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Notice of the State Council on Issuing the Guidelines on Epidemic Prevention and Control Measures for Enterprises and Institutions for Resuming Work and Production under the Joint Prevention and Control Mechanism for Pneumonia Epidemic Caused by Novel Coronavirus Infections

Document No.: GFMD [2020] No.4

To the people's governments of all provinces, autonomous regions and municipalities directly under the central government, ministries and commissions of the State Council, and institutions directly under the State Council:

The *Guidelines on Epidemic Prevention and Control Measures for Enterprises and Institutions for Resuming Work and Production* has been approved by the Central Leading Group for the Response to Pneumonia Epidemic Caused by Novel Coronavirus and is hereby issued to you. Please implement it in combination with the actual situation.

Joint Prevention and Control Mechanism of the State Council for Pneumonia Epidemic Caused by Novel Coronavirus Infections

21 February 2020

Guidelines on Epidemic Prevention and Control Measures for Enterprises and Institutions for Resuming Work and Production

In order to guide the implementation of the prevention and control measures of pneumonia epidemic caused by novel coronavirus and to promote the enterprises and institutions to return to work and production steadily and orderly, the guidelines are hereby formulated.

I. Strengthening the monitoring of staff health

- (1) **Stress the employee health management.** All organizations shall have a good command of the knowledge on the situation of staff mobility, carry out health management according to local requirements, and implement home or centralized isolation and medical observation for personnel coming from the areas severely affected by the epidemic. For the employees who are in isolation period and live in collective dormitory, body temperature should be tested twice a day. Grasp the health status of absent personnel on timely basis.



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- (II) **Carry out the health status reporting system.** All organizations shall set up suspicious symptom reporting hotlines. When employees have fever and respiratory symptoms, they shall timely and truthfully report to the organization. The health status of employees shall be summarized every day and reported to the local disease control department. Any abnormal situation shall be reported in time and corresponding prevention and control measures shall be taken.

II. **Stress the epidemic prevention and control for workplace**

- (III) **Strengthen the registration management of personnel entry and exit.** Each organization shall assign special personnel to strictly oversee all passages entering and leaving the premise and dormitory. The organizations that use fingerprint attendance machines shall temporarily stop using them and use other methods to register the incoming and outgoing personnel. Every time the employees enter the premise or factory, they shall be checked of their body temperature at the entrance, and only when their body temperature is normal can they enter. The entry of non-employees shall be minimized. If it is really necessary for work, the body temperature should be tested, and their place of origin, organization (employer), contact with personnel in the epidemic area, etc. shall be inquired, and the entry can only be made as long as all the requirements are met.
- (IV) **Keep the workplace well ventilated.** Each organization shall preferentially take natural ventilation as long as possible. If room temperature is reduced due to ventilation, staff shall be reminded to properly add clothes to keep warm. If an air conditioner is used, it shall ensure that the air supply is safe and sufficient. All exhaust air is directly discharged to the outside. When the air conditioner is not in use, the return air passage shall be closed.
- (V) **Ensure the normal operation of hand washing and other facilities.** Hand washing equipment shall be set up in the workplace, and the hand washing and spraying facilities shall be kept in normal operation. If there is no hand washing equipment, the workplace shall be provided with no-wash disinfection supplies.
- (VI) **Stress the cleaning and disinfection of working and living places.** Public areas such as workplaces, canteens, elevators, toilets, hand



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washing basins, commuting tools and related articles shall be disinfected regularly by special personnel. The parts subject to frequent contact such as elevator buttons and door handles should be disinfected more frequently.

- (VII) **Reduce staff gathering and collective activities.** Guide employees to queue up in an orderly manner when using passages, elevators, stairs and smoking areas, keep proper social distancing, do not talk to others when smoking. To reduce the number of meetings to be held, it is necessary to shorten the time and control the scale of the meeting participants, to keep the air circulation in the meeting rooms and to advocate the holding of video or telephone conferences. In principle, the staff dormitory should have no more than 6 people per room, and the average space per person should not be less than 2.5 square meters. The measures of peak shifting of working hours, flexible working system or home office shall be taken as long as possible.
- (VIII) **Strengthen the collective dining management for the employees.** Extend the meal-serving time of the dining room appropriately and shift the peak of dining time of the staff. Provide lunch boxes as long as possible and have the staff take meals in a scattered manner. Strengthen the recycling, cleaning and disinfection of tableware, and use disposable tableware if tableware disinfection is not viable. The staff shall avoid sitting face to face and talking to others when eating.
- (IX) **Stress medical services.** Organizations that have infirmaries shall allocate necessary drugs and protective supplies for the staff, and cooperate with disease control departments to standardize quarantine observation and tracking management. For the organizations that do not have infirmaries shall keep contact with medical institutions nearby to ensure that employees may receive timely medical treatment or services. Take good care for employees' mental health and relieve psychological pressure in time.
- (X) **Standardize garbage collection and disposal.** Set up a special recovery box for masks in public areas, strengthen the cleaning of dustbins, and carry out regular disinfection. Strengthen the management of garbage classification, timely collection and removal.

III. Guide the staff in personal protection



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- (XI) **Strengthen the publicity and education on prevention and control.** Adopt various forms to strengthen the popularization of epidemic prevention and control knowledge after resuming the work and production, so as to enable employees to fully understand the prevention and control knowledge, master the main points of personal protection, enhance the awareness of protection, and support and coordinate the prevention and control campaign.
- (XII) **Fulfill the requirements for personal protection.** The staff shall reduce unnecessary travel and avoid crowded places, especially those with poor air mobility. Wear masks and other personal protective equipment correctly in crowded places in accordance with the requirements of *Technical Guidelines for Different Crowds in Selection and Use of Masks for Preventing Infection Caused by Novel Coronavirus*. Get into the habit of washing hands frequently, using paper towels, handkerchiefs, sleeves, etc. to cover mouth when sneezing or coughing. Advocate healthy lifestyle such as reasonable diet, moderate exercise, regular work and rest and etc.

IV. Proper handling of abnormal situations

- (XIII) **Clarify the organization's responsibilities in prevention and control.** The principal of each organization is automatically the first person-in-charge of epidemic prevention and control. It is necessary to establish an organization system for epidemic prevention and control within the organization, define emergency measures and disposal procedures for epidemic prevention and control, and specify the responsibilities of prevention and control for each department and individual.
- (XIV) **Establish an isolated area for medical observation.** When employees have suspicious symptoms, they shall move to the area immediately for temporary isolation, report to the local disease control department, and seek medical treatment nearby according to relevant specifications.
- (XV) **Shut down related areas for disinfection.** Once finding employees with suspicious symptoms, isolate their work posts and dormitories immediately, and, when supported by the findings of the medical observation, further close their offices, workshops and other office units as well as living places such as employee dormitories. No irrelevant personnel are allowed to enter. At the same time, disinfect their activities and articles under the guidance of professional personnel. Cooperate with relevant parties to take prevention



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and control measures for the people of close contact.

- (XVI) **Stress the handling of cases being found.** The organizations that have found cases should, by following the prevention and control strategies of prevention of proliferation for internal control and prevention of export for external control, strengthen the epidemiological investigation of cases, close contact tracking and management, disinfection of epidemic spots, etc. The organizations that have spreading of the epidemic shall implement the prevention and control strategies of prevention of proliferation for internal control and prevention of export for external control. According to the severity of the epidemic, the workplace shall be temporarily closed, and work and production shall resume after the epidemic is controlled.