

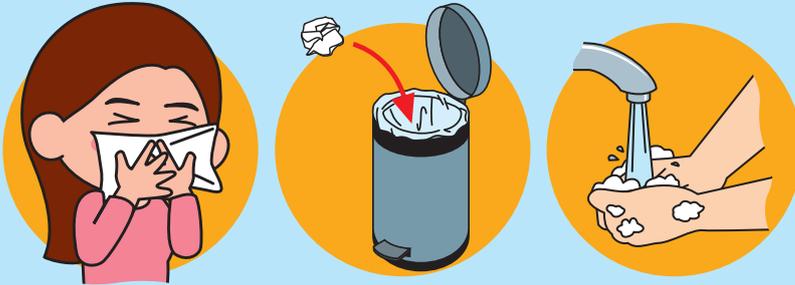
# Tips on Prevention of COVID-19

## 1 Flexible Arrangement to Minimise Contact and Prevent Spread of COVID-19

- If possible, make arrangement for employees to work from home to prevent gatherings and reduce crowds.
- Consider working shifts or having A / B team working alternatively as well as stagger the meal time to reduce gatherings and maximise distance between employees in the workplace.
- Adopt flexible working hours such that employees could avoid using public transport at rush hours.
- Rearrange work schedule and conduct meetings by video conferencing or phone calls to minimise physical contacts.



## 2 Observe Personal Hygiene and Hand Hygiene



- Wash hands frequently, especially before touching eyes, nose or mouth, before eating and after using toilet.
- Wash hands with soap, rub for at least 20 seconds, rinse and wipe dry with disposable paper towel. If soap and water are not available, and hands are not visibly soiled, use 70-80% alcohol-based hand sanitizer.
- Cover your mouth and nose with tissue when cough or sneeze, put the used tissue into garbage bins with lids and wash hands thoroughly.

## 3 Keep the Office Clean and Maintain Good Ventilation



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.

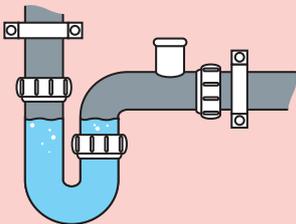
- Put up posters in office, toilets and pantries to promote tips for preventing COVID-19.
- Place doormats with 1:49 diluted household bleach at entrances to keep shoe soles from spreading germs.
- Clean and disinfect common areas and frequently touched surfaces (e.g. reception desks, doorknobs, document trays, etc.) at least twice a day. Use 1:99 diluted household bleach to disinfect surfaces and leave for 15-30 minutes, rinse with water and wipe dry. Metal surfaces can be disinfected with 70% alcohol.
- Frequently touched personal items such as keyboard, mouse and telephone should be cleaned with alcohol wipes daily.
- Open windows to increase fresh air supply wherever feasible, or use fans to enhance indoor ventilation. For air-conditioned offices, ensure the air-conditioning system is functioning well with sufficient fresh air supply, maximise fresh air intake to ensure the office is well ventilated, and change / clean the filter of the ventilation system regularly.

## 4 Keep Public Toilets Clean

- Keep public toilets clean and dry. Replenish soap and paper towels regularly.
- Put toilet lid down before flushing.



Pour 500cc water into drain outlets (The U-shaped water 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.



## 5 Protect Yourself and Avoid Infecting Others

- Check body temperature regularly. If employees have COVID-19 symptoms (e.g. fever, respiratory symptoms, or sudden loss of taste or smell) should put on a surgical mask, refrain from work, notify supervisor, and seek medical advice immediately.
- Maintain healthy lifestyle to boost immunity: Balanced diet, regular exercise and adequate rest. Do not smoke and avoid alcohol consumption.
- Working from home often means less moving around. Start a routine of regular stretching and simple exercises, such as resistance band exercise, aerobic dance, etc.

