**Guidelines on NCP Prevention and Control for Government Departments and Public Institutions**

1. **Personnel Management**

1. Entrance management

a. Body temperature check. Set up temperature monitoring spots equipped with infrared temperature scanners or hand-held thermometers at the entrance. Take temperature of visitors by staffs wearing disposable surgical masks.

b. Inquiry. Inquire visitors about travel and sojourn history outside Huzhou in recent 14 days.

c. Conditions of passing

People who are healthy with normal temperature (below 38 ° C by infrared temperature scanner, or below 37.5 ° C by hand-held thermometer), and have never traveled outside Huzhou in recent 14 days are allowed to enter. Visitors should wear masks all through the time.

d. Abnormal conditions response

If visitors have symptoms of fever, suggest them to go to the fever clinic with masks on and avoid taking public transportation.

If visitors have travelled outside Huzhou in recent 14 days, do a registration and report to the community (village) authority.

1. Staff management
2. Reduce business trips, and wear a mask if unavoidable.
3. Set up health reporting system. Designate personnel to record health condition of staffs. Anyone having fever, dry cough, or other symptoms, should stop working immediately and go to fever clinic at designated hospitals with face mask on. If possible, take body temperature for everybody twice a day in the morning and afternoon.

**II. 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.

**III. Office Management**

1. Front-line staffs should wear masks, and suggest visitors to wear masks too.

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

3. Reduce meeting. Video meeting is recommended.

4. People who attend meetings should wash hands and wear masks before entering meeting room and keep at least 1 meter from each other during the whole meeting. Windows should be opened for ventilation, if the meeting lasts for more than 1 hour. Disinfect site and objects after meeting.

**IV. Ventilation Management**

1. Take ventilation more than 3 times a day and 15-30 minutes each time in offices. Keep warm when taking ventilation.

2. Shutdown central air conditioning. Take mechanical ventilation measures, if natural ventilation is not available.

**V. Health Management**

1. Cleaning

Keep the environment clean and clean up the garbage in time. Prepare enough hand sanitizer in the washroom and make sure water supply facilities are in proper functioning. The used masks shall be disposed according to the *Work plan on standardizing the disposal of used masks by residents during an epidemic (interim)*.[Ref: Hufenleiban 2020 No.2 ].

2. Disinfection. 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. People who are responsible for disinfection should wear labor suit, mask and waterproof gloves.

* 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 corridors, conference rooms, bathrooms, etc. should be sprayed or mopped with disinfectant.(250mg / L-500mg / L effective chlorine content)

**VI. Health Education**

1. Popularize knowledge of NCP prevention and control.
2. Wearing masks is recommended. Reduce chance of going out, and wear masks when going to crowded places.
3. Suggest staffs to take the stairs rather than elevators.
4. 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"

机关事业单位新型冠状病毒肺炎预防控制指引

一、人员管理

**（一）入口管理**

1.测体温。在入口处设置体温监测点，配备红外体温扫描仪或手持体温测量仪。工作人员戴一次性医用外科口罩，对来访人员测量体温。

2.问询。询问来访人员14天内市域外旅行史或居住史。

3.通行条件。体温正常（红外体温扫描仪<38℃，手持体温测量仪<37.5℃）且14天内无市域外旅行史或居住史的人员，予以放行。要求来访人员全程佩戴口罩。

4.异常情况处置

（1）发现来访人员发热，劝其戴口罩，前往医院发热门诊就诊，避免乘坐公共交通。

（2）发现来访人员14天内有市域外旅行史或居住史，登记并报告辖区乡镇（街道）村（居）委会处理。

**（二）职工管理**

1.减少公务外出。确需出行，应佩戴口罩。

2.建立健康报告制度。落实人员每日登记职工健康状况。职工有发热、干咳等症状的，应停止工作并佩戴口罩至医院发热门诊就诊。有条件的，可每天上、下午组织测量体温。

二、就餐管理

（一）减少集中就餐。提倡送餐或错峰就餐。

（二）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。

三、办公管理

（一）窗口工作人员佩戴口罩，劝导来访人员佩戴口罩。

（二）减少集中办公。确需多人集中办公，宜佩戴口罩，人与人之间应保持1米以上距离。

（三）减少会议。尽可能采用视频会议形式。

（四）集中开会时，进入会议室前应洗手消毒、佩戴口罩，开会人员间隔1米以上。会议超过1小时，会间应开窗通风1次。会议结束后对场地、物品进行消毒。

四、通风管理

（一）办公室每日通风3次以上，每次15-30分钟，通风时注意保暖。

（二）停用中央空调。对不能采取自然通风的，可采取机械强制通风。

五、卫生管理

（一）保洁。保持环境卫生清洁，及时清理垃圾。洗手间要配备足够的洗手液，保证水龙头等供水设施正常工作。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。

（二）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。工作人员应穿工作衣，戴口罩、防水手套等。

1.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。

2.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。

3.墙面地面：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。

六、健康宣教

（一）开展新型冠状病毒肺炎相关防控知识宣传。

（二）提倡戴口罩，减少外出，如前往人群密集场所必须佩戴口罩。

（三）倡导职工多走楼梯，减少电梯使用。

（四）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。



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