

Appendix A: List of signs and symptoms of some communicable diseases

Diseases	Signs/symptoms
Acute Conjunctivitis	Discomfort, redness, itching and discharge of the eye; some may have swollen eyelid or sensitivity to light
Avian Influenza	Similar symptoms as influenza viruses but more likely to result in high fever, chest infection, respiratory failure, multi-organ failure and even death
Chickenpox	May have low-grade fever; skin rash develops on scalp and body, which spreads to the face, arms and legs with formation of vesicles over a period of 5 days; vesicles are itchy, dry up and form a scab in about three days
Dengue Fever	Sudden onset of high fever, severe headache, pain behind the eyes, muscle and joint pains, anorexia, nausea and rash
Gastroenteritis	Abdominal pain, vomiting, diarrhoea, poor appetite, fatigue, fever
Hand, Foot and Mouth Disease	Fever, poor appetite, malaise, sore throat, painful sores in the mouth, rash (red spots) on palms of the hands and soles of the feet
Hepatitis	Fatigue, poor appetite, fever, jaundice
Human immunodeficiency Virus (HIV) Infection and Acquired Immune Deficiency Syndrome (AIDS)	Weight loss, fever, profuse night sweating, swollen lymph nodes, pink to purplish blotches on or under the skin, inside the mouth, nose, or eyelids. Patients with HIV infection can be without symptoms for years
Influenza	Fever, cough, sneeze, runny nose, sore throat, muscle ache, fatigue
Pneumonia (Chest infection)	Fever, fatigue, cough, thick sputum, yellowish or greenish sputum, shortness of breath
Scabies	Rash, thread-like lesions or vesicles may be seen on the skin. Intensive itchiness which is more severe at night or after a bath. Common affected areas: finger webs, skin folds of wrists, elbows, armpits, nipples, lower abdomen, buttocks and groins
Severe Acute Respiratory Syndrome (SARS)	Fever, fatigue, headache, chills, cough, shortness of breath, difficulty in breathing, diarrhoea
Tuberculosis	Persistent fever, cough, sputum with blood, fatigue, weight loss, night sweating

Appendix B: Checklist on signs and symptoms of infections

1.	General symptoms	
	a. The body temperature is above the reference value or more than 1 °C above baseline	()
	b. Malaise	()
	c. Headache	()
	d. Loss of appetite or unexplained weight loss	()
	e. Confusion, drowsiness, feeling irritable and restless	()
	f. Sudden change in body function, e.g. increased weakness or fall for unknown reason	()
	g. Red eye	()
2.	Heart and lung symptoms	
	a. Runny nose, sneezing	()
	b. Sore throat	()
	c. Cough	()
	d. Increased amount of sputum	()
	e. Blood stained sputum	()
	f. Shortness of breath	()
	g. Chest pain on breathing	()
	h. Low blood pressure, i.e. systolic pressure below 90mmHg.	()
	i. Increased heart rate	()
3.	Abdominal symptoms	
	a. Abdominal pain	()
	b. Vomiting	()
	c. Diarrhoea	()
4.	Urinary symptoms	
	a. Urination: difficult, painful, frequent, new onset of incontinence	()
	b. Urine: cloudy urine, blood in urine	()
5.	Skin symptoms	
	a. Sudden onset of skin itchiness	()
	b. Rash	()
	c. Local symptoms of skin reddening, swelling or pain	()
	d. Wound with pus draining or bad smell	()

Appendix D: Five keys to food safety

1. Choose: Buy food from hygienic and reliable shops
2. Clean: Wash hands and utensils properly before and during food preparation
3. Separate: Use separate knives and cutting boards to handle raw and cooked food
4. Cook: Cook or reheat food until it is steaming hot throughout
5. Safe temperature: Put leftovers promptly in the refrigerator at or below 4°C



References:

- Centre for Food Safety, Food and Environmental Hygiene Department
www.cfs.gov.hk/english/multimedia/multimedia_pub/files/5keys_pos-Overall.pdf
World Health Organization's ten principles for safe food preparation
www.who.int/entity/foodsafety/publications/consumer/en/5keys_en.pdf

Appendix E: Disinfectants

Disinfectants	Usage	Properties
<p>Bleach</p> <p>Household bleach usually containing 5.25% sodium hypochlorite</p> <p>(Need further dilution with water before use)</p>	<p>Non-metal items or environmental disinfection</p>	<ul style="list-style-type: none">■ Corrosive to metals■ Release toxic gas when expose to sunlight or contact with acids■ Decompose rapidly when diluted. Therefore, bleach should be diluted when necessary and used within 24 hours
<p>Alcohols</p> <p>e.g.</p> <p>Ethyl Alcohol</p> <p>Isopropyl Alcohol</p> <p>(Concentration 70%)</p>	<p>Metal surface or equipment disinfection</p>	<ul style="list-style-type: none">■ Inflammable and must be stored away from high temperatures or flames■ Rapid action but volatile■ Poor penetration into organic matter



Appendix F: Preparation and use of bleach

Procedures of preparing diluted bleach

1. Ensure good ventilation.
2. Put on protective gear such as mask, rubber gloves, apron and goggles as bleach irritates mucous membranes, the skin and the airway.
3. Use cold water for dilution because hot water breaks down the active ingredient of bleach and reduces its effectiveness.
4. Use a measuring cup to measure the amount of bleach and water accurately.
5. Dilute household bleach (containing 5.25% sodium hypochlorite) as follows:

Recommended Concentration of Sodium Hypochlorite		
Dilution ratio	Concentration	Usage
1 in 99 (mixing 1 part of bleach with 99 parts of water)	500 ppm (0.05%)	For general environmental cleansing
1 in 49 (mixing 1 part of bleach with 49 parts of water)	1,000 ppm (0.1%)	For surfaces or articles soiled with vomitus, excreta or secretion
1 in 4 (mixing 1 part of bleach with 4 parts of water)	10,000 ppm (1%)	For surfaces or articles soiled with blood spillage

Precautions

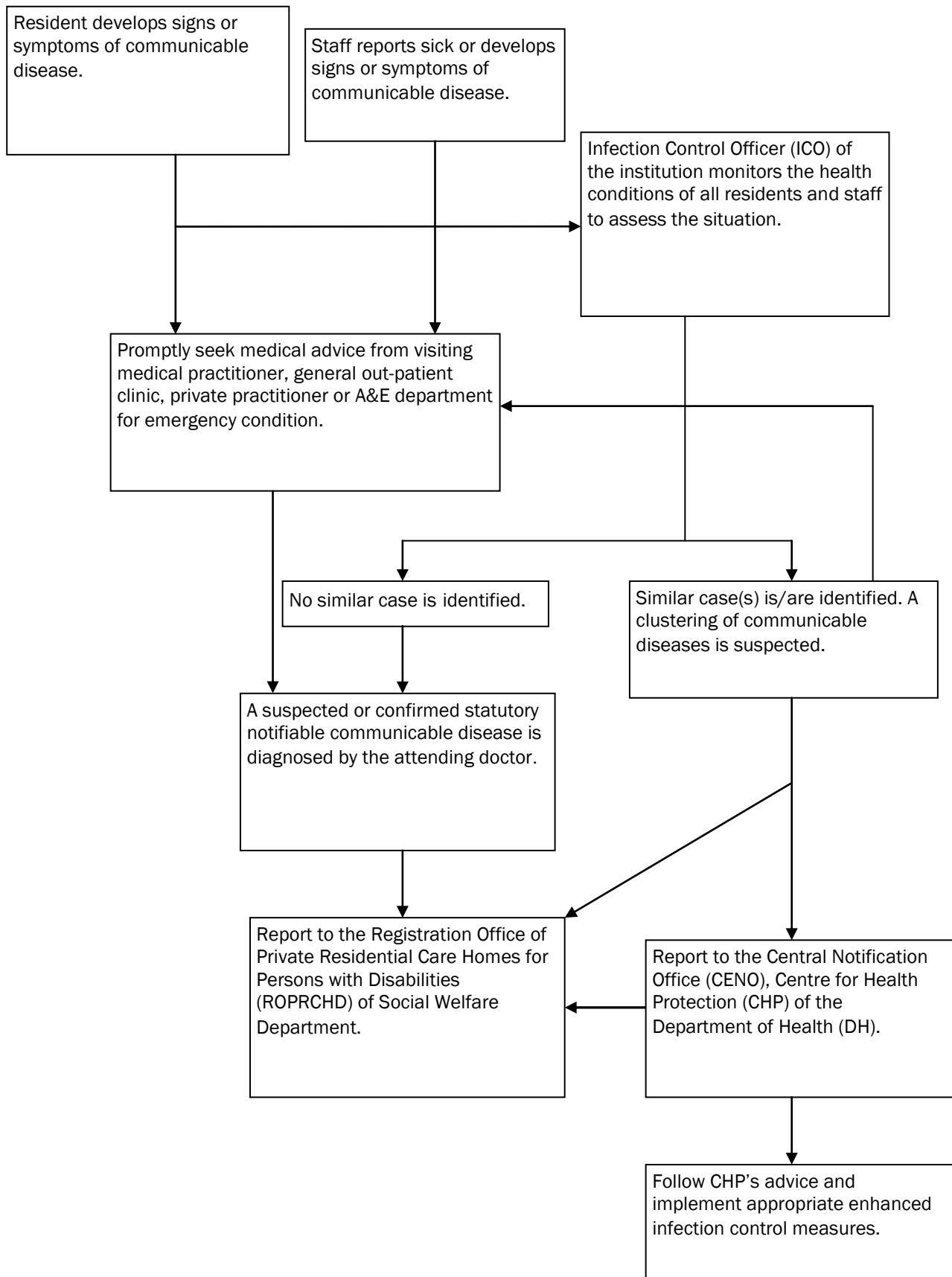
- Avoid using bleach on metals, wool, nylon, silk, dyed fabric and painted surfaces.
- Avoid using or mixing bleach with other chemical, including detergents as this may produce toxic gas resulting in accidents and injuries. Always rinse detergents out thoroughly with water before using bleach for disinfection.
- Do not allow bleach come into contact with skin or mucous membrane.
- If bleach gets into the eyes, rinse with copious water immediately and consult a doctor.
- Store concentrated bleach in a cool and a shaded place where residents cannot reach.
- Avoid purchasing nearly-expired or over-stocking bleach products.
- Diluted bleach should only be used within 24 hours after preparation.

Appendix G: Cleansing and disinfecting commonly used medical items and articles in RCHDs

Medical items	Recommended method
Reusable suction bottle	Replace it with disposable bottle to minimise the risk of exposure during manual cleansing. If reusable suction bottle is used, <ul style="list-style-type: none"> ■ Empty the bottle daily. ■ Brush to cleanse the bottle with detergent and water. ■ Immerse in 1 in 49 diluted household bleach for 10 minutes. ■ Rinse and store dry.
Suction connection tubing and Y-shape connector Oxygen tubing and oxygen nasal cannula Tracheostomy tube Oxygen masks and nebulizer masks	Replace with disposable items.
Tongue depressor (stainless steel) Mouth gag	<ul style="list-style-type: none"> ■ Wash with detergent and water until clean. ■ Then, immerse in 70% alcohol for not less than 10 minutes. ■ Wipe dry with clean disposable towel. ■ Store in a clean covered container or in a package.
Dressing trolley (stainless steel)	<ul style="list-style-type: none"> ■ Cleanse with detergent and water. ■ Wipe the trolley surface with 70% alcohol. ■ Wipe dry with clean disposable paper towel.
Mercury thermometer	<ul style="list-style-type: none"> ■ Wash with detergent and cold water. ■ Then, immerse in 70% alcohol for not less than 10 minutes. ■ Air dry and store in a clean container with a cover.
Stethoscope	<ul style="list-style-type: none"> ■ Wipe with 70% alcohol before and after use.
Feeding set (feeding funnel and tubing)	<ul style="list-style-type: none"> ■ After each feed, flush the feeding set with water and air dried before putting it into clean container for subsequent use. ■ Disinfect the reusable feeding funnel daily, e.g. boiling for 10 minutes. ■ Follow manufacturer's instruction. Use disposable feeding tubing for not longer than 24 hours.

Articles	Recommended method
Nebulizer bottle Humidifier bottle of oxygen concentrator Water reservoir of ultrasound nebulizer	<ul style="list-style-type: none"> ■ Cleanse with detergent and water daily. ■ Immerse in 1 in 49 diluted household bleach for 10 minutes. ■ Rinse with sterile water. If this is not feasible, rinse the device with tap water and then rinse with isopropyl alcohol. ■ Dry in a drying cabinet or with forced air.
Washing plastic bowl	<ul style="list-style-type: none"> ■ Cleanse with detergent and water. ■ Immerse in 1 in 49 diluted household bleach for 10 minutes. ■ Rinse and store dry.
Urine measuring jar	<ul style="list-style-type: none"> ■ Rinse with water first, then cleanse with detergent. ■ Immerse in 1 in 49 diluted household bleach for 10 minutes. ■ Rinse and store dry.
Bedpan	<ul style="list-style-type: none"> ■ Cleanse and brush with detergent and water after each use. ■ Immerse with 1 in 49 diluted household bleach for 10 minutes between users. ■ Rinse and store dry.
Commode	<ul style="list-style-type: none"> ■ Cleanse and brush with detergent and water after each use. ■ Wipe with 1 in 49 diluted household bleach between users. ■ Wait for 15-30 minutes, then rinse and store dry.
Cleansing brushes	<ul style="list-style-type: none"> ■ Cleanse with detergent and water first. ■ Immerse in 1 in 49 diluted household bleach for 30 minutes. ■ Rinse and store dry.
Sphygmomanometer cuff cover	<ul style="list-style-type: none"> ■ Wash with detergent and water regularly. Hot water cycle machine wash is preferred. ■ If soiled with body fluid, rinse to remove it. Then, soak in 1 in 49 diluted household bleach for 30 minutes before general handling.

Appendix H: Notification mechanism for communicable diseases in RCHDs



Appendix I: Statutory notifiable communicable diseases (as at 08/10/2010)

<ul style="list-style-type: none"> • Acute poliomyelitis • Amoebic dysentery • Anthrax • Bacillary dysentery • Botulism • Chickenpox • Chikungunya fever • Cholera • Community-associated methicillin-resistant <i>Staphylococcus aureus</i> infection • Creutzfeldt-Jakob disease • Dengue fever • Diphtheria • Enterovirus 71 infection • <i>Escherichia coli</i> O157:H7 infection • Food poisoning • <i>Haemophilus influenzae</i> type b infection (invasive) • Hantavirus infection • Influenza A (H2), Influenza A (H5), Influenza A (H7) or Influenza A (H9) • Japanese encephalitis • Legionnaires' disease • Leprosy • Leptospirosis • Listeriosis 	<ul style="list-style-type: none"> • Malaria • Measles • Meningococcal infection (invasive) • Mumps • Paratyphoid fever • Plague • Psittacosis • Q fever • Rabies • Relapsing fever • Rubella and congenital rubella syndrome • Scarlet fever • Severe Acute Respiratory Syndrome • Smallpox • <i>Streptococcus suis</i> infection • Tetanus • Tuberculosis • Typhoid fever • Typhus and other rickettsial diseases • Viral haemorrhagic fever • Viral hepatitis • West Nile virus infection • Whooping cough • Yellow fever
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Footnote: These are the infectious diseases specified in the First Schedule to the Prevention and Control of Disease Ordinance (Cap 599). Notification of suspected or confirmed cases of these diseases by medical practitioners is required by law. Monthly notification figures are available at the CHP website.

Please refer to Central Notification Office CENO on-line website <www.chp.gov.hk/ceno> for updated list of statutory notifiable communicable diseases.

Appendix J: Notification form for suspected infectious disease outbreak in RCHD

**Suspected Infectious Disease Outbreak in RCHD
NOTIFICATION FORM**

To : Central Notification Office (CENO), Centre for Health Protection (Fax : 2477 2770)

cc : Registration Office of Private Residential Care Homes
for Persons with Disabilities (ROPRCHD) of Social Welfare Department (Fax : 2153 0071)

NOTE: To enable prompt investigation and control of infectious disease outbreak, please call CENO by phone (Tel: 2477 2772) before sending fax notification

Name of institution: _____ (Code no: _____)

Address of institution: _____

Contact person: _____ (Post: _____) Tel: _____

Total no. of residents: _____ Total no. of staff: _____ Fax: _____

No. of sick residents: _____ (No. admitted to hospital: _____)

No. of sick staff: _____ (No. admitted to hospital: _____)

- Common symptoms: Fever Sore throat
(May tick multiple items) Cough Runny nose
 Diarrhoea Vomiting
 Skin rash Blisters on hand/foot Oral ulcers
 Others (Please specify: _____)

Suspected disease: _____

Reported to CENO, CHP, on _____ (date) by telephone at 2477 2772

Reported by Name: _____ Telephone No.: _____

Signature: _____ Fax on _____ (date)

Appendix K: Required information for outbreak investigation

Preliminary information required by the Centre for Health Protection (CHP)

1. Name of the institution
2. Address of the institution
3. Name, position and telephone number of the contact person
4. Number of sick residents
5. Number of residents admitted to hospital
6. Number of sick staff members
7. Number of staff members admitted to hospital
8. Total number of residents
9. Total number of staff members

Further details (if necessary)

1. Detailed information of the sick:
 - Name
 - Age
 - Sex
 - ID number
 - Room number and floor number
 - Symptoms
 - Date of onset of illness
 - Medical consultation record
2. Residents list
3. Staff list (stating the floor or area where the staff work)
4. Staff sick leave record
5. Vaccination record of residents and staff of the RCHD
6. Floor plan of the RCHD (stating the room or bed number)
7. Timetable for residents' activities
8. Food menu

Please refer to Central Notification Office CENO on-line website <www.chp.gov.hk/ceno> for updated list of statutory notifiable communicable diseases.

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 - Infection Control Branch
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