



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

**Infection Control Branch**

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

**I. Disease information**

Please visit the following website for disease information, affected areas and updated information related to COVID-19:

<https://www.coronavirus.gov.hk/eng/index.html>

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

**II. Preventive measures**

**A. Maintain Good Personal Hygiene**

(a) Avoid touching eyes, mouth and nose.

**(b) Maintain hand hygiene**

- i. Perform hand hygiene frequently, especially before touching mouth, nose or eyes; after using the toilet; after touching public installations such as handrails or door knobs or when hands are contaminated by respiratory secretion after coughing or sneezing.
- ii. Wash hands with liquid soap and water, and rub for at least 20 seconds, then dry with a disposable paper towel. When the hands

are cleaned, do not touch the water tap directly again (for example, using a paper towel to wrap the faucet before turning it off). 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.

- (c) Check body **temperature** regularly. Those with fever or respiratory symptoms or sudden loss of taste/smell should refrain from work, wear a surgical mask, avoid going to crowded places and seek medical advice promptly.
- (d) 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.
- (e) All should wear mask as far as feasible. For safety reasons, mask wearing is not recommended for
  - i. children below age of 2 without supervision
  - ii. people with difficulty breathing
  - iii. people need assistance to remove the mask.
- (f) 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.
- (g) Staff are advised to stagger their meal time and keep **social distancing** when having meals.
- (h) Build up good body immunity by having a balanced diet, regular exercise and adequate rest, do not smoke and avoid alcohol consumption.
- (i) Provide adequate hand hygiene facilities, such as 70 to 80% alcohol-based handrub in public areas, for example, at the reception counter.
- (j) 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>
- (k) Staff are encouraged to join the Government's "COVID-19 Targeted Group Testing Scheme".

## **B. Visitors**

- (a) Visitors should check their **temperature** before visiting. Those with fever or respiratory symptoms should cancel their visit, wear surgical mask and seek medical attention promptly.
- (b) Facility owner should consider checking temperature for visitors and deny entry of those with fever.
- (c) All visitors need to wear **mask** and perform **hand hygiene** before entering premises; keep vigilant and maintain good personal hygiene.

## **C. Maintain Environment Hygiene of Properties**

- (a) Maintain good ventilation.
  - i. Keep windows open as appropriate and where possible to increase fresh air supply.
  - ii. Use of fans (e.g. wall, circulating or exhaust fan) should be used in indoor spaces should be accompanied by means to increase outdoor air changes (e.g. opening windows or maximizing fresh air intake of air conditioners) at the same time. Minimize air blowing directly from one person (or group of people) to another.
  - iii. Ensure the air-conditioning system is functioning well with sufficient fresh air supply, clean the air filter and ducting regularly.
- (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) Spraying disinfectants is not recommended as this practice could be harmful and would not reduce the risk of viral transmission.

(f) 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) Increase frequency of cleaning and disinfection.
- (c) Provide liquid soap and disposable paper towels for hand washing.
- (d) Ensure the flushing system of the toilet, and hands drying machines are in proper function at all times.
- (e) After using the toilet, put the toilet lid down before flushing to avoid spreading germs.
- (f) 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. Pour about half a litre of water into each drain outlet once a week.
- (g) Do not alter the drain and pipes without prior authorization.

[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 Confirmed Case of COVID-19 is Encountered**

#### **A. Cleaning staff would wear appropriate Personal Protective Equipment (PPE) including:**

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

#### **B. Staff training:**

- (a) Ensure the frontline cleaning staff received training with environmental disinfection procedures and supervising staff should have read and familiar with the disinfection guidelines. Regular revision or recirculation of the guidelines is encouraged.

#### **C. 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).

#### **D. 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.
- (i) When COVID-19 is confirmed, CHP will inform the Food and Environmental Hygiene Department (FEHD) to disinfect the contaminated environment and waste disposal.

## 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>

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