



Last reviewed:  
27 Aug 2020

**衛生防護中心**  
Centre for Health Protection  
**Infection Control Branch**

**Health Advice to Hostel for Staff Working in  
Residential Care Homes for the Elderly (RCHE) or  
Residential Care Homes for Persons with Disabilities (RCHD)  
for the Prevention of Coronavirus disease (COVID-19)  
(Interim)**

**I. Disease Information**

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

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

2. The Department of Health advises hostels to take the following precautionary measures 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.



衛生防護中心乃衛生署  
轄下執行疾病預防  
及控制的專業架構  
The Centre for Health  
Protection is a  
professional arm of the  
Department of Health for  
disease prevention  
and control

- 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 turn it off). If hand washing facilities are not available, or when hands are not visibly soiled, hand hygiene with 70-80% alcohol-based handrub is an effective alternative.
  - iii. Provide adequate hand hygiene facilities, including hand washing facilities and alcohol-based hand rubs in shared areas
- (c) **Check body temperature** before work every day. If develops fever or respiratory symptoms; or sudden loss of taste or smell, report to supervisors and refrain from work. **Put on a surgical mask** and seek medical attention immediately.
  - (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) Maintain adequate **social distance** from others of at least 1 metre if mask is worn and at least 1.5 metres when not wearing mask.
  - (f) Avoid sharing of personal items with others
  - (g) Take a shower or bath and change the clothes upon return to hostel as soon as possible. Work clothes or uniforms from the institutions after a shift of work should be properly laundered.
  - (h) Staff should avoid all non-essential travel outside Hong Kong. Those who need to travel should inform the institution in advance to facilitate arrangement upon return. and follow prevailing government policy on quarantine for inbound travelers.
  - (i) Visitors having fever, acute respiratory symptoms, or sudden loss of smell/taste, or under quarantine should not enter the hostel area

## **B. Accommodation Arrangement**

- (a) Arrange staff to stay inside single room as far as feasible
- (b) If need to share room, rooms should not be overcrowded and beds should be at least 1.5 metres apart. It is **preferable for room to be only shared by staff working in the same institution/place.**
- (c) **Assign rooms in such a way that staff working in same institution stay**

**on the same floor** as far as feasible

- (d) Keep a list of staff residing in hostel with their bed and room locations to facilitate contact tracing when necessary.

### **C. Maintain Good Indoor Ventilation**

- (a) Keep the hostel including common areas and rooms well ventilated.
- (b) Windows of hostel should be opened **to increase fresh air supply.**
- (c) **Use of fans (e.g. wall, circulating or exhaust fan) 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.**
- (d) If the air-conditioning system is used, ensure there is sufficient fresh air supply.
- (e) Keep air-conditioners well maintained. Clean the dust-filters of air-conditioners regularly.

### **D. Maintain Environmental Hygiene**

- (a) Keep environment clean. Special attention should be paid to frequently-touched surfaces e.g. tables, chairs, lift buttons, door handles, etc.
  - i. Clean and disinfect the home environment daily with 1 in 99 diluted household bleach (mixing 10 ml of bleach containing 5.25% sodium hypochlorite with 990 ml of water), leave for 15-30 minutes and then rinse with water. For metallic surface, disinfect with 70%alcohol.
  - ii. If places are contaminated by respiratory secretions, vomitus or excreta, use strongly absorbent disposable towels to clean up the visible matter. Then disinfect the surface and the neighbouring area with disinfectant. For non-metallic surface, disinfect with 1 in 49 diluted household bleach (mixture of 10ml of household bleach containing 5.25% hypochlorite solution with 490ml of water), leave for 15 - 30 minutes, and then rinse with water. For metallic surface, disinfect with 70% alcohol.

- (b) Toilet and Shower Room Hygiene
- i. Maintain good ventilation.
  - ii. Keep adequate social distancing
  - iii. Close the toilet lid before flushing.
  - iv. Wash your hands with soap and water after toileting.
  - v. Regularly clean and disinfect the environment with 1:99 diluted household bleach.
  - vi. Make sure drains and toilets are not obstructed.
  - vii. Pour about half a liter of water into each drain outlet (U-traps).
  - viii. Wrap waste properly before disposal or collection by cleaning workers.

### **E. Maintain Hygiene of Cooking and Eating**

- (a) Ensure a clean and hygienic kitchen. The fridge, worktops and utensils need to be regularly cleaned.
- (b) Wash hands when prepping and cooking food.
- (c) Ensure food safety by adopting proper food handling practices. Follow the 5 key tips:
- i. Choose (Choose safe raw materials)
  - ii. Clean (Keep hands and utensils clean)
  - iii. Separate (Separate raw and cooked food)
  - iv. Cook (Cook thoroughly)
  - v. Safe Temperature (Keep food at safe temperature)
- (d) Consider stagger meal times to reduce the number of staff gathering in lunchrooms.
- (e) Avoid having meals together with others. Otherwise keep at least 1.5m apart from each other's, sit facing the same direction, and install partitions between seats with proper cleaning and disinfection after use.
- (f) Avoiding sharing or taking foods (including fruits or snacks)/ drinks with others.
- (g) Avoid sharing of personal eating utensil / drink container.
- (h) Avoid smoking, especially together with others.

First edition: 27 July 2020

Last updated: 27 August 2020

Last reviewed: 27 August 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.