

Tips on Prevention of COVID-19

1 Clean Public Facilities Daily and Check Body Temperature for Visitors

- Maintain good ventilation.
- Check body temperature for visitors and deny entry of those with fever or respiratory symptoms.
- Provide hand hygiene facilities (e.g. 70 to 80% alcohol-based handrub) in public areas such as the reception counter.

Clean and disinfect public facilities such as seats, open space, letter boxes and etc. at least twice daily.

Clean exhaust fan in lift regularly and ensure it works properly.

Place doormats sprayed with 1:49 diluted household bleach at entrances to keep shoe soles from spreading germs. Spray more if the number of visitors increased.

Spraying disinfectants in indoor environmental surfaces and on people are not recommended as this practice could be harmful and would not reduce the risk of viral transmission. Use a cloth or wipe which is soaked in the disinfectant to disinfect surfaces.

Clean and disinfect frequently touched surfaces such as furniture, commonly / shared-use items and floor:

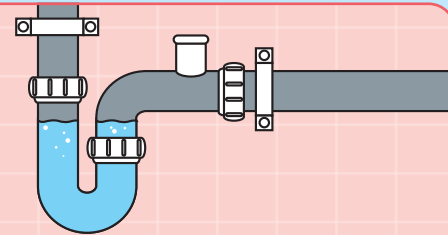
- Disinfect with 1:99 diluted household bleach.
- Leave for 15 - 30 minutes, rinse with water and wipe dry.
- Disinfect metal surface with 70% alcohol.

Clean and wipe frequently touched places such as entrances (door knob / handle, security keypad), lifts and escalators (especially lift buttons and escalator handrails) and etc., and increase the cleaning frequency if the number of visitors increased.

2 Refuse Room and Facilities 3 Public Toilet

Clean refuse rooms and related facilities at least twice daily. Clean up and dispose the garbage.

- Keep public toilet clean and dry. Replenish soap and paper towels regularly. Ensure hand washing systems and flushing systems function properly.



- Wash hands thoroughly before touching mouth, nose and eyes; or before eating or after using the toilet.
- Wash hands with soap, rub for at least 20 seconds, rinse with water and wipe dry with disposable paper towel.

- Pour about 500cc water into each drain outlet (the U-traps) at least once a week. Check proper functioning of drains regularly. If drains or pipes leak or are blocked, or drain outlets emit foul odour, arrange repair by qualified plumbers immediately.

4 Enhanced Disinfection When There Is a Suspected / Confirmed Case of COVID-19

Enhance disinfection for potentially contaminated surfaces or items with 1:49 diluted household bleach.

Take extra measures when cleaning blood, secretions, vomitus or excreta spillage:

- Use tongs or forceps to hold absorbent disposable towels to wipe away the contaminants as a preliminary clean up;
- Discard the tongs or forceps and used absorbent disposable towels in a garbage bag;
- Disinfect with 1:4 diluted household bleach, wipe from the outside inward and leave for 10 minutes, rinse with water and wipe dry;
- Discard all the wastes and cleansing tools (e.g. tongs or forceps, cloth, mop head) in the garbage bag;
- Remove personal protective equipment (PPE), put them in the garbage bag and wash hands thoroughly;
- Wear a pair of new gloves, seal the waste bag tight and dispose it properly in a lidded garbage bin. Label the garbage bin and put it in a safe, undisturbed place until collection;
- Remove gloves carefully and wash hands with soap and water;
- When COVID-19 is confirmed, CHP will inform the Food and Environmental Hygiene Department (FEHD) to disinfect the contaminated environment and waste disposal.

Cleaning staff should wear suitable PPE, including surgical mask, rubber gloves, disposable gown, eye protection (goggles / face shield) and cap. Please refer to the Handbook on Epidemic Prevention for Frontline Workers for donning and doffing PPE (URL: <https://bit.ly/3geMgxi>).

