



澳門特別行政區政府
Governo da Região Administrativa
Especial de Macau
衛生局
Serviços de Saúde

疾病預防控制中心
技術指引
CDC (Macao SS)
Technical Guidelines

No. : 008.CDC-NDIV.GL.2020
Ver. : 19.0
Produced : 2020.01.02
Revised : 2021.10.15
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預防新型冠狀病毒感染 - 給公共機構的建議 Prevention of Novel Coronavirus Pneumonia – Advice for Public Entities

This guideline shall be executed by relevant individuals and public/private entities under the supervision of their supervisory entities. Under article 3 (Obligation to cooperate) of Law no. 2/2004 – “Law on the Prevention, Control and Treatment of Infectious Diseases”, to achieve the target of prevention, control and treatment of infectious diseases, individuals and public/private entities are obligated to closely cooperate with their supervisory entities, and comply with the orders and guidelines issued by their supervisory entities according to the law. This guideline is without prejudice to any more concrete or stringent orders/guidelines set out by relevant supervisory entities in light of the actual circumstances.

To prevent novel coronavirus pneumonia, the Health Bureau advises all public entities and their personnel to heighten vigilance and adopt the following measures:

1. Coordination and management

- Pay close attention to the information released by the MSAR government on the epidemic and implement the required measures. Disseminate information to all employees in a timely manner. Update them with information on the preventive measures;
- **Step up all kinds of health measures; measure body temperature of all personnel and individuals entering your establishment. Every person should put on a mask; do not assemble;**
- Pay close attention to the health conditions of personnel. Staff with fever or respiratory symptoms should wear a surgical mask and seek immediate medical attention. If necessary, the staff should rest at home and suspend from work;
- Pay close attention to the health conditions of service users. Individuals with fever or respiratory symptoms should be advised to put on a mask and to seek immediate



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medical attention. Such individuals should avoid close contact with others in the same establishment;

- If anyone presents with fever or respiratory symptoms, ask them whether they have visited any medium to high risk countries/ areas of COVID-19 within 21 days prior to the onset of illness, and whether they have had contact with a confirmed patient; if yes, call the Fire Services Bureau to transfer the patient to Conde de S. Januario General Hospital in an ambulance for further examination;
- Notify relevant competent authorities and CDC of the Health Bureau (Tel: 2870 0800; Fax: 2853 3524) in case of a large number of staff feel unwell.

2. Personal Precautions

In order to prevent novel coronavirus pneumonia, the Health Bureau urges all residents to stay tuned to the epidemic information of the MSAR Government, support the preventive measures implemented by the authorities, and also to observe personal hygiene, household hygiene and environmental hygiene, in particular:

- **Avoid travelling to medium to high risk countries/ areas of COVID-19;**
- **Do not gather / assemble;**
- **Maintain social distancing and wear a mask;**
- **Wash hands frequently with water and liquid soap, or rub hands with an alcohol-based handrub; do not touch the eyes, nose and mouth before performing hand hygiene;**
- Cover nose and mouth with a tissue paper when sneezing and coughing, and then wash hands immediately; if no tissue paper is available, cover nose and mouth with a sleeve or the crook of an elbow, not the palms;
- After using the toilet, flush it with the lid closed, and wash hands thoroughly;
- Do not share towel with others;



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- Regularly clean and disinfect frequently-touched surfaces in home or workplace;
- Wear gloves when handling articles or places soiled by secretions or excretions;
- Avoid staying in crowded places, especially for people with low immunity;
- Avoid close contact with patients with fever or respiratory symptoms;
- Avoid visiting patients in the hospital; put on a mask if it is necessary to enter the hospital area;
- Avoid contact with animals, visiting markets where animals are sold, or consuming undercooked animal products;
- If developing fever or respiratory symptoms, wear a mask and seek medical attention right away.

3. Environmental Hygiene

- **Regularly clean and disinfect frequently-touched surfaces in the establishment**, e.g. furniture surfaces, walls, floors, handrails, door knobs, lift buttons, computer keyboards, etc.;
- **Ensure disposable paper towel and alcohol-based hand sanitizers are provided in public reception area;**
- Ensure liquid soap, disposable paper towel or hand-dryers (but no reusable towel) are provided in public toilets;
- Make sure the drains and pipes are free of blockage or leakage; each drain pipe should be fitted with a trap, pour half a litre of water into each drain at least once a week so as to maintain the water column in the pipe to prevent the spread of micro-organisms;
- Keep the toilets clean and well-ventilated, and increase the number of cleaning and disinfection according to sanitary conditions;



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- All indoor spaces should have windows open as often as possible to keep the environment clean and well-ventilated; for closed space, make sure the ventilation systems are functioning properly and are cleaned and maintained regularly;
- Floors, carpets, walls and other facilities that are soiled by secretions or excretions should be cleaned and disinfected immediately: Use absorbent materials to clean up contaminated surfaces preliminarily, and then disinfect the contaminated surfaces and surrounding areas with 1:10 diluted bleach. Leave for 30 minutes, then rinse with water and wipe dry;
- Disposable items should never be reused, and should be properly wrapped and disposed of after use;
- Reusable items should be thoroughly cleaned and disinfected before they are provided to others.

* Places with possible transmission of the novel coronavirus pneumonia: see the "Special Webpage Against Epidemics" for details (<https://www.ssm.gov.mo/PreventCOVID-19>).

Centre for Disease Control and Prevention,
Health Bureau of Macao Special Administrative Region Government