

## **Direction for Social & Institutional Organization to Prevent and Control of COVID-19 Pandemic**

Published by  
Combined Covid-19 Control Centre, Health Department

### Chapter One: Different Places

#### **Home:**

1. Preserve mask, thermometer, disinfected products and other necessary stuffs at home
2. Keep following up and test family member's health conditions, specially do measure temperature two times, morning and evening.
3. Keep enough air passing at home; keep windows open for at least for 20-30 minutes two or three times in a day.
4. Keep clean home and surrounding with antiseptic
5. Use individual towel for family members, Dry bedcover pillow frequently in the sunlight. Please develop personal hygiene and don't spit here and there. During sneezing and coughing, use tissue/handkerchief/elbow folder.
6. Plan a scientific diet plan, regularly take healthy & nutritious food and do light exercise to develop healthy immune system
7. Clean your hand with soap or use 70% alcohol based sanitizer after return from outside.
8. Cook duck/hen and boil egg in proper temperature and avoid eating raw food like wild animals
9. Avoid hang out, invitation or group gathering at any cost.
10. If you are sick, avoid going outside. Use face mask, cotton mask is enough for you. After using mask, clean it with hot soap water and dry it in sunlight.
11. To wear mask is must when you are in crowd and close contact with people.
12. If you are leaving in a mid/high risk zone, limit your movements. Avoid contact who are in quarantine.  
In case of emergency, take proper care of hygiene, disinfecting surrounding. Strictly maintain personal hygiene and wear mask.

**Office space:**

1. Keep enough stock and supply of mask, liquid hand soap, disinfected materials; plan for emergency function; Divided job responsibilities individually;  
Provide training for employees on public health like, proper uses of mask, etiquette of sneezing/cough, maintenance of social distance, hand cleaning, disinfecting process will get preference.  
How to take care of health and mind in isolation and quarantine period will be added in the training.  
Training module can be prepared, how to take self-care & treatment at home if one has Covid-19 positive symptoms.
2. Prepare health monitoring system for employees, keep records of employees' daily health conditions and who feels sick, need to take proper treatment.
3. Arrange temperature monitoring system at the entrance of office. Allow only who has normal temperature and make mandatory to wear mask. Keep enough mask at the reception, if anybody forgets provide him a mask.  
REMEMBER WEARING MASK IS MANDATORY.
4. Increase natural air flow in the office. In case of using central AC, ensure natural process, need to increase natural pure air flow in the room.
5. Ensure continues cleaning and disinfecting of door handle, lift button, public toilet and spaces which are frequently used.
6. Keep clean all the public spaces at office and maintain routine waste management.
7. Hand and physical cleanliness is very important. Use tissue or cover your face when you are coughing/sneezing.
8. Employees will take their own mask and when they will contact with the others wear mask. In the office space, keep wearing mask is necessary.
9. Arrange display board with the direction of health issues and hygiene matters on Covid-19 and other infectious disease.
10. Limit number of meetings, duration of meeting and keep enough air flow in the meeting space. It's better to arrange video meetings.
11. If there is any confirmed Covid-19 case, ensure to disinfect the whole area according to the direction of CDC/Health Department. Before verify and confirm the disinfection procedure, the office space should be closed.
12. Control people's movement in the high risk/mid risk zone strictly. Arrange and ensure separate sitting arrangements for every individual. Encourage to work from home, work online and work individually. Ensure mask in every situation.

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