



**衛生防護中心**  
Centre for Health Protection

**Infection Control Branch**

**Health Advice on Prevention of**

**Coronavirus disease (COVID-19) in Workplace**

**(Interim)**

**I. Disease information**

Please visit the website of Centre for Health Protection for disease information, affected areas and updated information related to **COVID-19**:  
<https://www.chp.gov.hk/en/features/102465.html>

The Department of Health advises staff and office management should take the following precautionary measures at their workplaces to minimise the risk of contracting and spreading **COVID-19**.

**II. Preventive measures**

**A. Maintain Good Personal Hygiene**

- (a) Perform hand hygiene frequently, especially before touching the mouth, nose or eyes, after touching public installations such as handrails or door knobs or when hands are contaminated by respiratory secretion after coughing or sneezing. Wash hands with soap and water for at least 20 seconds, then dry with a disposable paper towel. If hand washing facilities are not available, or when hands are not visibly soiled, hand hygiene with 70-80% alcohol-based handrub as an effective alternative.
- (b) Cover your mouth and nose with tissue paper when sneezing or coughing.

Dispose the soiled tissues into a lidded rubbish bin, then wash hands thoroughly.

- (c) When having respiratory symptoms, wear a surgical mask, refrain from work, avoid going to crowded places and seek medical advice promptly.
- (d) Staff should wear surgical mask when required to work face to face with public or in crowded area.
- (e) N95 respirators are generally not recommended for use by the general public in community settings because special training is required for proper wearing and removal of the mask. Otherwise the infective risk due to inadequate protection and contamination may be ironically increased.
- (f) Build up good body immunity by having a balanced diet, regular exercise and adequate rest, do not smoke and avoid alcohol consumption.
- (g) Avoid unnecessary travel to affected areas. Upon returning from the affected area, members of the public should observe the health conditions closely for 14 days.

## **B. Maintain Environment Hygiene of Workplace**

- (a) Maintain good ventilation
  - i. Switch on wall fan and any circulating or exhaust fan to enhance air movement;
  - ii. Keep windows open as appropriate and where possible.
- (b) Keep environment clean
- (c) Regularly clean and disinfect frequently touched surfaces such as furniture, commonly shared items and floor with 1 in 99 diluted household bleach (mixing 1 part of household bleach containing 5.25% sodium hypochlorite with 99 parts of water), leave for 15 – 30 minutes, and then rinse with water and wipe dry. For metallic surface, disinfect with 70% alcohol.
- (d) If places are contaminated by respiratory secretions, vomitus or excreta, use absorbent disposable towels to wipe them away. Then disinfect the surface and neighbouring areas with 1 in 49 diluted household bleach (mixing 1 part of household bleach containing 5.25% sodium hypochlorite with 49 parts of water), leave for 15-30 minutes and then rinse with water and wipe dry. For metallic surface, disinfect with 70% alcohol.

- (e) For frequently touched surfaces such as furniture, telephones and commonly shared item, clean and disinfect at least twice daily.
- (f) Rubbish should be properly wrapped up and discarded into garbage bins with lids. Empty garbage bins at least once a day.
- (g) Special attention to following area
  - i. Lifts and escalators: Clean and wipe the inside of the lift and the escalator at least twice daily, pay special attention to the buttons and handrails.
  - ii. Lobby entrance: Clean and wipe the lobby entrance area, door handle / handle, password switch button, etc., at least twice daily.
  - iii. Utilities: Clean and wipe the lobby / elevator waiting areas, corridors, common areas, etc., chairs, lounges, mailboxes, and other public facilities at least twice daily.
  - iv. Lobby Information Counter: Clean and wipe the Lobby Information Counter / cabinet at least twice daily.
  - v. Garbage room: Properly clean up every rubbish and waste. Clean and wipe the area and facilities of the garbage room at least twice daily.
  - vi. Clean the exhaust fan inside the lift regularly and keep it in good condition.

### **C. Maintain Toilet Hygiene**

- (a) Keep toilets clean and dry.
- (b) Provide soap and disposable paper towels for hand washing.
- (c) Ensure the flushing system of the toilet, and hands drying machines are in proper function at all times.
- (d) Ensure the water traps must be filled with water (including U-shaped water trap, bottled trap or anti-syphonage trap) to prevent foul odour and insects in the soil pipe from entering the premises. Pour about half a litre of water into each drain outlet once a week.
- (e) Do not alter the drain and pipes without prior authorization.

[https://www.chp.gov.hk/files/pdf/make\\_sure\\_the\\_trap\\_is\\_not\\_dry.pdf](https://www.chp.gov.hk/files/pdf/make_sure_the_trap_is_not_dry.pdf)

### **III. Cleaning and Disinfection of Environment when a Suspected/Confirmed Case of COVID-19 is Encountered**

#### **A. Cleaning staff would wear appropriate PPE including:**

- (a) Surgical mask
- (b) Latex gloves
- (c) Disposable gown
- (d) Eye protection (goggles/face shield) and
- (e) Cap (optional)

#### **B. Enhanced Environmental Disinfection**

- (a) Disinfect all potentially contaminated surfaces or items by using 1 in 49 diluted household bleach (mixing 1 part of household bleach containing 5.25% sodium hypochlorite with 49 parts of water).

#### **C. If There is Blood, Secretions, Vomitus or Excreta Spillage, Take Enhanced Measures:**

- (a) Cleansing staff should wear appropriate personal protective equipment (PPE) including surgical mask, gloves, disposable gown, eye protection (goggles/face shield) and cap (optional).
- (b) Use forceps to hold the strong absorbent disposable towels to wipe away the blood, secretions, vomitus or excreta during a preliminary clean up.
- (c) Then put the forceps and used absorbent disposable towels in a garbage bag carefully without contaminating oneself/the environment.
- (d) Disinfect with 1 in 4 diluted household bleach (mixing 1 part of household bleach containing 5.25% sodium hypochlorite with 4 parts of water), wipe from the outside inward, leave for 10 minutes, rinse with water and wipe dry afterwards.
- (e) After the procedure, put all the wastes and cleansing tools (e.g. forceps, cloth, mop head) in the garbage bag.
- (f) Carefully remove PPE, put them in the garbage bag, and then perform

hand hygiene.

(When hands are not visibly soiled, use 70-80% alcohol-based handrub. Wash hands with soap and water when hands are visibly dirty or visible soiled with blood, body fluid).

- (g) Wear a pair of new gloves, seal the waste bag tight and dispose it properly in covered rubbish bin. Then, label the rubbish bin and put it in a safe undisturbed place until collection.
- (h) Remove gloves carefully. Wash hands with liquid soap and water.

If **COVID-19** is suspected/confirmed, CHP will inform the Food and Environmental Hygiene Department as soon as possible to collect the wastes. On the contrary, if **COVID-19** is excluded, CHP will inform the staff and office management to dispose the wastes as usual.

#### **IV. Guidelines and Educational Material for Workplace**

##### **A. Proper Use of Bleach**

<https://www.chp.gov.hk/en/static/100272.html>

##### **B. Proper Use of Mask**

<https://www.chp.gov.hk/en/healthtopics/content/460/19731.html>

For update on the latest situation of **COVID-19**, please visit CHP thematic website at <https://www.chp.gov.hk/en/features/102465.html>

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