OSHC, making reference to the guidelines from Hong Kong Centre for Health Protection and some good business practices, drew up “7 Infection Control Moves at Workplace”. We hope to assist enterprises in devising business continuity and preventive plans during the pandemic.

1st Move: Set up a Core Team to Coordinate Response to COVID-19
1. Keep abreast of latest development; be familiar with key preventive measures (particularly workplace measures); provide employees with timely advice (e.g. displaying notices at workplace and sending electronic messages to remind employees about good personal and environmental hygiene).
2. Devise an overall plan on preventive measures (e.g. enhanced cleaning) and coordinate resources (e.g. masks and hand sanitizers).
3. Implement administrative (e.g. video conference) and personnel (e.g. work from home or staggered working hours) arrangements to minimise contact.
4. Keep management posted; ensure all staff are familiar with measures and stay in touch with them.
5. Review and adjust measures from time to time in light of the latest development.

2nd Move: Flexible Arrangement to Minimise Contact and Prevent Spread of COVID-19
1. Implement work from home arrangement, work in shifts or in different groups at staggered hours.
2. Implement flexitime to enable staff to commute to work at non-rush hours.
3. Arrange seats such that staff could work at least 2 metres apart.
4. Advise employees to wear masks at the workplace where necessary.
5. Remind staff to have lunch separately.
6. Minimise number of visitors, record time of visit and contact information.
7. Replace face-to-face meetings with video conferencing, conference call or online meetings.

3rd Move: Enhance Cleaning and Ventilation for Good Environmental Hygiene
1. Where possible, keep windows open, use fans / exhaust fans to improve ventilation.
2. Place dormats sprayed with 1:49 diluted household bleach at entrances and provide antiseptic products (e.g. hand sanitizers).
3. Conduct temperature checks for all at entrances; deny entry to those with fever (and advise them to seek medical advice promptly).
4. Empty garbage bins at least once a day.
5. Disinfect common areas (e.g. washroom and pantry) and frequently touched surfaces, furniture, etc. with 1:49 diluted household bleach at least twice a day (For metallic surface, disinfect with 70% alcohol).
6. If workplace is suspected to be contaminated by the virus, cleaners should wear personal protective equipment (surgical mask, gloves, gown, goggles/face shield) when cleaning: 
   - For surfaces or artifacts contaminated with blood, secretions, vomitus or excreta spillage, disinfect with 1:4 diluted household bleach after preliminary clean up.
   - Disinfect other areas with 1:49 diluted household bleach.

4th Move: Know Employees’ Condition for Better Planning
1. Maintain contact with employees (including general employees, employees diagnosed as suspected or tested positive of COVID-19, employees returned from travel), provide support to them.
2. Encourage employees to report their health conditions voluntarily. If staff have COVID-19 symptoms (e.g. fever, fatigue, dry cough and/or shortness of breath) should put on a surgical mask, refrain from work, seek medical advice immediately and notify supervisor.
3. Encourage employees to notify their supervisors and the HR Department immediately in any of the following circumstances:
   - The employee or household members being listed as suspected / confirmed case(s) or "close contacts".
   - The employee is undergoing compulsory quarantine or medical surveillance.
   - The employee has been to an affected region in the past 14 days though not under compulsory quarantine or medical surveillance.
   - Any household members undergoing compulsory quarantine or medical surveillance, and has developed fever, respiratory illness or pneumonia.

If you feel unwell, refrain from work, wear a mask and seek medical advice immediately.
5th Move: Think Twice before Travel and Take Precautionary Measures

1. Remind employees to avoid travelling to affected regions (with reference to the Travel Advice of the Department of Health). If an employee is already in such a region, he should discuss with his supervisor about the working arrangement upon return.

2. Consider restricting or postponing travels or business trips to affected regions (with reference to the Travel Advice of the Department of Health). If such travel is essential or an employee is already at affected area, he should observe guidelines of Travel Advice and take appropriate protective measures.

6th Move: Develop Preparedness Plan for Emergency

1. If an employee becomes a suspected case/confirmed case, or close contact, and he worked at workplace during incubation period:
   - Arrange cleaners wearing personal protective equipment (surgical masks, gloves, gown, goggles/face shield) to clean and disinfect his working area and common areas thoroughly with 1:49 diluted household bleach as soon as possible. Enhance ventilation at workplace.
   - Notify other employees who work at the same workplace and make flexible work arrangement such as suspension of work, working from home or staggered hours depending on the circumstance (e.g., nature of business, layout of the workplace, workflow); and require employees to wear surgical masks.

2. In any of the following circumstances, the employer should take further precautionary measures such as requiring the employee to wear surgical masks at work, or allowing work from home or work alone:
   - The employee is undergoing medical surveillance.
   - Employee’s household member is undergoing compulsory home quarantine or medical surveillance, and has fever, respiratory illness or pneumonia.
   - Employee’s household member is listed as close contact.
   - Employee has been to affected regions in the past 14 days.
   - The employee or his household member has visited a place where multiple infection cases happened in the past 14 days.

3. Employer may take following measures to help employees manage stress and anxiety, and take rational approach towards the pandemic:
   - Provide hotline support, counselling service or set up a support team using instant messaging apps.
   - Provide useful and reliable information about COVID-19, including preventive measures.
   - Share positive messages.
   - Encourage employees to maintain a healthy lifestyle such as keeping regular daily routine and sleep schedule.

7th Move: Plan Core Services to Maintain Business Operation

1. Identify skeleton staff for designated core services with additional infection control catered for such posts. Arrange employees to work in different groups or work at different sites.

2. Provide necessary computer equipment and technical support to enable employees to work from home or other sites.

3. Take appropriate measures to support employees and be prepared for the resumption of daily operations.

Useful Information

- OSHC COVID-19 OSH Information Pack
- Hong Kong Government COVID-19 Thematic Website
- Department of Health Travel Advice
- CHP Hotline: 2125 1122