**Guildlines on NCP Prevention and Control for Companies Resuming Production**

**I. Organization & Leadership**

1. Set up leading groups

The principal of the enterprise should be the group leader, and appoint specific departments and crews to take charge of the work.

2. Build an information reporting network

According to the enterprise framework, specific personnel should be designated level by level to form a seamless monitoring and reporting system covering team, workshop, department who take charge of the work, and group leader.

3. Ensure manpower and material support

Establish specific entry guard, security, cleaning and disinfection teams receiving professional training before starting work.Purchase sufficient materials for personnel protection, body temperature taking and disinfection.

4. Set up temporary quarantine rooms

Set up temporary quarantine rooms according to the number of employees, at least 2 for one company.As soon as suspicious patients are found, they must be immediately placed in temporary quarantine rooms alone while waiting for the medical transfer. The rooms should be disinfected after use in time.

**II. Personnel Management**

1. Pre-work Health Check.

As required by the *guidelines on production resumption and return personnel management of enterprises in Zhejiang Province*, the company must confirm the health declaration and eligibility of the employees before allowing them to return to work.

2.Full-covered health monitor and registration

Designate specific personnel to take charge of the body temperature taking, health inquiry, and registration of all employees twice a day. If anyone has fever, cough or other symptoms, ask him or her to wear a mask and go to a hospital or a temporary quarantine room to wait for transfer, and avoid taking public transportation.

3. Abnormal condition report

Report to the local authorities immediately (township or community)if the number of employees with abnormal symptoms increases in a short period of time,

**III. Site Management**

1. Entrance management

Set up a temperature monitoring spot at the entrance to check the body temperature, health status and sojourn history outside the city of every incoming people including all the staffs. The visitors should be paid more attention. Only those holding normal temperature (below 38 ° by infrared temperature scanner, or below 37.5 ° C by hand-held thermometer), healthy, and without traveling outside Huzhou within recent 14 days can pass. All of the visitors should wear masks.

2. Key places health management

a. Ventilation Management. Ventilation should be strengthened in various areas such as offices, meeting rooms, workshops and staff dormitories, etc.. The ventilation measures must be taken twice a day in the morning and afternoon, no less than 30 minutes each time. For the places without natural ventilation condition, mechanical ventilation devices should be adopted.

b. Keep environment and objects clean and adopt preventive disinfection as the supplement. Avoid excessive disinfection. Be sure to clean and disinfect the place or the objects any time get contaminated.

* Surface of Objects :

Elevators, stairs, tables and chairs, faucets, door handles and other public parts should be wiped with disinfectant (250mg / L-500mg / L effective chlorine content), and be rinsed off after 30 minutes.

* Objects:

Precise instruments and valuable items such as clinical thermometers, fax machines, public phones, etc., should be wiped with disinfecting wet wipes or 75% alcohol.

* Walls and floors:

Public places such as workshops, corridors, conference rooms, bathrooms, etc. Should be sprayed or mopped with disinfectant.(250mg / L-500mg / L effective chlorine content)

* Hand Washing Facilitie:

Faucets and hand sanitizers must be sufficiently equipped and accessible any time and anywhere for all the employees.

3. Shutdown the Central Air Conditioning

**IV. Work Management**

1. Reduce the work in groups. If unavoidable, be sure to wear the mask, stay no less than 1 meter away from each other.

2. Reduce meeting or other gathering events.

3. Reduce trips. All personnel returning from business outside the city will be asked to stay quarantine at home for 14 days

**V. Dining Management**

1. Avoid having dinner in groups.Methods like take-out or dinning time stagger are recommended.

2. If a NCP case is found or epidemic transmission occurs, the food delivery system should be stringently adopted to avoid close contact.

**VI. Personal Protection**

1. Generally, all staffs should take personal protection as required. Wearing masks is strongly recommended during working hours. People having frequent contact with others are required to wear the mask.

2. Staffs who work at the entrance, take charge of health monitoring or cleaning should wear labor suits, disposable medical surgical masks, latex gloves, and work caps.

3. People who are responsible for Disinfection should wear labor suits, rubber shoes, masks, rubber gloves and work caps. Wear goggles if possible.

4. The used masks shall be handled according to the *Work plan on standardizing the disposal of used masks by residents during an epidemic (interim).*[Ref: Hufenleiban 2020 No.2 ].

**VII. Publicity & Education**

1. Popularize knowledge of NCP prevention and control on the billboards of the company.

2. Pay close attention to employees' mental health.

3. Follow the official wechat account of <Huzhou Disease Control> and < Health Huzhou> to get the knowledge of NCP prevention and control.



 "Huzhou Disease Control" "Health Huzhou"

复工企业新型冠状病毒肺炎

预防控制指引

一、组织领导

**1.成立领导小组。**企业主要负责人任组长，确定责任部门和专职人员具体负责。

**2.建立疫情相关信息报告网络。**依据企业组织架构，逐级确定专门人员，建立由班组-车间-责任部门-领导（组长）的监测报告体系，确保全覆盖。

**3.落实人员物资保障**。建立门卫保安、保洁消毒等队伍，并进行专业培训。购置足量的个人防护、体温监测、消毒药械等物资。

**4.设置临时隔离室。**按企业规模确定隔离室数量，至少2间。发现可疑患者后立即安置在临时隔离室，一人一室，并联系转运。使用后，应开展消毒。

二、人员管理

**1.岗前排查。**根据浙江省《关于进一步做好企业受控复工和返工人员管理的指导意见》等文件要求，核查员工健康申报信息，对于符合返岗条件的准许上岗。

**2.全员健康监测登记。**由专人负责每日2次对所有员工测量体温和健康询问，并登记。凡有发热、咳嗽等症状的，立即让其戴口罩前往医院就诊或临时隔离室等待转运，避免乘坐公共交通工具。

**3.异常情况报告。**短时间内身体异常员工增多，及时向属地乡镇（街道）报告。

三、场所管理

**1.厂区入口管理。**设置体温监测点，对所有进入人员（含企业员工）测量体温、询问健康状况和外出旅居史，对来访人员要着重询问。体温正常（红外体温扫描仪<38℃，手持体温测量仪<37.5℃），无其他相关症状，且14天内无市域外旅居史的人员，予以放行。来访人员应佩戴口罩。

**2.重点场所卫生管理。**

**（1）通风管理。**办公室、会议室、生产车间和职工宿舍等各类区域加强通风换气，每日上下午各1次，每次不少于30分钟；对不能采取自然通风的，应采取机械强制通风。

**（2）保洁消毒。**环境及物品以清洁为主，预防性消毒为辅，避免过度消毒，受到污染时随时清洁消毒。

物体表面：电梯、楼梯、桌椅、水龙头、门把手等公共部位，可使用有效氯含量为250mg/L-500mg/L的消毒液擦拭，作用30分钟后清水擦净。

物品用品：体温探测仪、传真机、公用电话等精密贵重物品，可使用消毒湿巾或75%酒精擦拭。

墙面地面：厂房车间、楼道、会议室、卫生间等公共场所，使用有效氯含量为250mg/L-500mg/L的消毒液喷洒或拖拭消毒。

**（3）洗手设施。**配备足够的水龙头和洗手液，方便员工随时使用。

**3.停用中央空调。**

四、工作管理

**1.减少集中工作。**确需多人集中工作，应佩戴口罩，人与人之间应保持1米以上距离。

**2.减少集中会议等聚集性活动。**

**3.减少外出。**市外出勤返回人员需居家隔离观察14天。

五、就餐管理

1.减少集中就餐。提倡送餐或错峰就餐。

2.如单位出现病例或发生社区传播流行，严格实行送餐制，减少人员接触。

**六、个人防护**

1.所有人员按要求做好个人防护，原则上工作期间均应佩戴口罩，与他人接触较多的人员必须佩戴口罩。

2.入口工作人员、健康监测人员、保洁人员应穿工作服，佩戴一次性医用外科口罩、乳胶手套和工作帽。

3.消毒人员应穿工作服、胶鞋，戴口罩、橡胶手套和工作帽。有条件的加戴护目镜。

4.使用过的口罩，按照《关于规范疫情期间居民废弃口罩处置的工作方案（暂行）》（湖分类办〔2020〕2号）处理。

**七、宣传教育**

1.利用单位宣传栏等宣传新冠肺炎防控知识。

2.密切关注员工心理健康。

3.关注“湖州疾控”和“健康湖州发布”微信公众号，获取疾病防控知识。



湖州疾控 健康湖州发布