([hello@staysafe.gov.lk](mailto:hello@staysafe.gov.lk)).



**P B Jayasundera**

Secretary to the President

CC: Secretary to the Prime Minister  
Secretary to the Cabinet of Ministers  
Secretary to the Treasury  
Auditor General  
Chairman, Information and Communication Agency of Sri Lanka



ICTA  
*ideas actioned*



LET'S STAY SAFE BY USING THE  
“STAY SAFE” SOLUTION AND PROTECT YOU  
AND OUR COUNTRY FROM COVID19  
Register on [www.staysafe.gov.lk](http://www.staysafe.gov.lk)

**To help trace and prevent the spread of COVID-19 ensure that your business and organization is registered via [www.staysafe.gov.lk](http://www.staysafe.gov.lk) to support Stay Safe Sri Lanka's initiative to protect the nation.**

**1. What is the Stay Safe Digital Solution (<https://staysafe.gov.lk/>)?**

In order to ensure we get back to living our lives normally COVID 19 needs to be controlled until we are able to eradicate it. It is essential To help prevent the COVID-19 spread and to help identify, assess and manage people who have been exposed In order to do so ICT Agency of Sri Lanka along with a team of experts developed the stay safe solution which helps us achieve the above.

**2. How is this solution useful for government?**

- a. Government organizations can function more efficiently and also their service delivery could be done in a more secure manner.
- b. You and all your employees will be much safer and secure.
- c. You will be notified if any visitors to your organization has contracted COVID19.
- d. You will not be required to manually take down information of visitors to your organization.
- e. Through the QR scanning facility you will be able to let visitors in and out faster.
- f. You can exchange information with health authorities seamlessly and assist in the control of the spread of the virus.

**3. How do I obtain QR Code for my Organization?**

This should be done by the organization head or a responsible officer as decided by the organization.

- a. Visit [www.staysafe.gov.lk](http://www.staysafe.gov.lk) website.
- b. Click on sign up.
- c. Fill the form accurately and submit.
- d. You will be issued a unique QR and number for your organization. Download and print the QR code (it is set to default print in poster size).
- e. Post the QR code in all entrances and exits of your organization so it is clearly visible and easily scannable.

**4. Do we need to obtain separate QR codes for all branches/departments within the same building?**

Yes, doing so will improve accuracy of information collected.

**5. Do we need to get QR Codes for spate floors of the organization?**

Yes, this will help us with pin pointing location details if a patient is found to have visited your premises.

**6. Is [www.staysafe.gov.lk](http://www.staysafe.gov.lk) the only website for government organizations to utilize in order to be compliant?**

Yes, this is the only website and all registrations should be done through [www.staysafe.gov.lk](http://www.staysafe.gov.lk)

Citizens can register by sending and SMS SS<space> REG <SPACE> NIC Number to 1919. You will receive a SMS to confirm registration.

Citizens or any visitor can SMS SS<space> Location ID to enter and exit your establishment.

**7. Should we allocate a separate officer for this purpose?**

The organization must ensure accurate information is entered by visitors at all times to ensure the purpose of the solution is met. Therefore, organizations must take every step to ensure the code is easily scannable and details are entered as required.

**8. What if someone enters wrong information?**

Violators will be identified and strict legal action will be pursued under prevailing laws.

**9. Can we see the information of the visitors to our organization?**

Officials with the necessary clearance are able to view this detail.

**10. Should internal employees also register through this system too every time they enter or exit the organization?**

Yes, it is mandatory they follow this procedure either by QR code or SMS.

For More Information - 0718327380 | 0768254047 | 0772954866