

Guidelines on Prevention of Coronavirus Disease 2019 (COVID-19) for Event Organiser of Mass Assembly

The Department of Health advises event organiser of mass assembly to take public health risks into account in organising any event, and take the following precautionary measures to minimise the risk of contracting and spreading COVID-19.

Disease information

<https://www.chp.gov.hk/en/healthtopics/content/24/102466.html>

Affected Areas

Please refer to the Centre for Health Protection (CHP) website for countries / areas with reported cases of COVID-19:

https://www.chp.gov.hk/files/pdf/statistics_of_the_cases_novel_coronavirus_infection_en.pdf

I. Before the event

Provide relevant information to participants prior to the event

- Provide latest information on inbound travel to all participants. For those require quarantine, do not attend the event. Please visit the designated page: <https://www.coronavirus.gov.hk/eng/inbound-travel.html>
- When having respiratory symptoms, wear a surgical mask, avoid going to crowded places and seek medical advice promptly. Do not attend the event.
- Provide relevant information to all participants through various channels e.g. email or website as necessary. Health education materials on COVID-19 can be downloaded from the CHP website: <https://www.chp.gov.hk/en/resources/464/102466.html>

II. During the event

Provide sufficient facilities

- Post up health education materials on hand hygiene, cough etiquette and COVID-19 in conspicuous sites to alert the participants. Relevant health education materials can be downloaded from the CHP website: <https://www.chp.gov.hk/en/resources/464/102466.html>
- Provide adequate hand hygiene facilities, such as 70 to 80% alcohol-based handrub in public areas, especially at the reception counter and inside the venue of the event.
- Provide surgical masks to participant(s).
- Face mask is not recommended for children under the age of 2 years without supervision.

Maintain environmental hygiene

- Maintain good ventilation.
- Keep the environment clean. Clean and disinfect frequently touched surfaces, furniture, commonly shared items and floor at least once daily by using appropriate disinfectant. For non-metallic surface, disinfect 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.

- If places are contaminated by respiratory secretions, vomitus or excreta, use strong absorbent disposable towels to clean up the visible matter. Then disinfect the surface and the neighbouring area with appropriate 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.
- Keep toilets clean and dry.
- Provide liquid soap and disposable paper towels for washing hands.
- After using the toilet, put the toilet lid down before flushing to avoid spreading germs.
- Ensure the flushing system of the toilet are in proper function at all times.
- Maintain drainage pipes properly and regularly (about once a week) pour about half a litre of water into each drain outlet (U-traps) to ensure environmental hygiene.
- Cover all floor drain outlets when they are not in use.

Provide isolation facilities at the venue

- Provide a designated area and equipped with thermometer for handling sick participant(s).
- Personal protective equipment (PPE) including surgical mask, gown, gloves, eye protection (goggles / face shield) and cap (optional) should be provided to staff who will take care of sick participants or clean and disinfect the contaminated area(s).

Care of sick participant(s) and / or accompanied person(s)

- **Before seeking medical care**
 - Arrange the sick participant(s) and / or accompanied person(s) in the designated area and ask them to put on surgical masks.
 - Staff should minimise contact with sick participant(s) and / or accompanied person(s).
 - If staff needs to take care of the sick participant(s) and / or accompanied person(s), he/she should put on appropriate PPE.
 - Measure and record the temperature of the sick participant(s) and/or accompanied person(s) and keep the temperature record.
- **Seeking medical care**
 - Advise and assist sick participant(s) and / or accompanied person(s) to seek medical advice. Call 999 and inform the relevant staff about the condition of sick participant(s) and/or accompanied person(s) and their travel history, to arrange consultation in Accident and Emergency Department when necessary.
- **After care**
 - After taking care of the sick participants and / or accompanied person, staff should remove PPE carefully and discard them in a lidded rubbish bin, and then perform hand hygiene.

- Cleansing staff should wear appropriate PPE including surgical mask, gown, gloves, eye protection (goggles / face shield), and cap (optional). Upon completion of the cleansing, staff should remove the PPE carefully and discard them in a lidded rubbish bin, and then perform hand hygiene.
- If places are contaminated by respiratory secretions, vomitus or excreta, use strong absorbent disposable towels to clean up the visible matter. Then disinfect the surface and the neighbouring area with appropriate 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.
- Event organiser is advised to keep a list of participants (if feasible) and staff duty list, which include their personal particulars and contact information to facilitate contact tracing when necessary.

III. After the event

- Take a shower or bath and wash your hair when you return home to remove any dirt and germs that you might have come across.
- Wash your clothes properly.

For more information

Please visit the COVID-19 thematic website:

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

Centre for Health Protection

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