



# 衛生防護中心

Centre for Health Protection

## Infection Control Branch

### Health Advice on Prevention of Seasonal Influenza in Workplace

Staff and office management should take the following precautionary measures in workplace to minimise the risk of contracting and spreading Seasonal Influenza.

#### Disease information

2. Please refer to website of Centre for Health Protection for disease information update:

<https://www.chp.gov.hk/en/healthtopics/content/24/29.html>

#### Preventive measures in workplace

3. Staff:

(a) Maintain good personal hygiene.

- (i) 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 disposable paper towel. If hand washing facilities are not available, or when hands are not visibly soiled, clean them with 70-80% alcohol-based handrub as an effective alternative.



- (ii) Cover mouth and nose with tissue paper when sneezing or coughing. Dispose the soiled tissues into a lidded rubbish bin, and then clean hands thoroughly.
- (iii) When having respiratory symptoms such as fever, sore throat and cough, wear surgical mask, refrain from work, avoid going to crowded places and seek medical advice promptly.
- (iv) Build up good body immunity by having a balanced diet, regular exercise, adequate rest, reducing stress, do not smoke and avoid alcohol consumption.

4. Office management:

(a) Maintain good environmental hygiene.

- (i) Regularly clean and disinfect workplace and frequently touched surfaces such as furniture, telephones and commonly shared items with 1:99 diluted household bleach (mixing 1 part of 5.25% bleach with 99 parts of water), leave for 15-30 minutes, and then rinse with water and keep dry. For metallic surface, disinfect with 70% alcohol.
- (ii) Rubbish should be properly wrapped up and discarded into garbage bins with lids. Empty garbage bins at least once a day.
- (iii) Provide liquid soap and disposal paper towels in toilets.
- (iv) Keep toilets clean and dry.
- (v) Ensure the flushing systems of the toilet are in proper function.
- (vi) 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 1:49 diluted household bleach (mixing 1 part of 5.25% bleach with 49 parts of water), leave for 15-30 minutes and then rinse with water and keep dry. For metallic surface, disinfect with 70% alcohol.

(b) Maintain good indoor ventilation

- (i) Ensure air-conditioners systems are functioning well and wash the dust-filters frequently;
- (ii) Switch on wall fan and any circulating or exhaust fan to enhance air movement;
- (iii) Keep windows open as appropriate and where possible.

5. For more information, please visit the Centre for Health Protection

thematic website at <https://www.chp.gov.hk/en/features/14843.html>

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