

Handbook of protection for New coronavirus during work



In the special period of the new crown epidemic, we are back to work soon, all colleagues who return to work need to pay much special attention to your own health, this is the prerequisite for working!

1.How to do on the way to office?

Try to drive or ride by yourself and avoid public transportation. If you have to use public transportation, please keep wearing a mask all the way and avoid touching the contents of the car with your hands during the whole way.



2.How to do before entering office?

For the health and safety of you and your colleagues, please consciously accept the temperature measurement before entering the office. If the body temperature is normal and then you can enter.

If the body temperature exceeds 37.3 degrees, please don't enter and notify the department head and human resources department at the first time, and cooperate with the epidemic prevention team to conduct related isolation inspections.



3.How to do in office?

Office must be kept clean and ventilated at least 3e times a day for 20-30 minutes each time. Keep warm during ventilation.

Keep away from each other at least 1 meter,close contact and discussion of issues are strictly prohibited. Keep the mask on all the time. Wash your hands frequently and properly and drink plenty of water.

When receiving foreigners, make sure that both parties wear masks.



4.How to do exercise in the workplace?

Keep moderate activities, such as personal rest exercises,it is recommended to maintain good health. At the same time avoid the decline in body immunity caused by excessive and heavy exercise.



5. How to do in public areas?

The company disinfects public spaces, such as halls, corridors, elevators, meeting room, tea room, wash room, etc. every day. It's better to spray disinfect and separate cleaning tools for each area should be avoided to blended used.



6. How do the sanitation workers do?

All workers must wear a mask when working and keep a safe distance more than 1 meter from each other. Cleaners should wear disposable gloves when working. To wash hands and disinfect, and put the used disposable gloves in a covered medical waste bin after working. Security guards must keep wearing masks properly, inquire and register visitors carefully, and report any abnormalities in time.



7. How to do business visit?

Need to wear a mask. When entering the building / workshop, you need to cooperate with the staff to take a temperature measurement, people with abnormal temperature should not enter the office / workshop. In addition to measuring body temperature, you should also introduce whether you have come into contact with people from Hubei recently. At the same time, you need to explain whether you have fever, cough, or poor breathing. You can enter the office / workshop under normal conditions.



8. How to circulate documents?

To wash hands before and after circulating paper documents, wear a mask when you pass documents and keep a proper distance.



9. How to do phone disinfection?

To wipe the desk phone with 75% alcohol twice a day (once before working and once after working). If you use it frequently, you can wipe it several times.



10. How to do air conditioner disinfection?

A. When the fan coil unit of the central air-conditioning system is in normal used, disinfect the air supply / return air outlets regularly.

B. When the central air conditioning fresh air system is in normal used, if an epidemic situation occurs, do not stop the fan operation. The exhaust branch pipe should be closed after persons have evacuated. And the fresh air exhaust system should be closed and disinfected after running for a period of time.

C. The whole air system with return air should be completely closed to ensure the fresh air operation of the system.



11. How to dispose of masks?

Protective articles such as discarded masks and disposable gloves should be placed in a designated medical waste bin with a lid. The waste bin should be disinfected with 75% alcohol twice a day.



12. How to do on the way home after working?

To replace masks, throw discarded masks into designated bins with lids, wash hands, and replace with new disposable masks. To keep a distance from other people on the road and try to avoid touching objects. After returning home, to wash hands and disinfect face after removing the mask. Wipe your phone and keys with a disinfectant wipe or 75% alcohol. Keep the room tidy, warm, and airy, and avoid gatherings.



13. How to choose a mask in public places?

Useless: paper mask / cotton mask / sponge mask / activated carbon mask.

To use: Medical housing masks (to prevent a certain degree of respiratory.

infections / surgical surgical masks on the outer packaging), N95 / KN95 masks (to prevent droplets caused by patient's body fluids from infecting / filtering to 95% / try to choose without breathing valves).

Note: It is recommended to replace it every 2-4 hours.

Once it is contaminated, replace it immediately.

