**Guidelines on NCP Prevention and Control for Shopping Mall and Supermarket**

1. **Personnel Management**

1.Entrance Management

a. Body temperature check. Set up temperature monitoring spots equipped with infrared temperature scanner or hand-hold thermometers at the entrance. Take temperature of visitors by staffs wearing disposable medical surgical masks(or other masks with higher level of protection).

b.Abnormal condition response. Customer whose body temperature is above 38℃(by infrared temperature scanner)or above 37.5℃(by hand-hold thermometers)is not allowed to enter, and suggest him or her to wear masks.

2.Staff Management

a. Set up health reporting system. Designate personnel to record health condition of staffs and take body temperature for everybody twice a day in the morning and afternoon. Anyone who has fever, dry cough, or other symptoms, should stop working immediately and go to fever clinic at designated hospitals with face mask on.

b. During the whole working period, staffs should wear labor suits, disposable medical surgical masks(or masks with higher level of protection) and wash hands frequently. If conditions permit, disinfect hands with hand sanitizer. Keep at least one meter away from others.

1. **Ventilation Management**

1. All ventilation equipment should be under smooth operation. Keep the ventilator outlet, ventilator room, ventilator filter and air supply＆exhaust dust clean. Disinfect the air supply equipment, atmospheric cooling tower and air supply duct regularly. Increase the frequency of disinfection if necessary.

2. In the case of no need to adjust the air temperature and humidity, the fresh air input should be fully used and the return air channel should be closed. when air temperature and humidity need to be adjusted, ensure sufficient fresh air input and minimize the amount of return air.

3. Optimize the distribution of fresh air and make sure there is fresh air input everywhere. All exhaust must be directly discharged to the outside.

**III. Sanitation Management**

1. Cleaning

Keep indoor and outdoor environment clean, and reduce dust flying. The garbage can should be sealed and cleaned up in time. Hand sanitizer should be sufficiently equipped in washrooms. Faucets and other water facilities should be in well functioning. Used masks should be disposed according to the *Work Plan on Standardizing the Disposal of Discarded Face Masks by Residents during an Epidemic (Interim). [Ref: Hufenleiban 2020 No.2 ].*

2. 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 cleaning and disinfection should wear labor suits, masks and waterproof gloves, etc..

* Surface of objects:

Cashier, trolley, escalator, stair handrail, faucet, door handle and other public parts should be wiped with disinfectant (250mg/L－500mg/L effective chlorine content), and be rinsed off after 30 minutes with water at least once a day.

* Objects:

Thermometer, barcode scanners, cash register, and any other precise instruments and valuables should be wiped with disinfecting wet wipes or 75% alcohol.

* Walls and floors:

Public washroom and other public areas should be sprayed or mopped with disinfectant(250mg/L－500mg/L effective chlorine content) at least once a day.

**IV. Publicity & Education**

1. Popularize knowledge of NCP prevention and control.

2. Remind consumers to wear masks, cover mouth and nose when coughing and stop throwing used tissue away randomly.

3. Suggest staffs to wear masks during commute.

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"

商场超市新型冠状病毒肺炎

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（或其他更高级别的口罩），对来访人员测量体温。

2.异常情况处置。对有发热（红外体温扫描仪≥38℃，手持体温测量仪≥37.5℃）的消费者，嘱其戴口罩、劝返。

**（二）职工管理**

1.建立健康报告制度。落实人员每日登记职工健康状况，上下午测量体温各1次。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。

2.工作期间穿工作衣，勤洗手，戴一次性医用外科口罩（或其他更高级别的口罩）。有条件的，使用免洗手消毒液消毒双手。人与人之间宜保持1米以上距离。

二、通风管理

（一）所有通风设备保持正常运转，新风口、新风机房、新风口过滤网和送风排风管道保持清洁，对整个供风设备、开放式冷却塔和送风管道定期消毒。必要时增加消毒频次。

（二）在不需要调节空气温度、湿度的情况下，全面使用新风输入，关闭回风通道；在需要调节空气温度、湿度的情况下，保证充足新风输入，尽可能减少回风量。

（三）优化局部场所新风分配量，确保各局部场所均有新风输入；所有排风都要直接排到室外。

三、卫生管理

**（一）保洁。**保持室内外环境卫生清洁，减少灰尘飞扬。垃圾桶加盖密闭，及时清运垃圾。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，受到污染时随时消毒。清洁消毒人员应穿戴工作衣、口罩、防水手套等。

1.物体表面：结账台、购物车、电梯、楼梯扶手、水龙头及门把手等公共部位，可使用有效氯含量为250mg/L－500mg/L的消毒剂擦拭，30分钟后清水擦净。每日至少1次。

2.物品用品：体温探测仪、扫描枪、收银机等精密贵重物品，可使用消毒湿巾或75%酒精擦拭。

3.墙面地面：卫生间等室内公共场所，可使用有效氯含量为250mg/L－500mg/L的消毒剂喷洒或拖拭。每日至少1次。

四、健康宣教

（一）开展新型冠状病毒肺炎相关防控知识宣传。

（二）倡导顾客戴口罩；咳嗽时掩住口鼻；不随手丢弃纸巾。

（三）提倡工作人员上、下班途中戴口罩。

（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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