

Last updated:

30 March 2020



**衛生防護中心**  
Centre for Health Protection

**Infection Control Branch**

**Health Advice on Prevention of Coronavirus disease (COVID-19)  
for Properties Management  
(Interim)**

**I. Disease information**

Please visit the website of Centre for Health Protection for disease information, affected areas and updated information related to COVID-19:  
<https://www.chp.gov.hk/en/features/102465.html>

2. The Department of Health advises properties management should take the following precautionary measures at their workplaces to minimise the risk of contracting and spreading COVID-19.

**II. Preventive measures**

**A. Maintain Good Personal Hygiene**

(a) Perform hand hygiene frequently, especially before touching the mouth, nose or eyes, after touching public installations such as handrails or door knobs or when hands are contaminated by respiratory secretion after coughing or sneezing. Wash hands with soap and water for at least 20 seconds, then dry with a disposable paper towel. If hand washing facilities are not available, or when hands are not visibly soiled, hand hygiene with 70-80% alcohol-based handrub as an effective alternative.

- (b) Cover your mouth and nose with tissue paper when sneezing or coughing. Dispose the soiled tissues into a lidded rubbish bin, then wash hands thoroughly.
- (c) Staff should check their body temperature regularly. Those with fever or respiratory symptoms should wear a surgical mask, refrain from work, avoid going to crowded places and seek medical advice promptly.
- (d) Staff should wear surgical mask when required to work face to face with public or in crowded area.
- (e) N95 respirators are generally not recommended for use by the general public in community settings as surgical mask can protect against COVID-19 which is mainly transmitted by droplet and contact route. Special training is required for proper wearing and removal of N95 respirator. Otherwise the infective risk due to inadequate protection and contamination may be increased.
- (f) Build up good body immunity by having a balanced diet, regular exercise and adequate rest, do not smoke and avoid alcohol consumption.
- (g) Provide adequate hand hygiene facilities, such as 70 to 80% alcohol-based handrub in public areas, for example, at the reception counter.
- (h) If feasible, post up health education materials on hand hygiene, cough etiquette and COVID-19 in conspicuous sites to alert the staff and visitors. Relevant health education materials can be downloaded from the CHP website:  
<https://www.chp.gov.hk/en/resources/464/102466.html>

## **B. Visitors**

- (a) Visitors should check their temperature before visiting. Those with fever should cancel their visit.
- (b) Facility owner should consider checking temperature for visitors and deny entry of those with fever.
- (c) All visitors need to wear surgical mask and perform hand hygiene

## C. Maintain Environment Hygiene of Properties

- (a) Maintain good ventilation. Ventilation system should function properly and be regularly maintained.
- (b) Keep environment clean
- (c) Regularly clean and disinfect frequently touched surfaces such as furniture, commonly shared items and floor with 1 in 99 diluted household bleach (mixing 1 part of household bleach containing 5.25% sodium hypochlorite with 99 parts of water), leave for 15 – 30 minutes, and then rinse with water and wipe dry. For metallic surface, disinfect with 70% alcohol.
- (d) If places are contaminated by respiratory secretions, vomitus or excreta, use absorbent disposable towels to wipe them away. Then disinfect the surface and neighbouring areas with 1 in 49 diluted household bleach (mixing 1 part of household bleach containing 5.25% sodium hypochlorite with 49 parts of water), leave for 15-30 minutes and then rinse with water and wipe dry. For metallic surface, disinfect with 70% alcohol.
- (e) Special attention to following areas
  - i. Areas with frequent access by members of the public (e.g. lifts, escalators, lobby entrance, waiting areas, corridors, Geng kiosk, information counter and lounges): Clean and wipe at least twice daily.
  - ii. Frequently touched surfaces (e.g. buttons, handrails, handle, chairs and mailboxes): Clean and wipe at least twice daily and when visibly soiled.
  - iii. Garbage room: Properly clean up rubbish and waste stored in the garbage room every day. Clean and wipe related facilities at least twice daily..
  - iv. Clean the exhaust fan inside the lift regularly and keep it in good condition.

## D. Maintain Toilet Hygiene

- (a) Keep toilets clean and dry.
- (b) Provide soap and disposable paper towels for hand washing.

- (c) Ensure the flushing system of the toilet, and hands drying machines are in proper function at all times.
- (d) Ensure the water traps must be filled with water (including U-shaped water trap, bottled trap or anti-syphonage trap) to prevent foul odour and insects in the soil pipe from entering the premises.

[https://www.chp.gov.hk/files/pdf/make\\_sure\\_the\\_trap\\_is\\_not\\_dry.pdf](https://www.chp.gov.hk/files/pdf/make_sure_the_trap_is_not_dry.pdf)

### **III. Cleaning and Disinfection of Environment when a Suspected/Confirmed Case of COVID-19 is Encountered**

#### **A. Cleaning staff would wear appropriate PPE including:**

- (a) Surgical mask
- (b) Latex gloves
- (c) Disposable gown
- (d) Eye protection (goggles/face shield) and
- (e) Cap (optional)

#### **B. Enhanced Environmental Disinfection**

- (a) Disinfect all potentially contaminated surfaces or items by using 1 in 49 diluted household bleach (mixing 1 part of household bleach containing 5.25% sodium hypochlorite with 49 parts of water).

#### **C. If There is Blood, Secretions, Vomitus or Excreta Spillage, Take Enhanced Measures:**

- (a) Cleaning staff should wear appropriate personal protective equipment (PPE) including surgical mask, gloves, disposable gown, eye protection (goggles/face shield) and cap (optional).
- (b) Use forceps to hold the strong absorbent disposable towels to wipe away the blood, secretions, vomitus or excreta during a preliminary clean up.
- (c) Then put the forceps and used absorbent disposable towels in a garbage bag carefully without contaminating oneself/the environment.

- (d) Disinfect with 1 in 4 diluted household bleach (mixing 1 part of household bleach containing 5.25% sodium hypochlorite with 4 parts of water), wipe from the outside inward, leave for 10 minutes, rinse with water and wipe dry afterwards.
- (e) After the procedure, put all the wastes and cleansing tools (e.g. forceps, cloth, mop head) in the garbage bag.
- (f) Carefully remove PPE, put them in the garbage bag, and then perform hand hygiene.  
(When hands are not visibly soiled, use 70-80% alcohol-based handrub. Wash hands with soap and water when hands are visibly dirty or visible soiled with blood, body fluid.)
- (g) Wear a pair of new gloves, seal the waste bag tight and dispose it properly in covered rubbish bin. Then, label the rubbish bin and put it in a safe undisturbed place until collection.
- (h) Remove gloves carefully. Wash hands with liquid soap and water.

If **COVID-19** is suspected/confirmed, CHP will inform the Food and Environmental Hygiene Department as soon as possible to collect the wastes. On the contrary, if **COVID-19** is excluded, CHP will inform the property management to dispose the wastes as usual.

## IV. Guidelines and Educational Material for Property Management

### A. Basic Infection Control for Property Management (Video)

<https://www.chp.gov.hk/en/static/101468.html>

### B. Proper Use of Bleach

<https://www.chp.gov.hk/en/static/100272.html>

### C. Proper Use of Mask

<https://www.chp.gov.hk/en/healthtopics/content/460/19731.html>

For update on the latest situation of COVID-19, please visit CHP thematic website at <https://www.chp.gov.hk/en/features/102465.html>

7 January 2020

(Last updated on 30 March 2020)

The copyright of this paper belongs to the Centre for Health Protection, Department of Health, Hong Kong Special Administrative Region. Contents of the paper may be freely quoted for educational, training and non-commercial uses provided that acknowledgement be made to the Centre for Health Protection, Department of Health, Hong Kong Special Administrative Region. No part of this paper may be used, modified or reproduced for purposes other than those stated above without prior permission obtained from the Centre.