



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) When having respiratory symptoms, wear a surgical mask, refrain from work, avoid going to crowded places and seek medical advice promptly.
- (d) Build up good body immunity by having a balanced diet, regular exercise and adequate rest, do not smoke and avoid alcohol consumption.

B. Maintain Environment Hygiene of Properties

- (a) Maintain good ventilation. Ventilation system should function properly and be regularly maintained.
- (b) 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.
- (c) 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.
- (d) Special attention to following area
 - i. Lifts and escalators: Clean and wipe the inside of the lift and the escalator at least twice daily, pay special attention to the buttons and handrails.
 - ii. Lobby entrance: Clean and wipe the lobby entrance area, door handle / handle, password switch button, etc., at least twice daily.
 - iii. Utilities: Clean and wipe the lobby / elevator waiting areas, corridors, common areas, etc., chairs, lounges, mailboxes, and other public facilities at least twice daily.
 - iv. Geng Kiosk, Lobby Information Counter: Clean and wipe the management office Geng Kiosk, Lobby Information Counter / cabinet at least twice daily.

- v. Garbage room: Properly clean up every rubbish and waste. Clean and wipe the area and facilities of the garbage room at least twice daily.
- vi. Clean the exhaust fan inside the lift regularly and keep it in good condition.

C. 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

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>

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