

Covid-19

Prevention and Control Manual



Coronavirus Prevention and Control Headquarters

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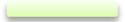
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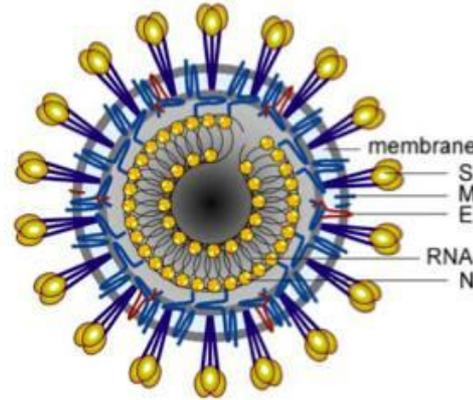
The knowledge of coronavirus



1. What is coronavirus

The coronavirus which isolated from the lower respiratory tract of a pneumonia patient, a new type of Coronavirus, named **2019-nCoV** by WHO.

Coronavirus



Structural protein

spike protein (s)

E protein (E)

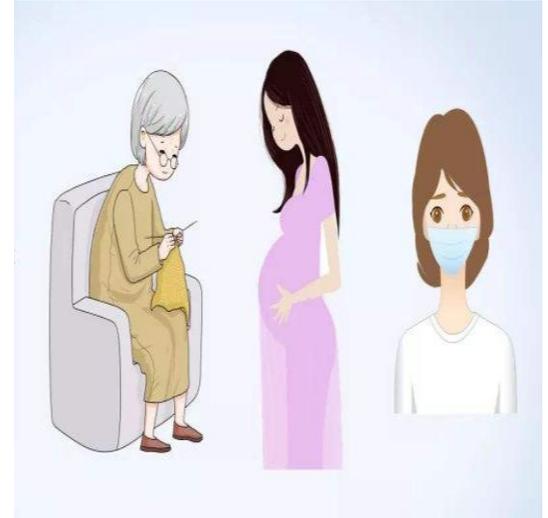
MOMP (M)

Nucleocapsid protein (N)

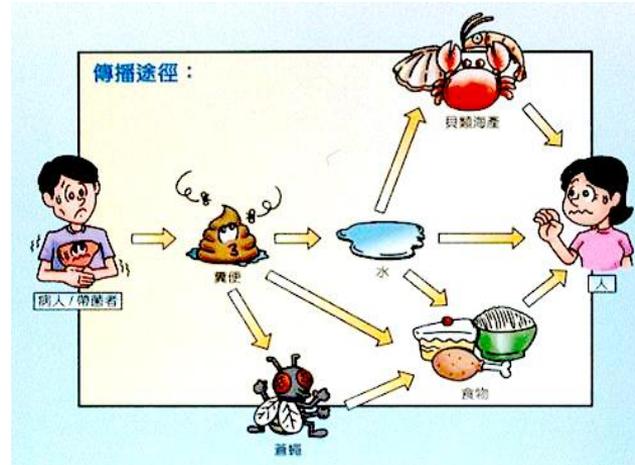
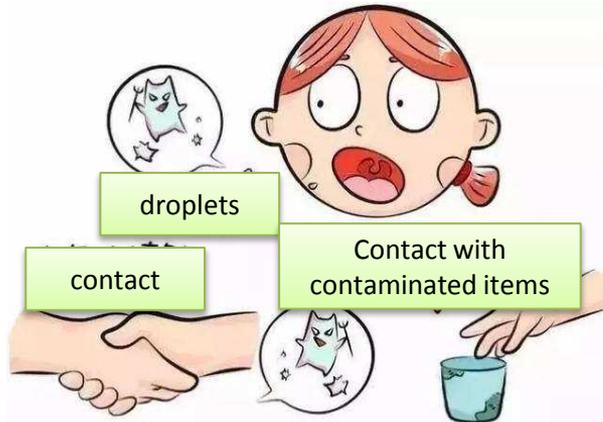
2. Who are susceptible to coronavirus

People are generally susceptible. Pneumonia caused by coronavirus can occur in immunocompromised and immunocompetent people, and is related to the amount of virus involved.

For people with poor immune function, such as the elderly, pregnant women or patients with abnormal liver and kidney function, and chronic patients, their condition will be more serious after infection.



3, What are the coronavirus transmission routes



Schematic diagram of fecal mouth transmission

The main modes of transmission are through droplets, contact, fecal mouth (including hand contamination caused by self inoculation) and different sizes of respiratory aerosol near-range transmission. At present, the main way is close droplet transmission.

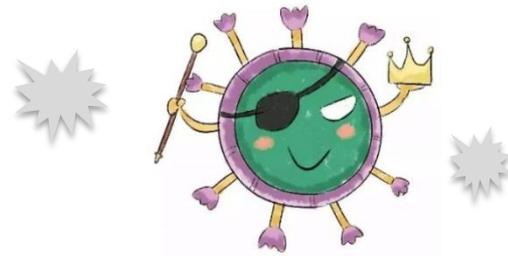
4. Will Coronavirus be transmitted from human to human?

YES. Judging from the incidence sequence of some clustering cases, the characteristic of human to human transmission is very obvious, and there is a certain range of community transmission.



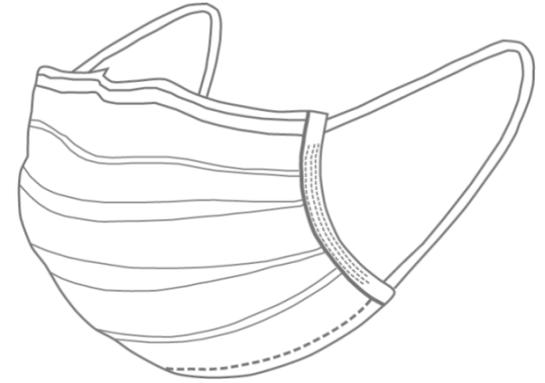
5、 The clinical manifestations of coronavirus

Fever caused by novel coronavirus infection is the main manifestation. It can be accompanied by mild dry cough, fatigue, poor breathing, diarrhea, and other symptoms such as runny nose and expectoration. Some patients' onset symptoms are mild, no fever, only headache, palpitation, chest distress, conjunctivitis, mild limb or back muscle pain. Some patients developed dyspnea one week later, and those with severe disease progressed rapidly. Most patients have a good prognosis, but a few of patients are in critical condition, even died.



6. Control measures for coronavirus

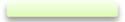
- Air transmission precautions:
 1. wear medical masks when going out
 2. Contact and droplet prevention measures: wash hands frequently with soap and clean running water;
- Universal measures:
 1. Room ventilation;
 2. Cleaning and disinfection: novel coronavirus is sensitive to heat, soaking in hot water at 56 degrees Celsius for 30 minutes, 75% alcohol, chlorine disinfectant, chloroform and other lipid solvents can effectively inactivate the virus.



***Away from fire , high pressure,
high temperature.**



The protection knowledge in working area



Working area protection knowledge

How to do it on the way to work?

Wear disposable medical mask correctly. Try not to take public transportation. Walking, cycling, or taking a private car or shuttle to work is recommended. If you have to use public transportation, you must wear a mask all the way. Try to avoid touching the contents of the vehicle with your hands during the journey.

In order to achieve the best protection, please wear it as shown below



Cover the nose and mouth, and hang the ear strap on both sides of the mask on the ear



Fix the strip of nose bridge according to the shape of the nose to prevent dirty air from entering



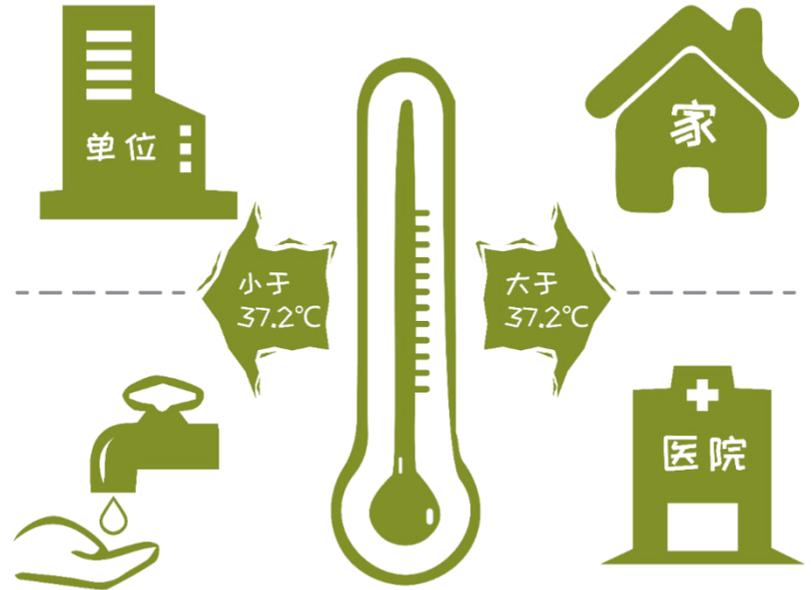
Please pull the mask to the lower jaw to present the three-dimensional breathing space immediately



Work area protection knowledge

How to enter working buildings?

Before entering the office building, take the temperature test consciously. If the temperature is normal, one can allowed to enter and should wash hands in the toilet. If the temperature is over 37.2 °C, please do not enter the building to work, and go home to observe and have a rest, if necessary, go to the hospital for treatment.



Working area protection knowledge

How to work in the office?

Keep the office area clean. It is recommended to ventilate 3 times a day for 20-30 minutes each time. Pay attention to keep personal warmth when ventilating. Keep a distance of more than 1 meter between people, and wear masks when many people work together. Wash hands frequently and drink plenty of water, and insist on washing your hands strictly according to the six-step method before eating and after going to the toilet. The reception personnel shall wear masks.



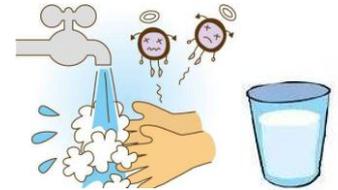
Ventilate 3 times a day for 20-30 minutes



Wear masks when many people working together



Keep a distance of more than 1 meter between people



Wash hands and drink water frequently

Working area protection knowledge

How to protect when attending meetings?



Before the meeting
(Wear surgical mask , Hand-washing disinfection)

During the meeting
(Control meeting time , open windows to improve air circulation)

After the meeting
(Disinfection)

During epidemic period, avoid centralized meetings, adopt video or voice conference if necessary .If the meeting is necessary , it is recommended to wear masks, wash hands & disinfect before entering the meeting room, more than 1 meter apart from participants. Control meeting time, if the meeting time lasts too long, open the window for ventilation once. After the meeting, the venue and furniture shall be disinfected. It is recommended to soak tea utensils in boiling water for disinfection.

Working area protection knowledge

How to protect on the way back home?

Off duty



Wear mask to go out
after washing hands

After washing hands, one should wear disposable medical mask to go out.
After removing the mask at home, washing hands and disinfecting first.
Wipe the phone & key with a disinfectant wiper or 75% medical alcohol.
Keep the room ventilated and clean, and avoid multiple parties.

Arrive home



Take off mask and wash
hands



Wipe mobile phone & key
with disinfectant wipes or 75%
medical alcohol



Maintain ventilation
and sanitation



Avoid multiple parties

Working area protection knowledge

How can we do with the public area?



Daily disinfection of public areas such as halls, corridors, conference rooms, lift, staircases, toilets and other. Try best to spray disinfection . The cleaning appliances used in each area should be separately to avoid cross infection

Working area protection knowledge

How to disinfect the telephone

It is recommended that the landline telephone should be wiped twice one day with 75% alcohol. If using frequently, it can be wiped for four times one day.

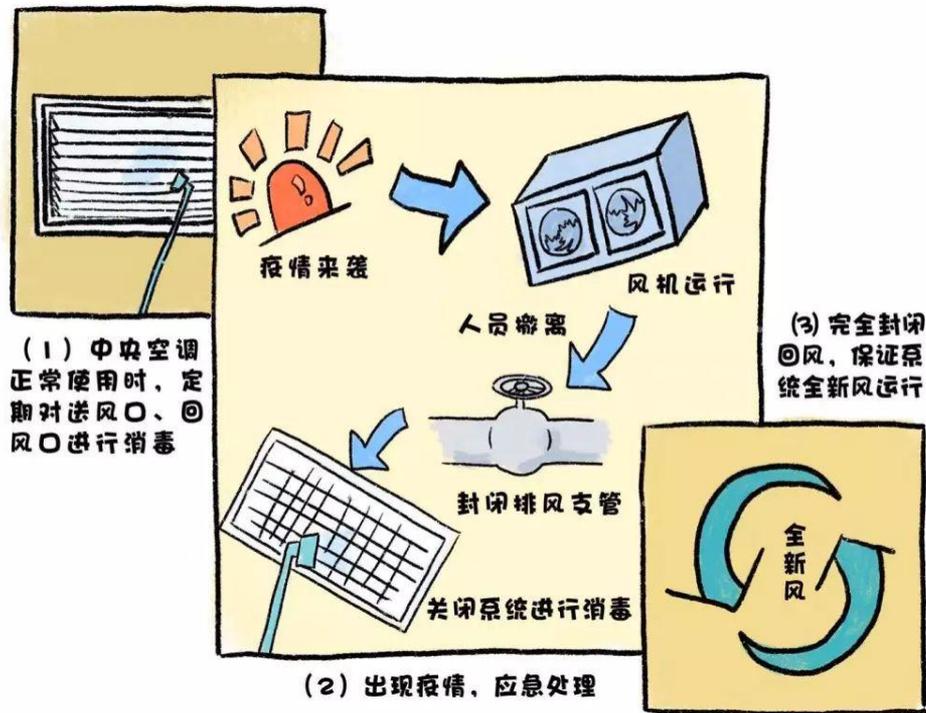


Daily wiped 2-4 times per day with 75% alcohol

Working area protection knowledge

How to disinfect AC

1. When the central air conditioning system runs, the air supply outlet and return air outlet shall be disinfected regularly.
2. When the fresh air system of central air conditioning is on, if there is an epidemic situation, do not stop the operation of the fan. After the evacuation of personnel, close the branch exhaust pipe, turn off the fresh air exhaust system after a period of operation, and disinfect it at the same time.
3. For the whole air system with return air, the return air shall be completely closed to ensure the fresh air operation of the system.



Working area protection knowledge

How to dispose of waste masks?

During epidemic prevention, hand hygiene should be done before and after removing masks. Discard masks should be placed in trash cans, and the trash can should be disinfected with 75% alcohol or chlorine-containing disinfectant twice





Personal protection knowledge

1. Hand washing



How to protect yourself from pneumonia of coronavirus

(1) Wash your hands frequently. Wash hands with soap or hand sanitizer and running water, and wipe hands with disposable tissue or clean towel. Wash hands immediately after touching respiratory secretions (e.g. after sneezing).

(2) Keep good respiratory hygiene habits. When coughing or sneezing, cover your mouth and nose with paper towel or towel, wash your hands after coughing or sneezing, and avoid touching your eyes, nose or mouth with your hands.

(3) Enhance physical fitness and immunity. Balanced diet, proper exercise, regular work and rest, avoid excessive fatigue.

(4) Keep the environment clean and ventilated. Open windows and ventilate at least 3 times a day for 20-30 minutes each time. When the outdoor air quality is poor, the ventilation frequency and time should be reduced appropriately.

(5) Minimize activities in crowded places and avoid contacting patients with respiratory tract infection.

(6) In case of respiratory tract infection symptoms such as cough, runny nose, fever, etc., isolation and rest should be done at home. If fever persists or symptoms worsen, seek medical treatment as soon as possible.

1. Hand washing



The effect of hand washing in preventing respiratory diseases

Proper hand washing is one of the most effective ways to prevent diarrhea and respiratory infections. Authorities such as the Chinese CDC、WHO and the US CDC recommend washing hands thoroughly with soap and water (running water).



1. Hand washing



5



Fifthly : rotational washing of right thumb with left palm and opposite, Five times

Six correct hand washing methods

1



Firstly , rub hands palm to palm(Five times)

2



Secondly , right palm over left dorsum and left palm over right dorsum(Five times)

3



Thirdly , palm to palm with fingers interlaced

4



Fourth , rotational rubbing of clasped fingers into palm (Five times)

6



Sixthly: backs of fingers to opposing palms with fingers interlaced. Five times

1. Hand washing



When do you need to wash your hands ?



(1) Before and after passing files.



(2) After coughing or sneezing



(3) Before, during and after preparing food



(4) Before meals



(5) After going to the toilet



(6) When hands are dirty



(7) After contacting others



(8) After touching animals



(9) After going out

1. Hand washing



There is no clean water when traveling, so it is not convenient to wash your hands. How to do?

You can use alcohol-based disinfection products to clean your hands. Coronavirus are resistant to acids and alkalis, and sensitive to organic solvents and disinfectants. 75% alcohol can inactivate the virus, so a certain concentration of alcohol-containing disinfection products can be used as an alternative to washing hands with soap and running water.



2. Mask



How to choose a mask



医用外科口罩



N95



棉纱口罩



Option 1: disposable surgical mask, wear continuously for 4 hours then replace it, and please replace it immediately after contamination or moisture.

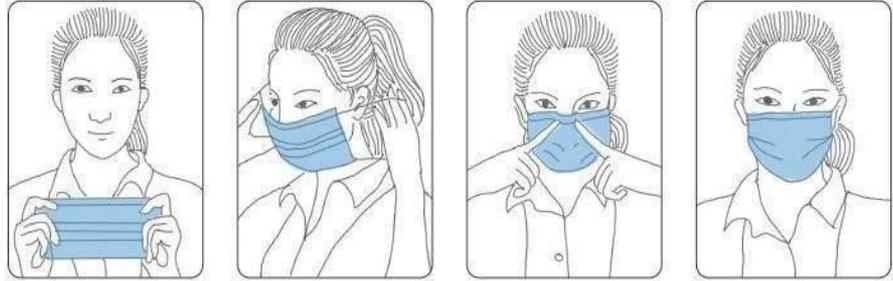
Option 2: N95 medical mask, wear continuously for 4 hours then replace it, and please replace it immediately after contamination or moisture.

Cotton mask, sponge mask are not recommended.

2. Mask

2. Proper use of mask

Application method of medical mask



- dark color side should be face outwards, and the surgical mask also has a metal nose clip. The light color side should be face to your face, the metal strip should be above the mask.
- After separating the front, back, upper and lower ends of the mask, please wash your hands and hang the rope on your ears.
- The last step is to press the metal bar on both sides of the bridge of the nose with both hands, to make the upper end of the mask close to the bridge of the nose.
- Then pull the mask down so it doesn't get any wrinkles, preferably covering the nose and mouth.

2. Mask



3. How do the special people wear masks?



When pregnant women wear masks, they should pay attention to the combination of their own conditions and choose comfort products.



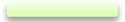
If the elderly and chronic patients with cardiopulmonary disease wearing a mask cause any discomfort and even aggravate, they should seek professional guidance from doctors.



Children are in the stage of growth, and their face is small, so please choose children's protective masks.



Protection at home



How to protect from coronavirus at home?

1 Enhancing health awareness, proper exercising, early sleep can improve immunity;

2 Keep good personal habit, cover mouth and nose with paper towel when coughing or sneezing, wash hands thoroughly and frequently, do not touch eyes, nose or mouth with dirty hands;

3 Ventilate the room and keep it clean;

4 Avoid close contact with people with respiratory symptoms (such as fever, cough or sneeze) as much as possible;

5 Try to avoid going to crowded and confined places;

6 Avoid contact with wild animals, poultry and livestock;

7 Only eating meat and eggs totally cooked;

8 Pay close attention to fever, cough and other symptoms, and see a doctor nearby in time if such symptoms occur.



How to have meals?



Formal channels to buy meat

Do not eat sick animals and their products; Fresh poultry meat buying from formal channels, consumption of poultry meat, eggs, milk fully cooked.



Knives should be used separately

The food's cutting boards and knives which are adopted to handle raw food and cooked food should be separated. Wash your hands between processing raw and cooked food



Meat should be thoroughly cooked

Even in the outbreak area, if meat have been cooked thoroughly and handled properly, it's safe to eat.

How to do mental protection



01

Put down the phone appropriate maintain normal life rhythmically.

Eat and sleep on time; do some housework with family together, watch funny movies, read a book, and make phone calls to relatives and friends.



02

Proper indoor sports

Yoga, tai chi, place run...Release the emotional in sweat.

How to do mental protection

Accept our emotion

- A. The moderate emotion, in fact, can help us to face the epidemic diseases. It can be a signal that can remind us of the dangers and risks so that we can deal with it more actively.
- B. If we can be aware of the changes of our emotions, in fact, we are able to face it. But some people might try to do something to distract their attention, which is some kind of “denying” and “revolting against” emotions.
- C. What we can do is to keep this emotion and find out our different emotions, which is accepting our emotions.

How to do mental protection

Write Down Your Negative Emotion

Such as **“I’m so scared. I don’t want to infect my family if I get infected.”** And then you can rewrite it in a more positive way, like **“what I can do is to urge my family to keep good physical and mental protection.”**





Medical process



When should we go to see a doctor?

1



The main symptoms of patients infected with coronavirus are fever and fatigue, dry cough, or dyspnea. Severe cases are manifested as acute respiratory distress syndrome, septic shock, difficult metabolic metabolic acidosis and dysfunctional coagulation disorder. Some patients have mild onset symptoms and no fever. Most of the patients are mild and have a good prognosis. A few of them are critically ill or even dead. If there is fever, fatigue, dry cough, it does not mean that one has been infected.

However, if there are (1) acute respiratory infection symptoms such as fever (axillary temperature ≥ 37.3 °C), cough, shortness of breath, etc.; (2) travel or residence history in epidemic areas, or contact with fever patients with respiratory symptoms from epidemic areas within 14 days before the onset of the disease, or small-scale aggregation of the disease, they should go to the local designated medical institutions for screening and diagnosis and treatment.

2

Notices:



(1) If contact has symptoms, one should choose the fixed-point hospital which has fever clinics in advance.

(2) Masks should be worn on the way to hospital and in the hospital.

(3) Avoid public transit, patients should call an ambulance or use private vehicles, if you can, open the window on the way.

(4) The close contacts should keep healthy respiratory tract and clean hands. And on the way or in the hospital, one should stand or sit as far away from others (at least 1 meter) as possible.

(5) Any respiratory secretions or body fluids contaminated surfaces should be cleaned and disinfected with disinfectant containing the diluted bleach.

(6) When go to see a doctor, one should truthfully detail one' s illness condition and treatment process, especially should tell the doctor pneumonia patients or suspected patients contact exposure history, animals contact history, etc.

God bless you

Jesús, maría y José

Dieu vous bénisse

يسعدك الله, باركك الله.