

Coronavirus Prevention

Let's all get started!

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YongLin Healthcare Foundation





COVID-19個人防護包

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Preparations before leaving home



- **First, take your own temperature and assess your overall health. Stay home if you feel ill**
- **Prepare face masks, disinfectant wipes, and protective goggles according to daily needs.**
- **Plan ahead your schedule.**
- **Avoid waiting in line.**






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What to do when commuting? (1)



- Wear facemask when you are around other people.
- Avoid using public transportation, ride-sharing, or taxis. If you need to take public transport, put on mask.
- During the trip, **avoid** contacting surfaces. Hands touch many surfaces and can pick up  viruses
- Avoid touching eyes, nose and mouth.



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What to do when commuting? (2)



- Walking : Keep social-distancing
- Biking : Wipe and disinfect the bicycle, esp. the handle
- Taxi : Maintain hand sanitation
- Driving : **Avoid** rush hours. Disinfect and ventilate 10 minutes in advance **!! If you use alcohol, it takes 30 minutes to fully volatilize before clean**
- Bus : Open windows to ventilate. Not recommended to use air conditioning for vehicles. When traveling long distance, stop at a rest area every 2 hours.
- MRT/Train : Try to sit apart from others, prepare personal hand sanitizer, **avoid** touching surfaces.



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What to do in the office? (1)



- Take body temperature upon entering the building.
- Repeat and self quarantine at home if body temperature exceeds **99.5°F (37.5°C) several times**. Seek medical care if you have symptoms.
- Avoid touching the elevator buttons directly.
- Social-distancing in the elevator.
- Thoroughly clean hands with running water or sanitizer.
- Provide disposable wipes so that commonly used surfaces can be wiped down by employees before each use.



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What to do in the office? (2)



- Routinely clean “high touch surfaces” in the workplace, such as workstations, countertops, and doorknobs.
- **Ventilate 3 times for 20~30 minutes** each day.
- Maintain at least 1 meter (3 feet) distance between yourself and anyone who is coughing or sneezing.
- Follow cough and sneeze etiquette.
- Wash hands often and drink plenty of water.
- Wash after going to the bathroom, blowing your nose, sneezing, or coughing. Wash your hands before eating anything.
- Put on masks during crowded meeting or making discussions.



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What to do during meetings?



- Reduce number of physical meetings and control meeting time.
- Wear a face mask.
- Wash or disinfect hands before entering meeting room.
- Sit apart during meetings.
- Open windows to ventilate during long meetings.
- After meetings, facilities and office items must be sanitized.
- It is recommended to sanitize utensils like tea cups with boiling water.



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What to do during meal time?



- **Bring lunch to work from home.**
- **Split lunch break hours to avoid congestion.**
- **Wear mask until right before eating.**
- **Wash hands before and after eating.**
- **Don't talk while eating or share food.**
- **Eat proper healthy diet, avoid alcohol.**



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What to do after returning home?



- Upon entering your home, **wash or sanitize hands after removing mask.**
- Use sanitizing wipes or 75% alcohol to wipe personal accessories such as cell phone, keys, etc. Do not spray.
- Change work clothes. Do not shake dirty laundry; this minimize the possibility of dispersing virus through the air
- Clean periodically.
- Maintain indoor air flow.
- **Avoid** hosting large gatherings.





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What to do when out shopping?



- **Make a checklist.**
- **It is essential to wear a mask when going out.**
- **Avoid crowded areas.**
- **Maintain social-distance of at least 1 meter.**
- **Avoid stopping in public areas for extended period of time.**
- **Wash or sanitize your hand often.**



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Recommendations for daily exercise



- **Moderate and appropriate work out is recommended to ensure healthy physical condition.**



- **Avoid extreme or excessive exercise**
- **Avoid crowds, esp in poorly ventilated place.**
- **If you are going to GYM, avoid high touch surfaces in public areas and avoid touching your face.**





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How to prepare public spaces?



- **Where ?** Disinfect daily public areas such as halls, stairs, conference rooms, elevators, corridors, toilets, door handles, faucets. Clean and disinfect office supplies such as the computer mouse and keyboard.



- **How :** If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- **What :** For disinfection, diluted household bleach solutions, alcohol solutions (at least 70% alcohol), and most common environment agency -registered household disinfectants should be effective.



- **Note :** Avoid mixing of cleaning products.





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How to ensure safety during commuting trips?



- Travelling at off-peak times if possible.
- Driver : **Wipe** the interior of the car and door handle with registered anti-viral products at least once daily. Open windows.

~ If you use alcohol, it takes 30 minutes to fully volatilize.

All alcohol based products are potentially flammable and should be stored away from high temperatures and flames. Do not leave alcohol in the vehicle~



- Put on a mask while riding a commuting vehicle.
- Wash your hands or use hand sanitizer after leaving the vehicle
- Do not touch your face or bite your nails while travelling.



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Directions for working staff



- Service personnel, security guards, and janitors should wear masks while working and maintain a safe distance from others



- Restaurant cashiers or catering staff must wear masks and disposable rubber gloves to **avoid** direct contact with raw meat and poultry. Wash hands and disinfect immediately after removing gloves.



- Janitorial staff must wear disposable rubber gloves while working, and wash or disinfect hands after work.



- Security personnel must wear masks to work, and carefully inquire and register the status of incoming guests, and report any abnormal situations in a timely manner.



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How to handle business visits?



- **Visitors** : must wear a mask, take a temperature before entering the office building, and inform personnel of your travel history.
- **Employees** : please check if visitors have a fever, cough, or dyspnea. Wash hands before entering .
- **Employees** : Reduce physical visit, try teleconferencing or video conferencing or meeting outside the office.
- **Employers** : make sure that employees have ready access to washing facilities .



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How to circulate documents?



- **Wash hands before and after transferring paper documents, and wear a mask when transferring documents.**
- **Try paperless e-documenting.**
- **Use you own pen while signing.**





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How to disinfect desk phone



It is recommended that the desk phone be wiped with 75% alcohol or chlorine sanitizer **twice a day**. If it is used frequently, it can be increased to **4 times**.





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How to dispose used masks properly?



- During the epidemic period, disinfect the hands **before and after** putting on and taking off the mask
- **Steps** : take off the mask => fold it in half **inwards** => , fold the mask **into** another half => another half, until the mask looks like a roll => wrapped with its ear loops => **into** the zipped bag => throw it into the covered trash bin
- **Sanitize the trash can twice** a day with 75% alcohol or chlorine sanitizer.



75%



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How to protect yourself at home?



- Reduce activities and wear masks when going outside.
- House Common Areas : Clean and disinfect high-touch surfaces daily as (e.g. tables, hard-backed chairs, doorknobs, light switches, remotes, handles, desks, toilets, faucets, sinks)
- Maintain exercise and adequate rest and sleep
- Diet: Balanced diet, balanced nutrition.
- Storage room : Store thermometers, masks, cleaning/disinfecting products.
- Restroom : Wash your hands with hand soap and running water follow appropriate **hand washing steps**
- Bedroom: Keep your home tidy, open windows regularly, and disinfect regularly.








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Directions for pregnant women and children



- Try to avoid going outside
- Eat a balanced diet and get enough sleep.
- **Avoid touching**  **mouth, nose and eyes, or face .**
- Parents must wash hands and changes clothes after returning home and and before contact with children.
-  +  Strongly encouraging children to take time for hand-washing, especially before meals.
- Wear a mask and wash your hands when breastfeeding.



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How to do self quarantine




- Restrict activities outside your home, except for getting medical care.
- Do not go to work, school, or public areas.
- Household members should stay in another room or be separated
- Other family members must wear a mask when entering the living space.
- Use a separate bathroom, if available. Avoid sharing household items.
- Shared spaces (such as kitchens and bathrooms) must have good air flow (keep windows open).
- Wash hands frequently, cleaning and disinfecting them.
- Take your body temperature at least **twice a day**.
- No visitors unless the person needs to be in your home. Communicate via mobile phone or other virtual mode.
- Monitor your symptoms, call your health provider if symptoms worsen.



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How to do scheduled hospital visits



- Wear surgical masks
- Avoid public transportation
- Avoid and stand apart from  crowds while waiting.
- Select a designated hospital
- Avoid contact with high touch surfaces as handrail, elevator button, restroom handle. Wash hands often.
- Try virtual visits with tele or video conference if available
- Inform of travel history and endemic residence or contact



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7 correct hand wash steps

Hand washing technique with soap and water



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Total time required to wash hands properly: 30 seconds

- Step 1 - Wet your hands and apply enough soap (coin size)
- Step 2 - Rub your **palms** together.
- Step 3 - Rub the **back** of each hand.
- Step 4 - Rub both your hands while **interlocking your fingers.**
- Step 5 - Rub the **back** of your **fingers.**
- Step 5 - Rub the **tips** of your **fingers.**
- Step 6 - Rub your **thumbs** and the ends of your wrists.
- Step 7 - Rinse both hands properly with water.



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