

Prevention and Control Technology Guidelines

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Chapter I Various Places

I. Home

1. Reserve thermometers, face masks, disinfection supplies and other anti-epidemic supplies at home.
2. Actively monitor the health of family members. It is recommended to take temperature every morning and evening.
3. Open windows for ventilation and improve air flow indoors, 2-3 times a day and 20-30 minutes each time.
4. For home environment, keep cleaning first, supplemented by preventive disinfection.
5. Do not share a towel among family members, hang out clothes and quilts frequently; pay attention to personal hygiene habits, do not spit everywhere, cover mouth and nose with a tissue or elbow when sneezing.
6. Strengthen nutrition, keep a scientific diet, take moderate exercise, get enough sleep and improve immunity.
7. After returning from outdoors, after coughing with your hand covering, before eating and after toilet, wash your hands with liquid hand soap (or soap), or rub your hands with **quick-drying hand disinfectant**.
8. Do not contact, buy or eat wild animals. Cook poultry and eggs thoroughly before taking them.
9. Do not visit others, get together, dine together or invite each other to have meals.
10. If you are sick, try not to go out, do not go to crowded places, and wear masks when going out.
11. Wear masks when going to a crowded public place, taking public transportation or having close contact with other people.
12. If you are in medium and high-risk areas, try to reduce unnecessary outings; when living with quarantined people, pay attention to cleaning and disinfection, strengthen personal protection, and wear masks.

II. Office Space

1. Reserve anti-epidemic supplies such as masks, liquid hand soap, disinfectants, etc., formulate emergency plans, set up emergency disposal areas, implement the responsibility of each entity, and strengthen personnel training.
2. Establish an employee health monitoring system, record the employees' health status every day, and those who feel unwell should seek medical treatment in time.
3. Set up temperature monitoring equipment to take temperature of people entering the office building, and only those with normal temperature can enter.
4. Strengthen ventilation. In the case of using a central air conditioner, ensure the normal operation of the air conditioner, increase fresh air, and turn off the return air of all-air system.
5. Clean and disinfect the surfaces of frequently contacted door handles and public facilities such as elevators and public toilets.
6. Keep the public area and office area clean and tidy, and clear the rubbish in time.
7. Pay attention to hand hygiene and personal hygiene habits, cover your mouth and nose with a tissue or elbow when sneezing.
8. The staff should take along masks and put them on when coming into close contact with others.
9. Put up health tips at eye-catching locations and promote knowledge of preventing and containing COVID-19 and other infectious diseases via various displays.
10. Reduce the frequency of meetings and shorten the duration of meetings. Open windows or doors when the temperature is appropriate during the meeting. Video conferencing is recommended.
11. If there is a confirmed COVID-19 case, terminal disinfection should be conducted at the relevant place under the guidance of the local CDC, and the air conditioning and ventilation system should be cleaned and disinfected at the same time, and it should not be re-started until passing the hygienic evaluation.
12. In medium and high-risk areas, strictly control the number of people entering the office space, and arrange the staff to sit every other seat or sit in a separate manner. Work from home, work online, and work separately, if possible. Staff should wear masks.

III. Hotels

1. Before opening, reserve anti-epidemic supplies such as masks, disinfectants, etc., formulate emergency plans, set up emergency disposal areas, implement accountability of each entity, and strengthen personnel training.
2. Establish an employee health monitoring system, record the employees' health status every day, and those who feel unwell should seek medical treatment in time.
3. Set up temperature monitoring equipment at the entrance of lobby to take temperature of people entering the hotel, and only those with normal temperature can enter.
4. Strengthen ventilation. In the case of using a central air conditioner, ensure the normal operation of the air conditioner, increase fresh air, and turn off the return air of all-air system.
5. Clean and disinfect the surfaces of frequently contacted door handles and public facilities such as elevators and public toilets. Disinfect the public appliances and utensils in guest rooms after each serving, and strengthen the cleaning and disinfection of tableware (drinkware).
6. Keep the lobby, elevator entrance, front desk and guest corridors clean and tidy, and clear the rubbish in time.
7. Public toilets should be provided with sufficient liquid hand soap (or soap) and ensure the normal operation of water facilities such as faucets.
8. A "one meter spacing in line" (to wait in line at an interval of 1 meter) should be set at the front desk to remind customers to keep a safe distance.
9. The staff should strengthen personal protection and wear masks; pay attention to hand hygiene, and quick-drying hand disinfectant or inductive hand disinfecting device can be equipped in the lobby, elevator entrance, front desk, etc., if possible; cover mouth and nose with a tissue or elbow when sneezing.
10. Customers should wear masks.
11. Reduce gathering activities such as dining together, training, meeting, and entertainment.
12. Strengthen the promotion of health knowledge via posters, electronic screens and bulletin boards.
13. If there is a confirmed COVID-19 case, terminal disinfection should be conducted at the relevant place under the guidance of the local CDC, and the air conditioning and ventilation system should be cleaned and disinfected at the same time, and it should not be re-started until passing the hygienic evaluation.

IV. Shopping Malls

1. Before opening, reserve anti-epidemic supplies such as masks, disinfectants, etc., formulate emergency plans, set up emergency disposal areas, implement accountability of each entity, and strengthen personnel training.
2. Establish an employee health monitoring system, record the employees' health status every day, and those who feel unwell should seek medical treatment in time.
3. Set up temperature monitoring equipment at the mall entrance, and only those with normal temperature can enter.
4. Strengthen ventilation. In the case of using a central air conditioner, ensure the normal operation of the air conditioner, increase fresh air, and turn off the return air of all-air system.
5. Clean and disinfect frequently contacted public supplies and facilities (such as lockers, elevator buttons, escalator handrails, restroom door handles, public trash cans, etc.).
6. Keep the elevator, information desk and sales area clean and tidy, and clear the rubbish in time.
7. Public toilets should be provided with sufficient liquid hand soap (or soap) and ensure the normal operation of water facilities such as faucets.
8. A "one meter spacing in line" (to wait in line at an interval of 1 meter) should be set to remind customers to keep a safe distance when queuing for payment and checkout.
9. Control people flow and reduce the number of customers in the mall.
10. Recommend self-service shopping and non-contact payment, and reduce the queue time.
11. The staff should strengthen personal protection and wear masks; pay attention to hand hygiene, and cover mouth and nose with a tissue or elbow when sneezing.
12. Customers should wear masks and keep a distance from each other when taking the elevator.
13. Strengthen the promotion of health knowledge via posters, electronic screens and bulletin boards.
14. If there is a confirmed COVID-19 case, terminal disinfection should be conducted at the relevant place under the guidance of the local CDC, and the air conditioning and ventilation system should be cleaned and disinfected at the same time, and it should not be re-started until passing the hygienic evaluation.
15. In medium and high-risk areas, recommend shopping malls to shorten their business hours and control the number of customers.

V. Banks

1. Before opening, reserve anti-epidemic supplies such as masks, disinfectants, etc., formulate emergency plans, set up emergency disposal areas, implement accountability of each entity, and strengthen personnel training.
2. Establish an employee health monitoring system, record the employees' health status every day, and those who feel unwell should seek medical treatment in time.
3. Set up temperature monitoring equipment at the bank entrance, and only those with normal temperature can enter.
4. Strengthen ventilation. In the case of using a central air conditioner, ensure the normal operation of the air conditioner, increase fresh air, and turn off the return air of all-air system.
5. Clean and disinfect public supplies such as queuing machine, counter, cipher machine, roller pen, cash counter, ATM, and public seats.
6. Keep the public areas such as bank lobby, elevator entrance and information desk clean and tidy, and clear the rubbish in time.
7. Set up a "one meter spacing in line" (to wait in line at an interval of 1 meter) in the lobby to keep a safe distance when queuing or using ATM.
8. Control the number of customers who are handling business in the lobby; recommend the customers first considering using E-bank or ATM for handling day-to-day business; equip rinse-free disinfectants at the service desk or counter to remind customers of strengthening hand hygiene.
9. The staff should strengthen personal protection and wear masks at work, and cover mouth and nose with a tissue or elbow when sneezing.
10. Customers should wear masks.
11. Strengthen the promotion of health knowledge via posters, electronic screens and bulletin boards.
12. If there is a confirmed COVID-19 case, terminal disinfection should be conducted at the relevant place under the guidance of the local CDC, and the air conditioning and ventilation system should be cleaned and disinfected at the same time, and it should not be re-started until passing the hygienic evaluation.
13. In medium and high-risk areas, banks are recommended to shorten their business hours and timely control the number of customers entering the business hall.

VI. Restaurants

1. Before opening, reserve anti-epidemic supplies such as masks, disinfectants, etc., formulate emergency plans, set up emergency disposal areas, implement accountability of each entity, and strengthen personnel training.
2. Establish an employee health monitoring system, record the employees' health status every day, and those who feel unwell should seek medical treatment in time.
3. Set up temperature monitoring equipment at the restaurant entrance, and only those with normal temperature can enter.
4. Strengthen ventilation. In the case of using a central air conditioner, ensure the normal operation of the air conditioner, increase fresh air, and turn off the return air of all-air system.
5. Clean and disinfect frequently contacted door handles and public supplies and facilities, such as checkout counter, elevator, and public toilet.
6. Keep the lobby, elevator entrance and checkout counter clean and tidy, and clear the rubbish in time.
7. Toilets should be well ventilated, hand-washing devices should operate normally, and liquid hand soap (or soap) should be provided; it is recommended to equip the checkout counter with rinse-free disinfectant or inductive hand disinfecting device, if possible.
8. It is forbidden to receive large-scale dining gatherings; adopt reservation to control the number of diners; reduce tables and chairs or arrange customers to eat every other table; actively promote separate meals (serving of individual dishes); restaurants should provide serving chopsticks and spoons.
9. Strengthen the cleaning and disinfection of tableware (drinkware), and disinfect the reusable tableware (drinkware) after each serving.
10. The staff should maintain good personal hygiene habits, keep work clothes clean, pay attention to hand hygiene, and cover mouth and nose with a tissue or elbow when sneezing.
11. Reduce chats during work, and avoid gatherings after work.
12. The staff should wear masks at work and customers should wear masks when ordering and reduce the mealtime.
13. Put up notices and posters on epidemic prevention and control in dining areas to strengthen the promotion of health knowledge.
14. If there is a confirmed COVID-19 case, terminal disinfection should be conducted at the relevant place under the guidance of the local CDC, and the air conditioning and ventilation system should be cleaned and disinfected at the same time, and it should not be re-started until passing the hygienic evaluation.
15. In medium and high-risk areas, restaurants are recommended to shorten

their business hours, provide take-out services rather than dine-in services.

VII. Barber Shop

1. Before opening, reserve anti-epidemic supplies such as masks, disinfectants, etc., formulate emergency plans, set up emergency disposal areas, implement accountability of each entity, and strengthen personnel training.
2. Establish an employee health monitoring system, record the employees' health status every day, and those who feel unwell should seek medical treatment in time.
3. Set up temperature monitoring equipment at the shop entrance, and only those with normal temperature can enter.
4. Strengthen ventilation. It is recommended to turn on the exhaust fan for dyeing and perming for a long time during the business hours.
5. Clean and disinfect frequently contacted door handles and public supplies and facilities such as the checkout counter, seats, lockers, and consoles.
6. Keep the hall, checkout counter and customer waiting area clean and tidy, and clear the rubbish in time.
7. The toilet should be provided with sufficient liquid hand soap and ensure the normal operation of water facilities such as faucets.
8. Hairdressing tools should be "disinfected after each serving", and public supplies (towels, aprons, etc.) should be "disinfected after each serving".
9. Reduce the crowd density in the barber shop and promote reservation service; keep the seat spacing not less than 1.5 meters; remind customers of safe distance and non-contact payment.
10. The staff should keep their work clothes neat and clean; pay attention to personal protection and wear masks at work. Strengthen hand hygiene, keep hands clean, or wear gloves, and replace gloves for each customer. When sneezing, cover mouth and nose with a tissue or elbow.
11. Customers should wear masks.
12. Strengthen the promotion of health knowledge through posters, electronic screens and broadcasting.
13. If there is a confirmed COVID-19 case, terminal disinfection should be conducted at the relevant place under the guidance of the local CDC, and the air conditioning and ventilation system should be cleaned and disinfected at the same time, and it should not be re-started until passing the hygienic evaluation.
14. In medium and high-risk areas, it is recommended to shorten business hours and promote rapid washing-free hairdressing.

VIII. Agri-Product Market

1. Before opening, reserve anti-epidemic supplies such as masks, disinfectants, etc., formulate emergency plans, set up emergency disposal areas, implement accountability of each entity, and strengthen personnel training.
2. Establish an employee health monitoring system, record the employees' health status every day, and those who feel unwell should seek medical treatment in time.
3. Set up temperature monitoring equipment at the market entrance, and only those with normal temperature can enter.
4. Strengthen ventilation. Roofed or open markets' trading area should be spacious and ventilated; indoor markets should open windows for ventilation for a long time, or assist ventilation with exhaust fans. In the case of using a central air conditioner, ensure the normal operation of the air conditioner, increase fresh air, and turn off the return air of all-air system.
5. Implement zoned operations in the market, quarantine and protect key business areas (such as slaughter and processing areas), and prohibit the sales of wild animals.
6. Keep the market clean, clear the market rubbish every day. Adopt sealed transportation when removing rubbish.
7. Public toilets should be cleaned and disinfected, and provided with hand washing facilities and liquid hand soap (or soap).
8. Every day when the market is closed, the public facilities such as ground, countertops, counters (stands), shelves, trash cans should be cleaned and disinfected.
9. Customers are recommended to pay by scanning code and keep a distance of more than 1 meter from each other when buying goods.
10. The staff should wear masks and enhance hand hygiene, and wash hands in "six steps" if there is running water.
11. Customers should wear masks.
12. If there is a confirmed COVID-19 case, terminal disinfection should be conducted at the relevant place under the guidance of the local CDC, and the air conditioning and ventilation system should be cleaned and disinfected at the same time, and it should not be re-started until passing the hygienic evaluation.
13. In medium and high-risk areas, agri-product markets are recommended to shorten their business hours and control the number of customers.

IX. Parks

1. Before opening, reserve anti-epidemic supplies such as masks, disinfectants, etc., formulate emergency plans, set up emergency disposal areas, implement accountability of each entity, and strengthen personnel training.
2. Establish an employee health monitoring system, record the employees' health status every day, and those who feel unwell should seek medical treatment in time.
3. Set up temperature monitoring equipment at the park entrance, and only those with normal temperature can enter.
4. Strengthen ventilation in office areas. In the case of using a central air conditioner, ensure the normal operation of the air conditioner, increase fresh air, and turn off the return air of all-air system.
5. Clean and disinfect the surface of frequently contacted objects in the park, such as public facilities, seats and benches, fitness equipment, dust bins, and trash cans.
6. Keep the park clean, clear park rubbish every day, and removed via sealed transportation.
7. Public toilets should be cleaned and disinfected, and provided with hand washing facilities and liquid hand soap (or soap).
8. Scientifically and rationally set the opening and closing time of the park and control the number of visitors to the park.
9. Reduce ticket sales in cash, and implement non-contact ticket purchase and payment modes such as online ticket purchase and code scanning payment.
10. Suspend activities and projects that are likely to cause crowding.
11. According to the permitted number of visitors and work requirements, reasonably arrange the shift and staff at front-line positions.
12. The staff should pay attention to hand hygiene, wear masks, and cover mouth and nose with a tissue or elbow when sneezing.
13. Visitors should carry masks to put on when coming into close contact with others.
14. A bulletin board or big screen should be set up at an eye-catching location at the entrance to remind visitors and staff of complying with the relevant prevention and control requirements and precautions, promote epidemic prevention and control, and loop broadcast the epidemic prevention and control in the park.
15. If there is a confirmed COVID-19 case, terminal disinfection should be conducted at the relevant place under the guidance of the local CDC, and the air conditioning and ventilation system should be cleaned and disinfected at the same time, and it should not be re-started until passing the hygienic evaluation.

16. In medium and high-risk areas, parks are recommended to shorten their business hours.

X. Medical Institutions

1. Formulate the overall work plan and emergency plan, clarify the accountable subject for work, set up a work organization, improve the work process, and carry out emergency training and drills.
2. Reserve protective articles and disinfection supplies and standardize disinfection, quarantine and protection work, and all departments closely work together to ensure that disinfection, quarantine and protection measures are put in place.
3. Improve and actively promote online registration and pre-registration functions.
4. Set up a temperature monitoring site to take temperature of people entering medical institutions, and only those with normal temperature can enter.
5. People seeking medical treatment should wear masks before entering medical institutions.
6. The diagnosis and treatment environment should be well ventilated.
7. Keep all areas of the medical institution clean and tidy, strengthen the management of medical waste, remove the rubbish in time, and clean and disinfect the object surface and ground regularly.
8. Strengthen the cleaning and disinfection of key departments (fever clinic, emergency department, isolation wards, etc.).
9. Set up triage sites, which have disinfection and quarantine conditions and are equipped with necessary protective articles; conduct pre-examination and triage.
10. The wards should be well ventilated, and the air flows from the clean area to the contaminated area. Medical institutions with proper conditions may establish negative pressure wards or use air disinfecting machines with circulating air for air disinfection.
11. Manage the patients, minimize crowding and gathering, and keep more than 1 meter away from each other when queuing to reduce the risk of infection in hospital.
12. Medical institutions should arrange special personnel to conduct concurrent disinfection and terminal disinfection, select legal and effective disinfection products, adopt correct disinfection methods, and implement personal protection; disease prevention and control institutions should provide technical guidance.

XI. Medical Quarantine and Observation Sites

1. Establish an emergency plan, standardize the protection and disinfection process, train the staff on the knowledge of COVID-19 prevention and control, and reserve personal protection and disinfection supplies.
2. Conduct cleaning and preventive disinfection of the place, keep the environment clean, regularly disinfect every day, and strengthen the cleaning and disinfection of the surfaces of frequently contacted objects in public areas (such as elevator buttons, handrails, door handles, etc.)
3. Strengthen ventilation and maintain indoor air circulation. Natural ventilation is preferred, and mechanical exhaust can also be used. In the case of using a central air conditioner, ensure the normal operation of the air conditioner, increase fresh air, and turn off the return air of all-air system.
4. Regularly wash and disinfect clothes, bedding, seat covers and other textiles.
5. Meal delivery is recommended; use disposable tableware (drinkware) as much as possible, disinfect the reusable tableware (drinkware) after each serving.
6. Strengthen the management of rubbish sorting, collect and remove it in time. Strengthen the cleaning of rubbish containers such as dust bins and disinfect them regularly.
7. Workers should pay attention to personal protection, wear medical surgical masks, disposable working caps and disposable gloves; wear a protective mask of KN95 / N95 and above when coming into close contact with quarantined persons.
8. The staff should strengthen hand hygiene and conduct health monitoring.
9. When the quarantined person is diagnosed as a suspected or confirmed case and transferred to a designated medical institution, terminal disinfection must be conducted, the air conditioning and ventilation system should be cleaned and disinfected, and it should not be re-started until passing the hygienic evaluation.

XII. Railway Passenger Transport

1. Railway stations should reserve materials such as personal protection and disinfection supplies, formulate emergency plans, set up emergency disposal areas, implement accountability of each entity, and strengthen personnel training.
2. Establish an employee health monitoring system, record the employees' health status every day, and those who feel unwell should seek medical treatment in time.
3. Set up temperature monitoring equipment at the rail station entrance, and take temperature of passengers entering and leaving the station; passengers found temperature above 37.3 °C should be temporarily quarantined in the emergency area, and then treated according to other relevant requirements.
4. Strengthen ventilation. In the case of using a central air conditioner, ensure the normal operation of the air conditioner, increase fresh air, and turn off the return air of all-air system.
5. Strengthen the cleaning and disinfection of public facilities such as toilets, door handles, elevator buttons and frequently-contacted parts. If possible, provide quick-drying hand disinfectant, and install inductive hand disinfecting facilities.
6. Keep the waiting room, train compartment and other areas clean, and clear the rubbish in time.
7. Clean and disinfect the trains, keep fabrics such as seat covers clean, and wash and disinfect them regularly.
8. Trains should be equipped with hand-held thermometer; emergency areas should be set up at appropriate locations to temporarily quarantine passengers with suspicious symptoms such as fever and cough.
9. It is recommended that passengers buy tickets online, and keep a distance of more than 1 meter from each other when buying tickets on site, and avoid crowding.
10. The staff and passengers should strengthen personal protection, wear masks, and pay attention to hand hygiene.
11. Cover mouth and nose with a tissue or elbow when sneezing.
12. Promote health protection knowledge via electronic screen at station, scroll electronic screen and broadcast on the train compartment.
13. Trains that depart from, arrive at or pass by medium and high-risk areas should control the number of passengers through ticketing, and arrange passengers to be separately seated as far as possible.
14. If there is a confirmed COVID-19 case, terminal disinfection should be conducted by the railway CDC.

XIII. Road Passenger Transportation

1. Passenger stations should formulate emergency plans, standardize the protection and disinfection processes, train the staff on COVID-19 prevention and control knowledge, and reserve personal protection and disinfection supplies.
2. Establish an employee health monitoring system, record the employees' health status every day, and those who feel unwell should seek medical treatment in time.
3. Add temperature measuring equipment at passenger bus stations to take temperature of passengers entering and leaving the station. Passenger bus stations with proper conditions may set an emergency area; passengers found temperature above 37.3 °C should be temporarily quarantined in the emergency area, and then treated according to other relevant requirements.
4. Passenger stations and buses should strengthen ventilation. Open windows for ventilation when air temperature and driving speed permit. Properly increase rest frequency at service areas, and ventilate the buses. In the case of using a central air conditioner, ensure the normal operation of the air conditioner, increase fresh air, and turn off the return air of all-air system.
5. Increase the frequency of cleaning and disinfection of public facilities and public areas of the station. Toilets should be provided with liquid hand soap (or soap), and equipped with quick-drying hand disinfectants and inductive hand disinfecting device if possible.
6. Passenger stations and buses should keep the environment clean and tidy, remove rubbish in time, clean the station's public facilities and areas, and disinfect them regularly.
7. Clean and disinfect the coach before running every time, keep seat covers and other textiles clean, and wash and disinfect them regularly.
8. Passenger stations, regular buses above Class-III and chartered buses should be provided with masks, gloves, disinfectants and other anti-epidemic supplies.
9. Regular buses above Class-III and chartered buses should be provided with hand-held thermometers, and the rear two rows of the coach should be set as an emergency area, covered with curtain (covering) to temporarily quarantine passengers with symptoms such as fever and cough.
10. Staff and passengers should strengthen personal protection, wear masks, and pay attention to hand hygiene.
11. Passengers are commended to buy tickets online, keep a safe distance of more than 1 meter from each other when queuing on the site or when boarding, and avoid crowding.
12. Promote health knowledge via radio, video, posters, etc. at passenger stations and on buses.
13. Reasonably organize the transport capacity, and control the number of

passengers by limiting ticket sales and chartered bus groups. Buses that depart from, arrive at or pass by medium and high-risk areas should arrange passengers to be separately seated as far as possible.

14. If there is a confirmed COVID-19 case, terminal disinfection should be conducted under the guidance of the local CDC.

XIV. Waterway Passenger Transport

1. Waterway passenger transport stations should formulate emergency plans, standardize the protection and disinfection processes, train the staff on COVID-19 prevention and control knowledge, and reserve masks, gloves, and disinfection supplies.
2. Establish an employee health monitoring system, record the employees' health status every day, and those who feel unwell should seek medical treatment in time.
3. Add temperature measuring equipment at ferry terminals to take temperature of passengers entering and leaving the station. Ferry terminals with proper conditions may set an emergency area; passengers found temperature above 37.3 °C should be temporarily quarantined in the emergency area, and then treated according to other relevant requirements.
4. Maintain the normal operation of the exhaust system, use the maximum ventilation when navigating; at proper temperature, it is recommended to open the cabin window for ventilation.
5. Ferry terminals should increase the frequency of cleaning and disinfection of public facilities and public areas. Toilets should be provided with liquid hand soap (or soap), and when conditions are available, they can be provided with quick-drying hand disinfectants and equipped with inductive hand disinfecting device if possible.
6. Ferry terminals and ships should keep the environment clean and tidy, remove rubbish in time, clean public facilities and public areas, and disinfect them regularly.
7. Ships should be provided with hand-held thermometer; an emergency area should be set up at an appropriate location to temporarily quarantine passengers with suspicious symptoms such as fever and cough.
8. The internal information desk or service desk of a ship may be provided with quick-drying hand disinfectant if conditions are available; optimize the service process and simplify meal supply.
9. Before the ships depart every time, clean and disinfect the surface of the cabin and bridge; clean and disinfect the public facilities such as seats regularly, keep the textiles such as seat covers clean, and wash and disinfect them regularly.
10. Passengers and staff should strengthen personal protection, wear masks, and pay attention to hand hygiene.
11. Passengers are recommended to buy tickets online, keep a safe distance of more than 1 meter from each other when queuing on the site or when boarding, and avoid crowding.
12. Promote health knowledge via radio, video, posters, etc. at ferry terminals and on ships.
13. Reasonably organize the transport capacity, and control the number of

passengers by limiting ticket sales. Ships that depart from, arrive at or pass by medium and high-risk areas should arrange passengers to be separately seated as far as possible.

14. If there is a confirmed COVID-19 case, terminal disinfection should be conducted under the guidance of the local CDC.

XV. Civil Aviation

1. According to the comprehensive judgment of the epidemic situation of the flight (international and domestic) origin, whether the aircraft is equipped with high-efficiency filtering devices and load factor of the flight, flight time and flight mission nature, flight epidemic prevention can be divided into three levels: high risk, medium risk and low risk; according to the flight situation of the airport, the airport's epidemic prevention and control level can be divided into high risk and low risk. Differentiated prevention and control is implemented based on different risk levels, which are adjusted in real time according to the development of the epidemic situation.

2. Strengthen aircraft ventilation. During the flight of the aircraft, use the maximum ventilation on the premise of ensuring safety; during ground running, the bridge load system may not be used, and the auxiliary power system of the aircraft is used for ventilation.

3. Strengthen the cleaning and disinfection of aircraft. Select airworthy disinfection products and conduct aircraft cleaning and disinfection. The daily cleaning area and the frequency of preventive disinfection are determined based on the flight risk level and aircraft operation. When the aircraft carries suspicious passengers, it should be disinfected at any time, and terminal disinfection should be conducted.

4. Optimize in-flight services. According to different flight risk levels and the needs of epidemic prevention and control, take temperature onboard, optimize / simplify in-flight services, arrange passengers to be seated normally or separately or every other seat, set up on-board quarantine, and clarify the emergency disposal process for suspicious passengers.

5. Strengthen airport ventilation. Combining with the terminal structure, layout and local climatic conditions, take practical measures to enhance ventilation. Open the doors and windows at proper temperature; use the all-air conditioning system, adopt all fresh air running as appropriate, and keep the air clean.

6. Strengthen the cleaning and disinfection of the public areas of the airport. Conduct cleaning and preventive disinfection as needed in low-risk airports; conduct cleaning and preventive disinfection every day in high-risk airports, and increase the frequency of disinfection appropriately in passengers gathering areas. If any suspected cases, confirmed cases or suspicious passengers are found at the airport, professional is required for terminal disinfection. Airports should strengthen the classified management of rubbish and the recycling work after the use of masks, and collect and clear them in time.

7. Pay attention to the health management of passengers waiting for flights. Equip the terminal building with calibrated non-contact temperature monitoring equipment, and provide passengers with the necessary hand cleaning and disinfection products. Take temperature of all passengers entering or leaving the airport. Set up quarantine area in the terminal building, and cooperate with the local health department to take over the passengers with fever.

8. Airports should set a special parking area for flights from countries / regions with severe epidemic situation, parking in remote stands as far as possible. For passengers from countries / regions with severe epidemic situation, cross infection in the airport is strictly prevented by setting up quarantined waiting areas, simplifying check-in procedures, adopting non-contact boarding, setting up special passages, and arranging full-time accompany.

9. Strengthen the health management of front-line civil aviation staff, take temperature every day, and those who feel unwell should seek medical treatment in time. Instruct flight crew, airport security staff, airport medical staff, maintenance staff, and cleaning staff to take different protective measures based on flight and airport risk levels, and strengthen personal protection.

10. For specific prevention and control measures for key places, key links, and key personnel of civil aviation, refer to the latest version of the *Technical Guidelines for Epidemic Prevention and Control in Transport Airlines and Transport Airports*.

XVI. Urban Buses and Trams

1. Formulate emergency plans, implement accountability of each entity, strengthen personnel training on COVID-19 prevention and control knowledge, and provide vehicles with protective supplies such as masks, gloves and disinfectants.
2. Establish an employee health monitoring system, record the employees' health status every day, and those who feel unwell should seek medical treatment in time.
3. Strengthen ventilation when air temperature and driving speed permit. In the case of using a central air conditioner, clean and disinfect them regularly.
4. Clean and disinfect the coach before running every time, keep seat covers and other textiles clean, and wash and disinfect them regularly.
5. Keep the vehicles clean and tidy, clear the rubbish in time, clean the seats and armrests and disinfect them regularly.
6. Passengers and staff should strengthen personal protection, wear masks, and pay attention to hand hygiene.
7. Passengers are recommended to buy tickets or pay by scanning, keep a safe distance of more than 1 meter from each other when boarding, and avoid crowding.
8. Promote health knowledge via radio, video, posters, etc. in the carriage.
9. Reasonably organize the transport capacity according to the passenger flow, to reduce crowding in the carriage.
10. If there is a confirmed COVID-19 case, terminal disinfection should be conducted under the guidance of the local CDC.

XVII. Urban Rail Transits

1. Formulate emergency plans, implement accountability of each entity, strengthen personnel training on COVID-19 prevention and control knowledge, reserve protective supplies in advance and make preparations before urban rail transit resumes operation.
2. Urban rail transit stations should be provided with anti-epidemic supplies such as masks, gloves and disinfectants.
3. Establish an employee health monitoring system, record the employees' health status every day, and those who feel unwell should seek medical treatment in time.
4. Add temperature measuring equipment at urban rail transit stations to take temperature of passengers entering the station; passengers found temperature above 37.3 °C should be temporarily quarantined in the emergency area, and seek medical treatment as soon as possible for further check.
5. Increase the frequency of disinfection of public facilities and public areas of urban rail transit stations, and provide disinfectants for toilets and sinks. Provide public facilities such as toilets in station halls with quick-drying hand disinfectants and inductive hand disinfection facilities can be installed if possible.
6. Strengthen equipment inspection to ensure the normal operation of the platform and compartment ventilation system.
7. Keep the vehicle clean and tidy, remove the rubbish in time, clean the seats and armrests, and disinfect them regularly.
8. Passengers and staff should strengthen personal protection, wear masks, and pay attention to hand hygiene.
9. Passengers are recommended to buy tickets or pay by scanning.
10. Promote health knowledge via radio, video, posters, etc. in urban rail transit stations and compartments.
11. Reasonably organize the transport capacity according to the passenger flow, to reduce crowding in cars.
12. If there is a confirmed COVID-19 case, terminal disinfection should be conducted under the guidance of the local CDC.

XVIII. Taxi

1. Provide taxi with protective supplies such as masks, gloves and disinfectants before transporting passengers.
2. Clean and disinfect the interior of the taxi before operation every day. Keep the taxi clean and tidy during operation, and clear the rubbish in time.
3. Frequently open the windows for ventilation when air temperature and driving speed permit.
4. Passengers and drivers should wear masks when the taxi is transporting passengers.
5. Pay attention to personal hygiene habits, clean hands in time, cover mouth and nose with a tissue or elbow when sneezing.
6. Increase the frequency of cleaning and disinfection of the steering wheel, door handles and other parts, keep textiles such as seat covers clean, and regularly wash and disinfect them.
7. After entering public places and returning to the taxi, drivers and passengers should disinfect hands with hand disinfectant in time.
8. When there is a passenger with suspicious symptoms such as fever and cough, all the other persons in the taxi must wear masks. After boarding, open the taxi windows to ventilate, and thoroughly disinfect the surfaces of objects (such as door handles, steering wheels, seats, etc.) that the person with suspicious symptoms has touched.
9. When there is a suspected case on board, all the other persons in the taxi must wear masks. After boarding, disinfect the surface of taxi (seats, steering wheels, windows, door handles, etc.) and air conditioning system in time.
10. If there is vomit, immediately cover the vomit with disposable absorbent materials and sufficient disinfectants (such as chlorine-containing disinfectants) or disinfection tissues, and then disinfect the polluted ground and wall after clearing the vomit.
11. Promote health protection knowledge via radio, posters or indicative slogans posted on the back of taxi seats.

XIX. Private Cars

1. Provide a private car with protective supplies such as masks, gloves and disinfectants on the car before a trip.
2. The car should be kept clean and tidy, and should be well ventilated during movement.
3. Strengthen personal protection, pay attention to personal hygiene habits, cover mouth and nose with a tissue or elbow when sneezing.
4. After entering public places and returning to the car, drivers and passengers should disinfect hands with hand disinfectant in time.
5. When there is a passenger with suspicious symptoms such as fever and cough, all the other persons in the car must wear masks. After boarding, open the car windows to ventilate, and thoroughly disinfect the surfaces of objects (such as door handles, steering wheels, seats, etc.) that the person with suspicious symptoms has touched.
6. When there is a suspected case on board, all the other persons in the car must wear masks. After boarding, disinfect the surface of car objects (seats, steering wheels, windows, door handles, etc.) and air conditioning system in time.
7. If there is vomit, immediately cover the vomit with disposable absorbent materials and sufficient disinfectants (such as chlorine-containing disinfectants) or disinfection tissues, and then disinfect the polluted ground and wall after clearing the vomit.

XX. Transfer Vehicles for People Returning from Abroad

1. The transfer tools should be kept clean and tidy, and conduct preventive disinfection on the surface of the objects inside the vehicle (such as the inner wall of the car, the steering wheel, the armrests in the car, the seats, etc.).
2. Passengers should wear masks, keep a distance of more than 1 meter from each other while queuing, and avoid crowding.
3. If there is person vomiting during the transfer, immediately cover the vomit with disposable absorbent materials and sufficient disinfectants (such as chlorine-containing disinfectants) or disinfection tissues, and then disinfect the polluted ground and wall after clearing the vomit.
4. Transfer staff should strengthen personal protection; wear disposable working caps, medical surgical masks or protective masks of level KN95 / N95 and above, work clothes, gloves, etc. during transfer.
5. If the person entering the country is a confirmed case, suspected case, person with fever, person in close contact with suspected or confirmed cases, etc., the staff should wear work clothes, disposable work caps, disposable gloves, protective clothes, medical protective masks or powered air filter respirators, protective face shields or goggles, work shoes or rubber boots, waterproof boot covers, etc.
6. If the transferred person is a confirmed case, suspected case, person with fever, person in close contacts with suspected or confirmed case, etc., after the completion of transfer, terminal disinfection should be conducted for the transfer vehicle.
7. After completing transfer every time, the transfer vehicle should be disinfected.
8. After the transfer vehicle stops running, ventilation should be strengthened.

Chapter II Community and Organizations

XXI. Communities

1. Formulate an overall epidemic prevention and control plan and an emergency response work plan for communities (clarify the main responsibility entity, improve the organizational system, and refine the prevention and control measures). Make overall arrangement, distribution and reservation of anti-epidemic materials and organize emergency drills according to the instructions of local authority.
2. Implement the responsibilities of the local authority, departments, entities and individuals. Implement grid management, implement individual accountability, guide the community staff of the administration area to investigate and monitor health status of residents, and try to find suspected cases as soon as possible.
3. Arrange the community staff to monitor health status every day. If any staff is found with suspicious symptoms such as fever, cough, dyspnea and otherwise, he/she should not go to work but seek medical treatment in time for screening. Wear personal protection devices properly before going to work.
4. Strengthen ventilation in office areas, service areas and indoor public activity areas in the community.
5. Keep the community environment clean and sanitary, and clear rubbish every day. Clean and disinfect rubbish collecting points, public toilets, elevators and other key places every day.
6. Reduce community residents' gathering and refrain from gathering activities.
7. Strengthen the joint epidemic prevention and control mechanism, timely screen personnel from high-risk areas, and quickly track those who have close contact with confirmed cases; Promote health education, and improve residents' awareness of prevention in the community.
8. Provide health guidance for residents, establish contact mechanisms for special people such as the elderly, children, patients with chronic diseases, and coordinate medical institutions and other resources to provide 24-hour hotline or online consultation services where conditions permit; provide necessary door-to-door medical services for people with mobility difficulties.
9. When a confirmed COVID-19 case is found in the community, terminal disinfection should be conducted at the relevant place under the guidance of the local CDC, and the air conditioning and ventilation system should be cleaned and disinfected at the same time, and it should not be re-started until passing the hygienic evaluation.
10. For communities with confirmed cases or outbreaks of COVID-19, adopt the strategy of "preventing the coronavirus from spreading within the community or beyond", and disinfect the house of the infected families, building entities, offices, conference rooms and other spots properly, and clean and disinfect public places.
11. For communities where the COVID-19 spreads, adopt the strategy of "preventing the coronavirus from spreading within the community or beyond". For the communities designated as infected areas, take lockdown measures to

restrict the entry and exit of people and restrict the gathering of people.

XXII. Enterprises

(1) Low-risk areas

1. Before resuming work, reserve masks, liquid hand soap, disinfectants, non-contact thermometers and other anti-epidemic supplies, formulate emergency work plans, and implement the accountability of the entity.
2. Take the staff's body temperature before and after work every day; those who have fever, cough, dyspnea and other symptoms should seek medical treatment in time for screening.
3. Strengthen ventilation in the office area, indoor public activity areas and staff's living area of enterprise. In the case of using a central air conditioner, ensure the normal operation of the air conditioner, increase fresh air, and turn off the return air of all-air system.
4. Keep enterprise's internal environment clean and sanitary. Clear rubbish every day, and adopt sealed transportation when removing rubbish.
5. Public toilets should be kept clean and tidy and provided with hand washing facilities and liquid hand soap in time.
6. Strengthen hand hygiene. If there is running water, wash hands in "six steps". When there is no running water, provide quick-drying hand disinfectant at the consulting desk.
7. Strengthen the publicity of personal hand washing and other health behaviors. Cover mouth and nose with tissue or elbow arm when sneezing or coughing.
8. Strengthen regular disinfection in office areas, meeting places, living facilities and other personnel activity areas and related articles, and increase cleaning and disinfection of frequently contacted objects (such as elevator buttons, door handles, etc.).
9. Properly disinfect cooking utensils and tableware, and use disposable tableware if there is no disinfecting condition; take separate meals (serving of individual dishes), or take meals in a staggered manner, etc.
10. Encourage using "point-to-point" special buses or chartered buses to organize employees to return to work orderly; those employees who can provide health certificates need not be quarantined.
11. The staff should take along masks and put them on when coming into close contact with others.
12. Properly register information of external personnel and take their body temperature.
13. Set up an emergency area. When there are suspected cases, temporarily quarantine them in the emergency area in time and arrange them to seek medical treatment nearby.
14. Once a confirmed case is found in an enterprise, disinfection at the epidemic spots should be conducted. According to the severity of the epidemic,

temporarily close the workplace and choose to work from home.

15. Encourage paperless office and reduce direct staff contact.

16. Reduce personnel gathering activities and collective indoor activities, such as meetings and training.

(2) Medium and high-risk areas

In addition to the 16 measures above, the following measures should also be taken.

17. Enterprises should reduce the entry of external personnel.

18. Encourage staggered rush hour plan or flexible working system.

19. Staff should wear masks.

XXIII. Construction Industry

(1) Low-risk areas

1. Before resuming work, reserve protective supplies such as masks, liquid hand soap, disinfectants, non-contact thermometers, formulate emergency work plans, and implement the accountability of the entity.
2. Take the staff's body temperature before and after work every day; those who have fever, cough, dyspnea and other symptoms should seek medical treatment in time for screening.
3. Strengthen ventilation in the office area, indoor public activity areas and staff's living area of enterprise. In the case of using a central air conditioner, ensure the normal operation of the air conditioner, increase fresh air, and turn off the return air of all-air system.
4. Keep the environment clean and sanitary. Clear rubbish every day, and adopt sealed transportation when removing rubbish.
5. Public toilets should be kept clean and tidy and provided with hand washing facilities and liquid hand soap in time.
6. Maintain good health habits. Strengthen promotion of hand hygiene and other health behaviors, Cover mouth and nose with a tissue or elbow when sneezing.
7. Strengthen cleaning the environment such as dormitories, office areas and construction sites.
8. Strengthen cleaning and disinfection of frequently contacted objects such as elevator buttons and door handles.
9. Encourage adopting "point-to-point" buses or chartered buses to organize employees to return to work in an orderly manner. Strengthen the tracking and management of employees returning from areas with severe epidemic and high-risk areas, and properly monitor such employees' health and provide services for them.
10. Optimize connection of working process, control the personnel flow of different operation teams on the construction site, and reduce personnel gathering; optimize construction process, and clean and disinfect properly.
11. Strengthen personal protection, take along masks and put them on when coming into close contact with others.
12. Properly disinfect cooking utensils and tableware for the canteen. Take separate meals (serving of individual dishes) or take meals in a staggered manner.
13. Set up an emergency area. When there are suspected cases, temporarily quarantine them in the emergency area in time and arrange them to seek medical treatment nearby.
14. If a confirmed case is found, terminal disinfection should be conducted by a professional institution.

15. Encourage paperless office and reduce direct staff contact.

16. Reduce personnel gathering activities and collective indoor activities, such as meetings and training.

(2) Medium and high-risk areas

In addition to the 16 measures above, the following measures should also be taken.

17. Implement closed-off management, and control exit of internal personnel and entry of external personnel.

18. Increase number of shifts and rest time for staff.

XXIV. Postal and Express Delivery Industry

(1) Low-risk areas

1. Before resuming work, reserve masks, liquid hand soap, disinfectants, non-contact thermometers and other anti-epidemic supplies, formulate emergency work plans, and implement the accountability of the entity.
2. Take the body temperature of postman, courier, transport vehicle drivers and stevedores, etc. before and after work every day. Those who have fever, cough, dyspnea and other symptoms should seek medical treatment in time for screening.
3. Strengthen ventilation in the office area, indoor public activity areas of postal or express delivery enterprises. In the case of using a central air conditioner, ensure the normal operation of the air conditioner, increase fresh air, and turn off the return air of all-air system.
4. Keep enterprise's internal environment clean and sanitary. Clear rubbish every day, and adopt sealed transportation when removing rubbish.
5. Public toilets should be kept clean and tidy and provided with hand washing facilities and liquid hand soap in time.
6. Maintain good health habits. Strengthen promotion of hand hygiene and other health behaviors, Cover mouth and nose with a tissue or elbow when sneezing.
7. Staff should wear masks.
8. Strengthen cleaning and disinfecting the surfaces of public objects/facilities in the office area.
9. Strengthen publicity and education among back office staff and front-line staff. It is forbidden to take off gloves and masks when sending and receiving parcels; avoid personnel gathering during rest; do not talk while smoking; try not to touch public objects and facilities such as door handles and elevator buttons directly with your hands.
10. Supervise the disinfection information of transport vehicle drivers and stevedores and whether postmen and couriers wear masks, gloves and work clothes at work.
11. Strengthen materials support for the staff working at the front line, provide protective articles such as masks and gloves for relevant personnel, and guide them to use these articles.
12. Disinfect the site of transfer center every day.
13. Set up a quarantine area. The staff member who has been suspected to be a COVID-19 case should be isolated immediately and cooperate with relevant departments to manage those who have close contact with the suspected case.
14. Encourage paperless office and reduce direct staff contact.
15. Reduce personnel gathering activities and collective indoor activities, such

as meetings and training.

(2) Medium and high-risk areas

In addition to the 15 measures above, the following measures should also be taken.

16. Set up a management area for intelligent fast freight box to reduce direct personnel contact; for those management areas without intelligent fast freight box, it is required to define a special area to receive or send mails and fast freights.

17. Encourage staggered rush hour plan or flexible working system.

XXV Government Departments and Public Institutions

(1) Low-risk areas

1. Before resuming work, reserve masks, liquid hand soap, disinfectants, non-contact thermometers and other anti-epidemic supplies, formulate emergency work plans, and implement the accountability of the entity.
2. Take the staff's body temperature; those who have fever, cough, dyspnea and other symptoms should seek medical treatment in time for screening.
3. Take the body temperature of staff and external personnel at the entrance of the unit. Those with abnormal body temperature are forbidden to enter the unit.
4. Strengthen ventilation in offices, canteens and toilets to maintain air circulation. In the case of using a central air conditioner, ensure the normal operation of the air conditioner, increase fresh air, and turn off the return air of all-air system.
5. Strengthen cleaning and disinfecting canteen, dormitories, toilets and other key areas.
6. Encourage taking meals in a staggered manner, and reduce dine-in services and communications.
7. Encourage paperless office and reduce direct staff contact.
8. Reduce collective gathering activities such as sports meeting, get-together and training meetings.
9. Provide hand washing facilities and disinfection supplies in offices, canteen and toilets; if there is no hand washing facilities, quick-drying hand disinfectant should be provided.
10. The staff should take along masks and put them on when coming into close contact with others. Cover mouth and nose with a tissue or elbow when sneezing. Put the used tissue into a dustbin with a cover. Wash hands with liquid hand soap (or soap) thoroughly after sneezing or coughing.
11. Put up posters, broadcast promotional videos, and publicize protection knowledge through social app like Wechat and micro blogs.
12. Set up an emergency area. When there are suspected cases, temporarily quarantine them in the emergency area in time and arrange them to seek medical treatment nearby.
13. When a confirmed COVID-19 case is found, the air conditioning and ventilation system should be cleaned and disinfected under the guidance of the local CDC, and it should not be re-started until passing the hygienic evaluation.

(2) Medium and high-risk areas

In addition to the 13 measures above, the following measures should also be taken.

14. Encourage staggered rush hour plan, flexible working system or work from

home.

15. Do not provide Dine-in services.

XXVI. Childcare Institutions

1. Reserve masks, liquid hand soap, disinfectants, non-contact thermometers and other anti-epidemic supplies, formulate emergency work plans, implement the accountability of the entity, and strengthen training of staff and nursery governess.
2. Monitor the health of staff, nursery governess and children. Examine children's health status in the morning and at noon, and implement the "daily report" and "zero report" systems.
3. Take the body temperature of staff, nursery governess, children and visitors at the entrance. Those with abnormal body temperature are forbidden to enter.
4. Strengthen ventilation in various living spaces, activity space and workplaces to ensure air circulation. In the case of using a central air conditioner, ensure the normal operation of the air conditioner, increase fresh air, and turn off the return air of all-air system.
5. Clean and disinfect the surfaces of public toilets and frequently contact objects such as door handles, stair handrails and toys.
6. Strengthen cleaning and disinfecting tableware (drinkware), and disinfect reusable tableware (drinkware) after each serving. If conditions permit, use self-owned tableware or use disposable tableware.
7. Strengthen rubbish sorting and remove rubbish in time, and clean and disinfect rubbish containers properly.
8. Avoid organizing group activities in a gathering form.
9. Strengthen hand hygiene, ensure the normal operation of hand washing facilities, provide sufficient liquid hand soap (or soap), and promote the "six steps" hand washing method.
10. Staff and nursery governesses should wear masks and cover mouth and nose with a tissue or elbow when sneezing.
11. When any staff has suspicious symptoms such as fever, dry cough, fatigue, etc., he/she should immediately stop work, avoid continuing to contact others, and seek medical treatment in medical institutions in time for screening.
12. If a child has symptoms such as fever, dry cough, fatigue, etc., take quarantine measures immediately, promptly notify his/her parents to take the child to seek medical treatment.
13. Set up an emergency area. When any staff, nursery governess or child has fever and other symptoms, temporarily quarantine them in the emergency area and seek medical treatment in time.
14. When a confirmed COVID-19 case is found, the air conditioning and ventilation system should be cleaned and disinfected under the guidance of the local CDC, and it should not be re-started until passing the hygienic evaluation.

XXVII. Primary and Secondary Schools

1. Before the school opens, reserve anti-epidemic supplies such as masks, disinfectants and non-contact thermometers, formulate emergency work plans, implement accountability of each entity, and strengthen training of teaching staff.
2. Strengthen monitoring the health status of teaching staff and students, implement the morning and noon examination system, and implement "daily report" and "zero report" systems.
3. Take the body temperature of teaching staff, students and external personnel at the entrance of the school. Those with abnormal body temperature are forbidden to enter.
4. Strengthen ventilation in key areas such as classrooms, stadiums and libraries. Ventilate 2-3 times a day for 20-30 minutes each time. In the case of using a central air conditioner, ensure the normal operation of the air conditioner, increase fresh air, and turn off the return air of all-air system.
5. Increase the frequency of cleaning and disinfecting the floors of classrooms, public activity areas and other places and the surfaces of frequently contacted objects such as door handles and stair handrails.
6. Strengthen cleaning and disinfecting tableware (drinkware), and disinfect reusable tableware (drinkware) after each serving.
7. It is recommended to take meals in a staggered manner and use self-owned tableware.
8. Clear campus rubbish every day. Disinfect rubbish collecting points every day.
9. Encourage paperless office, reduce direct contact by teaching staff and give priority to remote online teaching.
10. Do not organize indoor gathering or activities for the time being. When in closed or densely populated space or in close contact with others (less than or equal to 1 meter) , teaching staff and students should wear masks, strengthen hand hygiene, take along quick-drying hand disinfectant or disinfectant tissues, and cover mouth and nose with a tissue or elbow when sneezing.
11. Strengthen the epidemic prevention and control knowledge training of teaching staff and students, and provide mental health assistance and counseling.
12. If there is a suspected case of COVID-19 among teaching staff or students, the school shall immediately report it to the local CDC, and cooperate with relevant departments to manage those who have close contact with the case.
13. Arrange a special person to be responsible for contacting the quarantined teaching staff or the parents of the quarantined student to master their health status.
14. When a confirmed COVID-19 case is found, the air conditioning and ventilation system should be cleaned and disinfected under the guidance of

the local CDC, and it should not be re-started until passing the hygienic evaluation.

XXVIII. Colleges and Universities

1. Before the school opens, reserve anti-epidemic supplies such as masks, disinfectants and non-contact thermometers, formulate emergency work plans, implement accountability of each entity, and strengthen training of teaching staff.
2. Monitor the health status of teaching staff and students, and those who have fever, cough, dyspnea and other symptoms should seek medical treatment in time for screening.
3. Take the body temperature of teaching staff, students and external personnel at the entrance of the school. Those with abnormal body temperature are forbidden to enter.
4. Strengthen ventilation in classrooms, libraries, dormitories and other key areas. Ventilate 2-3 times a day for 20-30 minutes each time. In the case of using a central air conditioner, ensure the normal operation of the air conditioner, increase fresh air, and turn off the return air of all-air system.
5. Increase the frequency of cleaning and disinfecting dormitories, canteens, bathhouses, laundries and public activity areas and the surfaces of frequently contacted objects such as door handles and stair handrails.
6. Strengthen cleaning and disinfecting tableware (drinkware), and disinfect reusable tableware (drinkware) after each serving.
7. It is recommended to take meals in a staggered manner and use self-owned tableware.
8. Avoid organizing group or gathering activities, such as training courses and sports meetings. Teaching staff and students should reduce going out.
9. Clear campus rubbish every day. Disinfect rubbish collecting points every day.
10. When in closed or densely populated space or in close contact with others (less than or equal to 1 meter), teaching staff and students should wear masks, strengthen hand hygiene, take along quick-drying hand disinfectant or disinfectant tissues.
11. Strengthen the epidemic prevention and control knowledge training of teaching staff and students, and provide mental health assistance and counseling.
12. If there is a suspected case of COVID-19 among teaching staff or students, the school shall immediately report it to the local CDC, and cooperate with relevant departments to manage those who have close contact with the case.
13. Arrange a special person to be responsible for contacting the quarantined teaching staff or the parents of the quarantined student to master their health status.
14. Set up an emergency area. When any teaching staff or student has fever and other symptoms, they should be temporarily quarantined in the emergency area and seek medical treatment in time.

15. When a confirmed COVID-19 case is found, the air conditioning and ventilation system should be cleaned and disinfected under the guidance of the local CDC, and it should not be re-started until passing the hygienic evaluation.

XXIX. Pension Facilities

(1) Low-risk areas

1. Reserve masks, liquid hand soap, disinfectants and other anti-epidemic supplies, formulate emergency work plans, set up an emergency area, implement the accountability of the entity, and strengthen training of staff.
2. Establish a health monitoring system to monitor the health status of the elderly and staff every day, and timely seek medical treatment in case that anyone feels unwell.
3. Take the body temperature of the personnel entering the nursing home for the aged. Only those with normal body temperature and without suspected symptoms like fever, cough, runny nose and diarrhea can enter the nursing home, and make proper entry and exit registration.
4. Strengthen ventilation in office areas and indoor public activity areas. In the case of using a central air conditioner, ensure the normal operation of the air conditioner, increase fresh air, and turn off the return air of all-air system.
5. Strengthen ventilation in the living rooms for the aged. Give priority to natural ventilation when the temperature is suitable. Regularly clean and disinfect the room when split air conditioners are used.
6. Strengthen cleaning and disinfecting office areas, canteens and indoor public activity areas.
7. Keep the environment clean and sanitary. Clear rubbish every day, and adopt sealed transportation when removing rubbish.
8. Public toilets should be kept clean and tidy and provided with hand washing facilities and liquid hand soap.
9. Control the number of visitors, activity areas and visiting frequency, and register visitors with their real names.
10. Complete health records; strengthen monitoring the original diseases and symptoms of the aged, and make plans about hospital, time, vehicles, routes, accompanying personnel, examination items, etc. in advance.
11. The staff should wear masks, strengthen hand hygiene and cover mouth and nose with a tissue or elbow when sneezing.
12. The aged need not wear masks when staying in their living rooms. However, in outdoor activities they should take along masks and put them on in time when coming into close contact with others (less than or equal to 1 meter).
13. When a confirmed case of COVID-19 is found, promptly send the patient to a designated medical institution for treatment, disinfect and clean the inside of the nursing home under the guidance of the local CDC, and quarantine those who have close contact with the confirmed case for observation.

(2) Medium and high-risk areas

In addition to the 13 measures above, the following measures should also be

taken.

14. In a nursing home where no confirmed case is found, if an elderly man feels unwell or falls ill, the nursing home should communicate with the elderly man and his/her family members and call the medical institution for help, ask the medical institution to arrange doctor visits or dial medical emergency numbers for first aid.

15. The elderly man and accompanying staff members who return to the nursing home from the medical institution should be quarantined for 14 days and are not allowed to enter until they are found to be in normal health status.

16. If an elderly man has suspicious COVID-19 symptoms like fever, dry cough and fatigue, immediately quarantine the suspected case and those who have close contact with the case, and seek medical treatment for screening.

17. If an elderly man diagnosed as suspected case or confirmed case, immediately send him/her to the designated medical institution for treatment, and terminal disinfection should be conducted for the living room and personal belongings of the case, and quarantine those who have close contact with the case for observation.

18 If an elderly man with COVID-19 has been cured and needs to return to the nursing home, he/she should be quarantined for 14 days for observation and is not allowed to enter until he/she is found to be in normal health status.

19 Implement closed-off management, dine-in services are not provided, and visitors are forbidden to enter the nursing home.

20 Comply with the relevant requirements of the Ministry of Civil Affairs for the epidemic prevention and control in pension institutions.

XXX. Welfare House

(1) Low-risk areas

1. Reserve anti-epidemic supplies such as masks, disinfectants and non-contact thermometers, formulate emergency work plans, implement accountability of each entity, and strengthen training of the staff.
2. Strengthen monitoring health status of the working staff, nursing staff and children. Those with suspicious symptoms such as fever, cough, dyspnea, etc. should seek medical treatment in time for screening.
3. Take the body temperature of the working staff, nursing staff and external personnel at the entrance of the welfare house. Those with abnormal body temperature are forbidden to enter.
4. Strengthen ventilation, maintain indoor air circulation and pay attention to maintaining comfortable indoor temperature. Ventilate 2-3 times a day for 20-30 minutes each time.
5. Clean and disinfect children's living rooms, canteen or dining hall, bathhouses, public activity areas and surfaces of objects.
6. Strengthen cleaning and disinfecting tableware (drinkware), and disinfect reusable tableware (drinkware) after each serving. It is recommended to take meals in a staggered manner, use self-owned tableware and take meals separately.
7. Keep the environment clean and tidy, clear rubbish every day, and disinfect the rubbish collecting points every day.
8. Minimize gathering and group activities, such as holding festival celebrations or get-together activities.
9. Strengthen hand hygiene, ensure the normal operation of hand washing facilities, and provide liquid hand soap (or soap).
10. Working staff and nursing staff should wear masks, pay attention to personal hygiene habits, and do not sneeze or exhale to children and infants. Cover mouth and nose with a tissue or elbow when sneezing.
11. Strengthen publicity and education of the knowledge of epidemic prevention and control of COVID-19, provide mental health services, and relieve children's anxiety and fear.
12. Set up an emergency area. When any staff, nursery governess or child has fever and other symptoms, temporarily quarantine them in the emergency area and seek medical treatment in time.
13. When a confirmed COVID-19 case is found, terminal disinfection should be conducted at the relevant place under the guidance of the local CDC, and the air conditioning and ventilation system should be cleaned and disinfected at the same time, and it should not be re-started until passing the hygienic evaluation.
14. For a children's welfare house in that has issued a school opening plan,

arrange separate living areas for school-age children in advance, and arrange special personnel for them.

(2) Medium and high-risk areas

In addition to the 14 measures above, the following measures should also be taken.

15. Implement fully closed-off management, dine-in services are not provided, and visitors are forbidden to enter the house.

16. Nursing staff and children with suspected COVID-19 symptoms (including fever, dry cough, fatigue, nasal congestion, runny nose, sore throat, diarrhea, etc.), if their epidemic contact history can not be ruled out, immediately quarantine them in a quarantine area for observation.

17 If anyone is diagnosed as a suspected case or a confirmed case, immediately send the case to a designated medical institution; the welfare house should report it to the relevant authority in time, carry out investigation of close contacts under the guidance of the local CDC and the civil affairs department, and quarantine the case for 14 days for observation; The house should conduct a thorough disinfection, dispose the personal belongings in a standardized way and complete other related work.

18. The children and nursing staff who return from medical institution, the working staff returning to work, newly admitted children and newly recruited working staff should be quarantined for 14 days at least, and they are not allowed to enter and work until they are found to be in normal health status. Newly admitted children and newly recruited working staff should take nucleic acid testing. If a child with COVID-19 is cured and needs to return to the welfare house, it should be quarantined for 14 days at least and is not allowed to enter until its health status is found normal.

19. For a comprehensive social welfare institution raising children, ensure that children's living area remain independent, and no one but the staff serving children is allowed to enter the area. The staff serving children should be full-time personnel and should not cross-serve other people in the house.

XXXI. Prison

(1) Low-risk areas

1. According to the conditions of a prison, estimate and prepare anti-epidemic supplies such as masks, gloves and disinfectants, formulate emergency work plans, implement territorial management and accountability of each unit and strengthen training of prison police officers and education on the epidemic prevention and control knowledge among criminals.
2. Arrange special personnel to be responsible for the health monitoring of prison police officers, working staff and criminals every day. Those with suspicious symptoms such as fever, cough, dyspnea, etc. should seek medical treatment in time for screening.
3. Implement closed-off management in prison. Prison police officers and working staff can enter prison only when they are confirmed to be healthy after quarantined for 14 days, physical examination and nucleic acid testing. Newly admitted criminals can be taken into custody only when they are confirmed to be healthy after quarantined for 14 days, physical examination, taking body temperature and nucleic acid testing. During the epidemic, suspend face-to-face meetings and adopt video meetings.
4. Strengthen ventilation in controlled areas and administrative office areas. Ventilate 2-3 times a day for 20-30 minutes each time. In the case of using a central air conditioner, ensure the normal operation of the air conditioner, increase fresh air, and turn off the return air of all-air system.
5. Increase the frequency of cleaning and disinfecting the floors of dormitories, work area, canteen, bathhouse, public toilets, public activity areas and surfaces of the frequently contacted objects such as door handles and stair handrails.
6. Strengthen cleaning and disinfecting tableware (drinkware), and disinfect reusable tableware (drinkware) after each serving.
7. It is recommended to take meals in a staggered manner and use one's own tableware.
8. Ensure the normal operation of hand washing facilities in canteens and public toilets and provide them with liquid hand soap (or soap).
9. Clear rubbish every day and disinfect rubbish collecting points every day. Frequently rinse drainage pipes of washbasins and showers to ensure water seal effect of U-shaped pipes of sewers.
10. Implement staggered recreation and rest; keep a certain distance between personnel and reduce communication.
11. Minimize gathering and group activities, and hold meetings or trainings via network.
12. Prison police officers and working staff should wear masks and pay attention to personal hygiene habits. Cover mouth and nose with a tissue or elbow when sneezing; keep hand hygiene, and take along quick-drying hand disinfectant or disinfectant tissues.

13. Put up health tips at eye-catching locations, use various display screens to publicize the knowledge of prevention and control of COVID-19, and encourage providing mental health services.

14. Set up an emergency area. When prison policemen, working staff and criminals have symptoms such as fever, immediately quarantine them temporarily in an emergency area and seek medical treatment in time.

15. When a confirmed COVID-19 case is found, the air conditioning and ventilation system should be cleaned and disinfected under the guidance of the local CDC, and it should not be re-started until passing the hygienic evaluation.

(2) Medium and high-risk areas

In addition to the 15 measures above, the following measures should also be taken.

16. Implement fully closed-off management and dine-in services are not provided.

17. Prison police officers, working staff or criminals who return from a medical institution are not allowed to enter the prison until they are found to be healthy after quarantined and tested.

18. If there is a confirmed case of COVID-19 in a prison, conduct symptom screening for all criminals and police officers as soon as possible, evacuate criminals, set up patient area and quarantine area, quarantined observation area and general-purpose area, deploy administrative staff and back office staff to form a reserve team, strengthen ventilation, cleaning and disinfection, conduct terminal disinfection for the places where the confirmed case once lived, and arrange special personnel to conduct terminal disinfection for the prison.

19. If COVID-19 spreads in a prison, screen confirmed or suspected cases and implement partitioned management; if a prison has no quarantine conditions or diagnosis and treatment conditions, timely transfer severe cases (including confirmed and suspected cases) to a designated hospital for treatment of severe cases. Transfer the cases with light symptoms (confirmed and suspected cases) to a designated hospital, and strengthen supervision during treatment. Terminal disinfection should be conducted at the places where a confirmed case lived, and arrange special personnel to conduct terminal disinfection for the prison.

XXXII. Mental Health Medical Institution

1. Establish an epidemic prevention and control leading group, formulate emergency plans and work procedures, organize trainings on prevention and control of COVID-19, and reserve protective supplies and disinfection materials.
2. Strengthen monitoring health status of the working staff. Those with suspicious symptoms such as fever, cough, dyspnea, etc. should seek medical treatment in time for screening.
3. Take the body temperature of staff and external personnel at the entrance of a mental health medical institution. Those with abnormal body temperature are forbidden to enter the institution.
4. Establish a liaison and consultation mechanism with the local general medical institution with COVID-19 diagnosis and treatment capabilities; Special psychiatric hospitals should set up quarantined observation wards, the psychiatric departments of general hospitals should set up quarantined emergency wards; Institutions with suitable conditions can set up a fever ward, transform outpatient departments and inpatient wards into quarantined areas, and scientifically set up channels for medical personnel and patients and medical waste transfer channels.
5. All departments should cooperate closely to implement various nosocomial infection prevention measures, ensure that disinfection, quarantine and protection measures are in place, pay attention to environmental sanitation and ventilation in all areas, and make proper cleaning and disinfection management.
6. Take strict outpatient and inpatient restrictions, scientifically and orderly provide medical services, try to reduce the number of outpatients' subsequent visits, and try to shorten the hospitalization time. Reduce hospital entrances and exits and strictly manage entry and exit, suspend visits by family members, and limit the number of accompanying personnel.
7. Newly admitted psychiatric patients should be transferred to general patient area/wards after 14 days of observation in the quarantine patient area/ward.
8. Strengthen the management of inpatients, especially treatment and care of hospitalized patients with severe mental disorders, minimize outdoor activities and reduce the risk brought by unexpected behaviors.
9. If an inpatient with mental disorders is found to be a suspected or confirmed case of COVID-19, immediately take measures to quarantine the patient, transfer him/her to a designated hospital for treatment, and timely report it to the local hygiene and health administrative department.
10. For a confirmed case who cannot be transferred to a designated hospital for the time being, the mental health medical institution should immediately set up a fever ward and invite a general medical institution with COVID-19 diagnosis and treatment capabilities to send personnel for consultation. Meanwhile, the mental health medical institution should take immediate measures to quarantine closely contacted medical personnel and patients for

medical observation for 14 days and thoroughly disinfect the wards.

11. Medical institutions should assign special personnel to carry out concurrent disinfection and terminal disinfection, select legal and effective disinfection products, adopt correct disinfection methods and make proper personal protection, and the CDC should provide proper technical guidance.

XXXIII. Medical Waste Disposal Center

1. Set up COVID-19 epidemic prevention and control team to properly manage COVID-19 prevention and disinfection management and make prevention and control and disinfection work process. The workers and management personnel of the unit engaged in the collection, transportation, storage and disposal of medical wastes should be given training on COVID-19 prevention related knowledge.
2. Reserve sufficient protective equipment and disinfection supplies, such as protective suits, masks, gloves, hand disinfectants, etc. Properly monitor and record the staff's health status every day, and take their body temperature before entering the workplace every day.
3. When a medical waste centralized disposal unit transports medical waste, it should comply with the relevant provisions of the State on the transport and management of dangerous goods, and use special vehicles that meet the relevant requirements and have clear marks indicating medical wastes.
4. The vehicles transporting medical wastes should be disinfected and cleaned after use in time at the centralized medical waste disposal site. They should be used for special purpose and should not be used to transport other goods.
5. When a medical waste transfer box is transported to the medical waste disposal center, the external surface of the container should be disinfected on site before given subsequent treatment.
6. During dumping medical wastes in the medical waste transfer box into the medical waste treatment system, the staff members who have close contact with medical wastes should have proper personal protection. They should wear work clothes, disposable work caps, disposable gloves, protective suits, medical protective masks or powered air filter respirators, protective face shields or goggles, footwear or rubber boots, waterproof boot covers, etc.
7. The workplace should strengthen ventilation. The staff should clean and disinfect the object surfaces and the floor of the workplace after work and make proper records. In the case of using a central air conditioner, ensure the normal operation of the air conditioner, increase fresh air, and turn off the return air of all-air system.
8. Solid remains, waste gas and waste water generated from the treatment system should be disposed according to relevant regulations.
9. Set up an emergency area. When there are suspected cases, temporarily quarantine them in the emergency area in time and arrange them to seek medical treatment nearby.
10. When a confirmed COVID-19 case is found, terminal disinfection should be conducted at the relevant place under the guidance of the local CDC, and the air conditioning and ventilation system should be cleaned and disinfected at the same time, and it should not be re-started until passing the hygienic evaluation.

XXXIV. Property Management Center

(1) Low-risk areas

1. Reserve masks, liquid hand soap, disinfectants and other anti-epidemic supplies, formulate emergency work plans, set up an emergency area, implement the accountability of the entity, and strengthen training of staff.
2. Monitor the health status of the staff. Those who have suspicious symptoms such as fever, cough, dyspnea, etc. should seek medical treatment for screening in time.
3. Install temperature monitoring device to take the body temperature of the personnel entering the property management center. Only those with normal temperature can enter.
4. Strengthen ventilation in the office area. In the case of using a central air conditioner, ensure the normal operation of the air conditioner, increase fresh air, and turn off the return air of all-air system.
5. Strengthen cleaning and disinfecting door handles and other key parts of offices, canteens, dormitories, toilets, etc.
6. Set up hand washing facilities in canteens, public toilets and other areas. If there is no hand washing facility, quick-drying hand disinfectant should be provided.
7. Encourage taking meals in a staggered manner, and reduce dine-in services and communications.
8. Encourage paperless office and reduce direct contact.
9. Reduce gathering of people and encourage holding meetings via Internet.
10. Put up health tips at eye-catching places and use various media to publicize the knowledge of prevention and control of COVID-19.
11. The working staff should wear masks to strengthen hand hygiene, cover mouth and nose with a tissue or elbow when sneezing, and thoroughly clean hands with liquid hand soap (or soap) after sneezing.
12. Set up an emergency area. When there are suspected cases, temporarily quarantine them in the emergency area in time and arrange them to seek medical treatment nearby.
13. When a confirmed COVID-19 case is found, the air conditioning and ventilation system should be cleaned and disinfected under the guidance of the local CDC, and it should not be re-started until passing the hygienic evaluation.

(2) Medium and high-risk areas

In addition to the 13 measures above, the following measures should also be taken.

14. Increase the frequency of shifts, reduce the staff density in the work area, and dine-in services are not provided.

Chapter III Different Populations

XXXV. Senior Citizens

1. Encourage the aged to develop the habit of washing their hands frequently. Pay attention to applying hand cream after hand washing.
2. Do not share personal items such as towel with others.
3. Keep a sound life schedule as usual, ensure adequate sleep, have a light diet with balanced nutrition.
4. Monitor health status every day, such as taking temperature and measuring blood pressure regularly, etc. Once they have suspicious symptoms such as fever and cough, they should be taken to hospital for medical treatment immediately.
5. Do not leave home if possible. Do not go to crowded area or poorly ventilated places. If possible, do not join gathering activities such as party, playing cards, playing chess, or group dancing.
6. Take personal protection measures when going out. It is recommended to wear masks and keep 1 meter or above away from others.
7. The aged with chronic pulmonary chronic lung diseases and heart diseases should wear masks under the doctor's professional guidance.
8. The aged suffering from underlying diseases should not stop taking drugs without doctor's advice. They can go to their nearest community health service center for medical treatment and prescribed drugs periodically, or they can ask for long-term prescribed drugs upon doctor's evaluation, so that they can go to the doctor's less. When going to the community health service center, take necessary personal protection measures. Family members can pick up drugs on behalf of the patient.
9. For the aged in need of full-time care, the accompanying personnel should pay attention to their own health status. They should stay indoors as much as possible. If it is necessary to go out, they must take personal protection measures.

XXXVI. Pregnant Women

1. Keep a sound life schedule; ensure adequate sleep; have a light diet with balanced nutrition.
2. Keep hand hygiene. Cover mouth and nose with a tissue or elbow when sneezing or coughing.
3. Use the personal items independently. Do not share them with others.
4. Monitor health status by oneself. Take the temperature, measure the weight and monitor the fetal heart rate every day. If fetal movement is abnormal, the pregnant should consult a doctor or seek medical treatment.
5. Make an online pre-registration for medical treatment. Seek medical treatment at different periods of time so as to avoid gathering. Try to reduce the time of seeing a doctor as much as possible.
6. Give priority to walking or driving to go outside or go to hospital. While in a public area, keep 1 meter or above away from others and wear a mask all the way.
7. After returning home, change clothes, wash hands and face timely.
8. Do not participate in activities such as group dinner and party. Refuse visitation from relatives and friends. If possible, do not go to closed and poorly-ventilated public places and crowded areas.
9. For outdoor sports or exercises, keep away from crowded areas and go to the places with few people and good ventilation (such as parks). Pay attention to hand hygiene, and do not touch eyes, nose or mouth with hands.
10. For pregnant women with no abnormalities during the first and second trimesters, the interval between prenatal examinations should be determined by doctors according to the local epidemic situation.

XXXVII. Children

1. Educate and urge children to develop good habits for keeping personal hygiene, such as washing hands frequently, not touching things randomly, not licking hands, not picking nose, and not rubbing eyes.
2. Ensure adequate sleep, and keep a light diet with balanced nutrition.
3. Tableware, towel and other personal items should be used independently.
4. Choose places with few people and good ventilation (such as parks) to play, and do not go to indoor amusement parks and other densely populated and poorly ventilated places.
5. Avoid taking public transport means if possible when going out. Parents or guardians and children must take protective measures when going out, for example, children should wear child masks. After returning home, change clothes and wash hands timely.
6. Parents or guardians can choose telephone consulting about when children should be vaccinated according to the local epidemic situation. They should go for vaccination at appointed date and time and take proper prevention measures. Some vaccinations can be postponed if necessary.
7. Parents, guardians or caretakers of young children should keep hand clean, pay attention to personal hygiene habits. Do not sneeze, cough, and breathe (puff) to children; do not kiss children, do not cool food by blowing air with mouth when feeding children, and do not feed children with chewed food.
8. Parents, guardians or caretakers of young children should wear masks when taking care of children.
9. When the parents, guardians or caretakers have fever, dry cough, sore throat and other symptoms, they should leave the children to others for care and avoid further contact with the children.
10. If the children have travelled to the middle and high-risk areas or have contact with confirmed COVID-19 cases, it should be reported to the community and the school timely.

XXXVIII. Students

1. Keep a regular life schedule; ensure adequate sleep; take necessary rest after study; do not sit for long; do some exercises to strength immune system and overcome negative sentiment timely.
2. Keep a light diet. Take as many types of food with balanced nutrition as possible. Reduce taking uncooked food. Fruits must be washed clean before taking.
3. Develop good hygiene habits; wash hands frequently; cover mouth and nose with a tissue or elbow when sneezing or coughing. Throw the used tissue into a designated trash can.
4. Tableware, towel and other personal items should be used independently.
5. Try to stay at home if possible. Do not go to the densely populated and poorly ventilated places. Do not participate in gathering activities such as student party and group dinner.
6. Try to avoid taking public transport means as much as possible when going out. Meanwhile, take proper personal protection measures, wear mask and keep hand hygiene. If possible, take along quick-drying hand disinfectant to clean hands.
7. Pay attention to eye health during attending online classes at home. The surface of electronic articles such as computer should be cleaned and disinfected.
8. Monitor health status by oneself every day; take the temperature and make a record. If one has suspicious symptoms such as fever, cough, etc., it should be reported to the head teacher and seek medical treatment in time.

XXXIX. Personnel Seeking Medical Treatment

1. Choose the nearest hospital as needed; make a pre-registration online or by telephone in advance; know about in advance the medical treatment process of the hospital during the epidemic period; get familiar with the location of the hospital's each department; do not stay in the hospital after the medical treatment so as to shorten the stay-in time in the hospital.
2. Wear a mask during the whole process of medical treatment; pay attention to personal hygiene; do not touch mouth, eyes or nose with hands; cover mouth and nose with a tissue or elbow when sneezing or coughing.
3. Keep hands hygiene. Do not touch the surfaces of door handles, registration machine, ATM and other objects if possible; wash hands with water or clean hands with quick-drying hand disinfectant after touching the surfaces aforesaid.
4. During waiting and queuing, keep 1 meter or above away from others; take stairs rather than elevator if possible. If taking an elevator, the people should go by batch to avoid it is overcrowded.
5. Take private car as the first choice to go outside. If taking public transport means, keep a safe distance from other passengers and open windows for ventilation when in a bus and a taxi.
6. After returning home, wash hands under running water or with liquid hand soap (or soap) or clean hands with quick-drying hand disinfectant.
7. After returning home, take off outwear immediately and wash clothes as soon as possible. In the case of contact with a suspected case in the hospital, it is necessary to disinfect the outwear physically: boil it at 56 °C and keep the temperature for 30 minutes or put it into a dryer for 20 minutes at 80 °C or above. If necessary, use chemical disinfectant to soak and disinfect it.

XL. Police Officers

1. When police officers are on duty outside (such as household investigation, checkpoint inspection, mobile patrol, etc.), they should wear masks and keep hands hygiene. If conditions permit, take along quick-drying hand disinfectant to clean hands.
2. When police officers receive visitors or interrogate suspects, they should take personal protective measures, wear masks throughout the whole process and keep 1 meter or above away from others. They should also require visitors and suspects to wear mask.
3. Keep hand hygiene. Cover mouth and nose with a tissue or elbow when sneezing or coughing.
4. Try to hold meetings in non-contact form such as remote video meeting. If it is necessary to take part in a face-to-face meeting, keep a safe distance from others; the number of participants should be reduced and the meeting time should be shortened.
5. Take meals at different time and in a staggered manner. Reduce the number of dine-in services. Tableware (drinkware) should be disinfected after each serving.
6. Monitor health status by oneself every day; take the temperature and make a record. If a police officer has suspicious symptoms such as fever, cough, etc., it should be reported to the police station and the suspected case should seek medical treatment in time. Any police officer who is sick is forbidden to go on duty.

XLI. Company Staff

1. Keep hand hygiene. Wash hands in time after touching public facilities or other people's articles. If conditions permit, take along quick-drying hand disinfectant to clean hands.
2. Pay attention to personal hygiene. Cover mouth and nose with a tissue or elbow when sneezing or coughing. Throw the used tissue into a designated trash can.
3. Keep the office area and rest area tidy and clean; recycle the rubbish by category, and the trash can for personal use should be cleaned before work-off every day.
4. Clean the work station at least once a week, including desk surface, armrest, seat, etc.; clean the dormitory once a week.
5. Take balanced diet. Take necessary rest after work. Do exercises moderately to help improve immune system.
6. Monitor health status by oneself every day; take the temperature and make a record. If one has suspicious symptoms such as fever, cough, etc., it should be reported to the company and the suspected case should seek medical treatment in time. Anyone who is sick is forbidden to go on duty.
7. Wear a mask at work. Before wearing the mask, clean hands first. Do not touch the inner and outer surfaces of the mask with hands when removing or wearing it.
8. Take meals at different times and in a staggered manner, and reduce conversation during meals. Use self-owned tableware and keep it clean.
9. Do not go to crowded areas or poorly ventilated places after work, such as restaurants, shopping malls, etc.
10. Do not participate in gathering activities, such as group dinner, lunch break chatting, etc.

XLII. Customs (Immigration Inspection, Health and Quarantine) Staff

1. Improve the awareness of self-protection. Be aware of the possible risks and protective measures in the work.
2. Pay attention to personal hygiene. Cover mouth and nose with a tissue or elbow when sneezing or coughing.
3. Wear masks and disposable gloves throughout the work.
4. Monitor health status by oneself every day (take the temperature) and report it to the authority. If one has suspicious symptoms, it should be reported to the authority and the suspected case should seek medical treatment in time.
5. After personnel screening, change gloves in time and clean hands properly. Use liquid hand soap (or soap) to wash hands under running water or clean hands with quick-drying hand disinfectant; clean and disinfect workbench, physical evidence inspection equipment and computer keyboard regularly.
6. Try to hold meetings in non-contact form such as remote video meeting. If it is necessary to take part in a face-to-face meeting, keep a safe distance from others; the number of participants should be reduced and the meeting time should be shortened.
7. Take meals at different times and in staggered manner. Take meals separately in batches, and avoid densely population in canteen. Do not talk over meals.
8. Try to reduce going out as much as possible. Do not participate in gathering activities such as group dinner and party.
9. When the risk level is high, take personal protection measures properly. It is recommended to wear uniform, disposable work caps, disposable gloves, protective suit, particle protective masks of KN95 / N95 or above grade, protective face shields or goggles, footwear, etc.

XLIII. Drivers

1. Drivers should work with license and ensure they are in good health status.
2. Clean and disinfect the interior of the vehicle before picking up passengers every day; clean and disinfect the door handles, steering wheel, handrail and other parts in the vehicle regularly every day.
3. Pay attention to personal hygiene; Cover mouth and nose with a tissue or elbow when sneezing or coughing.
4. Keep hand hygiene. Use liquid hand soap (or soap) to wash hands under running water or clean hands with quick-drying hand disinfectant.
5. Wear gloves, work clothes and masks during work, and remind passengers of wearing masks through the whole course, reduce communication and keep a safe distance.
6. During rest and queuing, drivers should reduce chatting in groups and keep a safe distance in communication. Do exercises moderately and keep adequate sleep. Anyone who is sick is forbidden to go on duty.
7. After a suspected case takes the car, the driver should disinfect the vehicle (seat, steering wheel, window, handle, handrail, etc.) and the air conditioning system in time.
8. Monitor health status by oneself every day and report it to the community or the company as required. If one has suspicious symptoms, it should be reported to the community or the company and the suspected case should seek medical treatment in time.
9. Choose an open place or a place with few people for dining and rest. Drivers are recommended to take food on their own or eat the take-away food in their cars.
10. Try to reduce gatherings or parties if possible. Do not go to densely populated public places, especially the closed spaces with poor ventilation.

XLIV. Couriers

1. Couriers should wear uniform and keep themselves clean and tidy at work.
2. Before going to work, the couriers must ensure they are in good health status. If one has fever, cough and other suspicious symptoms, it should be reported to the company immediately and the suspected case should seek medical treatment in time. Anyone who is sick is forbidden to go on duty.
3. Keep hand hygiene. Use running water to wash hands or liquid hand soap (dry fast) to clean hands.
4. Monitor health status by oneself (take the temperature) every day and report it to the company. If one has suspicious symptoms such as fever, cough, etc., it should be reported to the company and the suspected case should seek medical treatment in time.
5. During work, take proper personal protection measures like wearing mask. If conditions permit, take along quick-drying hand disinfectant to clean hands.
6. During work, do not take elevator as much as possible; and keep a safe distance with others in the elevator.
7. Avoid touching door handles, stair handrails, elevator buttons and other public facilities directly by hand.
8. Avoid close contact and communication with customers. When delivering parcels, it is better to choose pickup cabinet so as to achieve non-physical-contact delivery.
9. Keep a safe distance from others and do not to go to densely populated and poorly ventilated places.
10. Avoid participating in gathering activities, such as party, group dining, etc.

XLV. Staff of Utility Companies (Water Supply, Power Supply, Gas Supply)

1. Make sure that the staff members are in good health before going to work, and take their body temperature every day during work. Avoid overwork. Anyone who is sick is forbidden to go on duty.
2. Keep hand hygiene during work. Use liquid hand soap (or soap) to wash hands under running water or clean hands with quick-drying hand disinfectant.
3. When one has suspicious symptoms such as fever, cough etc., it should be reported to the authority and the suspected case should seek medical treatment in time.
4. Keep a safe distance from others in the office and do not involve in group chatting.
5. Before providing door-to-door service, the staff should contact the customer by telephone. During the door-to-door service, take proper personal protection measures.
6. Take proper personal protection measures during work and wear mask.
7. During the door-to-door service, avoid using car elevator if possible. In the elevator, keep a safe distance from others.
8. Try not to touch door handles, stair handrails, elevator buttons and other public facilities directly by hand.
9. Avoid close contact with customers during work. Keep 1 meter or above away from others and shorten the conversation time.
10. Avoid participating in group gathering activities, such as party, group dining, etc.

XLVI. Cooks

1. Cooks should have a health certificate to go to work and ensure they are in good health status before going to work. Anyone who is sick is forbidden to go on duty.
2. Strengthen hand hygiene during work. Use liquid hand soap (or soap) to wash hands under running water or clean hands with quick-drying hand disinfectant.
3. Pay attention to personal hygiene; cover mouth and nose with a tissue or elbow when sneezing or coughing. Wrap the secretion from mouth and nose with a tissue, and discard it in the trash can with a cover.
4. Wear masks, work clothes, caps and gloves during work. Keep personal hygiene and keep their work clothes & caps clean and tidy.
5. Standardize the food processing. Different types of raw food materials should be stored and processed separately. During cooking, the uncooked and cooked materials should be separated and all food should be thoroughly cooked.
6. It is forbidden to kill or cook wild animals or sick livestock.
7. Monitor health status by oneself every day (take the temperature) and report it to the company as required. If one has suspicious symptoms such as fever, cough, etc., it should be reported to the company and the suspected case should seek medical treatment in time.
8. Clean and disinfect tableware (drinkware), food processing tools and utensils properly.
9. It is forbidden to make group chatting during work. Keep a safe distance from others. Avoid participate in gathering activities after work if possible.
10. It is recommended to go to work on foot, by bicycle or by taking a private car. Try not to take public transport means if possible. If taking a public transport means, wear a mask all the way, and do not touch any objects in the vehicle directly with hands on the way if possible.

XLVII. Security Staff

1. Security staff should take proper personal protection measures during work and wear masks.
2. Monitor health status by oneself (take the temperature) every day and report it to the company. If one has suspicious symptoms such as fever, cough, etc., it should be reported to the company and the suspected case should seek medical treatment in time.
3. Clean the duty room and dormitory and keep them clean and tidy. Clear away the rubbish in time. Conduct preventive disinfection if necessary.
4. Keep hand hygiene during work. If conditions permit, provide with quick-drying hand disinfectant for cleaning hands.
5. Keep work clothes clean and tidy; wash them regularly, and disinfect them if necessary.
6. The security staff who are responsible for taking temperature measurement and keeping registration of external personnel should keep 1 meter or above away from them during communication.
7. If anyone is found to be a suspected case of COVID-19 during work, report it to the authority in time and take self-protection properly.
8. Reduce close contact with others and avoid participating in gathering activities.
9. The security staff in charge of medical area or quarantine area should take personal protection measures according to relevant requirements.
10. Avoid participating in group gathering activities, and keep away from the densely populated and poorly ventilated places.

XLVIII. Sanitation Workers

1. During cleaning rubbish and repairing sewers, sanitation workers should wear masks and gloves and should not touch eyes, mouth, nose, etc. with hands. The masks should be replaced in time when they are dirty, deformed, damaged or smelly. Sewer repair workers should also wear goggles.
2. Pay attention to hand hygiene and wash hands frequently. Clean the operation tools and rubbish collection & transportation tools in time, and disinfect them regularly.
3. During road cleaning, if there are wastes such as discarded masks and gloves, sanitation workers should pick them up with a tool and put them in the waste collection area. Do not pick them up by hand.
4. When working in crowded places, sanitation workers should keep away from the crowd and do cleaning in a staggered shift.
5. Wear work clothes during work and disinfect them regularly.
6. Take as many types of food with balanced nutrition as possible. Reduce taking uncooked food. Fruits must be washed clean before taking. Pay attention to food hygiene.
7. Keep a sound life schedule and ensure adequate sleep. Do exercises moderately to enhance immune system.
8. Take the temperature before work. If one has suspicious symptoms such as fever, cough, etc., it should be reported to the supervisor and the suspected case should seek medical treatment in time.
9. During cleaning work, avoid close contact and conversation with others.
10. Avoid going to crowded area or poorly ventilated places after work, such as restaurants, shopping malls, etc.; avoid participating in gathering activities such as group dining.

XLIX. Cleaners

1. Make sure that cleaners are in good health before going to work, and take the temperature every day during work. If one has suspicious symptoms such as fever, cough, etc., it should be reported to the company immediately and the suspected case should seek medical treatment in time. Avoid overwork. Anyone who is sick is forbidden to go on duty.
2. Wear unified work clothes during work, and keep work clothes clean and tidy. Wash them regularly and disinfect them if necessary.
3. After finishing daily cleaning work, wash and disinfect the cleaning tools such as cleaning cloth and watering kettle in time.
4. For crowded places, do cleaning in a staggered shift.
5. Take as many types of food with balanced nutrition as possible. Keep adequate sleep.
6. When cleaning indoor areas such as meeting room, office, toilet, increase cleaning and disinfection frequency for the surfaces of frequently contacted objects (such as table surface, handrails, seats, public equipment, etc.) and keep a record accordingly.
7. During cleaning rubbish, if there are wastes such as discarded masks, do not pick them up by hand.
8. Take proper personal protection measures during work like wearing mask and gloves. Take personal protection for chemicals when using disinfectant.
9. Avoid close contact with others during work. Avoid participating in group gathering activities, such as group dining, etc.
10. Take meals separately and reduce communication. Clean and disinfect the tableware.

L. Waiters

1. Make sure that waiters are in good health before going to work, and take the temperature every day during work. Avoid overwork. Anyone who is sick is forbidden to go on duty.
2. Wear unified work clothes during work, keep work clothes clean and tidy. Wash and disinfect them regularly.
3. Pay attention to personal hygiene; cover mouth and nose with a tissue or elbow when sneezing or coughing. Wrap the secretion from mouth and nose with a tissue, and discard it in the trash can with cover.
4. When serve the customers, avoid direct contact with customers and reduce communication with customers.
5. Strengthen hand hygiene during work. Use liquid hand soap (or soap) to wash hands under running water or clean hands with quick-drying hand disinfectant.
6. Keep a balanced nutrition; do exercises moderately and ensure adequate sleep.
7. When one has suspicious symptoms such as fever and cough, it should be reported to the company and the suspected case should seek medical treatment in time. Anyone who is sick is forbidden to go on duty.
8. It is recommended to wear masks during work and try to keep 1 meter or above away from others while talking.
9. It is recommended to use self-owned tableware for taking meals. Better to take away the food from the dining hall and avoid taking meals on site. Take meals in the canteen in a staggered manner, reduce communication when taking meals and shorten dining time.
10. Avoid participate in gathering activities, such as party, group dinning, etc.