

Safety Knowledge Sharing



Tips for safe work before returning to work

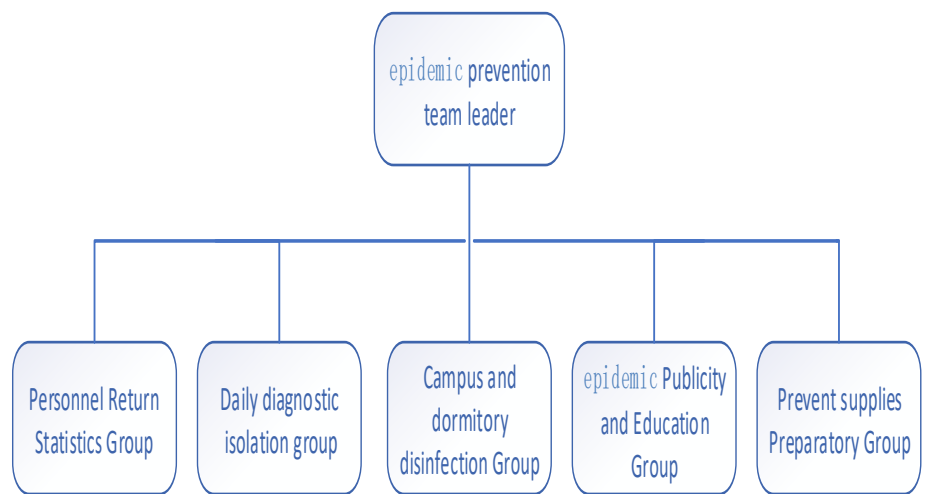
February 2020

In view of the severe situation of prevention and control of new pneumonia, resumption of work after the holiday is the focus of attention of all units:

I. Establishment of an epidemic prevention team

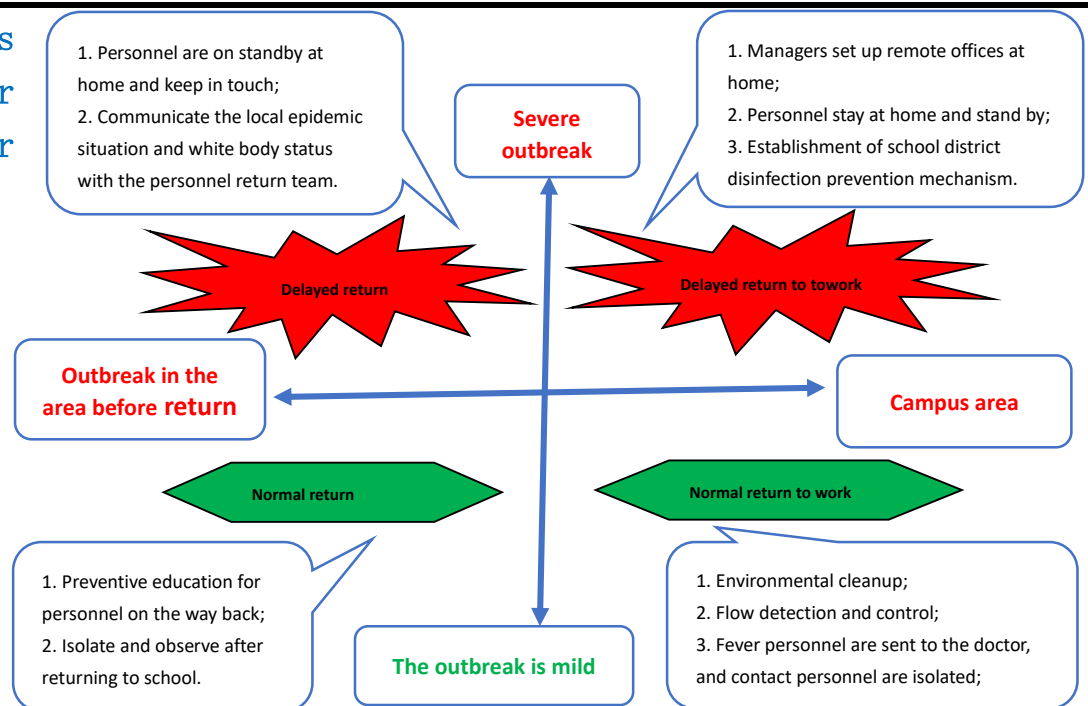
In response to the epidemic situation, set up an epidemic prevention team of the unit to carry out personnel control, environmental disinfection, epidemic propaganda, material preparation and other aspects to ensure that all units' epidemic protection measures are in place.

Recommendations for the organization of an epidemic prevention organization



II. Suggestions on the time for resuming work after the holiday

Regarding the schedule of post-holiday resumption of work, adjustments shall be made according to the degree of local epidemic control to ensure that the epidemic is not spread.



Suggested start time after the holiday

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III. the resumption of operation

Focusing on the "Human-Machine-Material Methodology" and other aspects, we will take stock of routine operations and formulate corresponding countermeasures.

| Essential factor | Operational level must consider epidemic prevention and control | Outbreak prevention measures and response strategies |
|---|---|---|
| people (School staff, contractors, other outsiders) | Staff shortages due to delays or isolation Emergency personnel support routine operations | External communication and coordination mechanism Operation of the Epidemic Prevention and Control Working Group |
| machine (Conventional equipment, epidemic prevention equipment) | | Disinfection and cleaning of equipment and utensils |
| material (Conventional materials, hazardous materials and waste products, epidemic prevention materials) | Consider suppliers' epidemic situation | |
| law (Operation and management measures) | | Epidemic surveillance and prevention and control measures Environmental Killing Approach |
| environment (Teaching area, office area, living area, public area, isolation area) | Environmental governance, prevention of infection | |

IV. Distribution map of campus environment disinfection and sterilization and hidden dangers

Before the campus is reopened, all areas of the campus must be disinfected and sterilized to ensure the safety of the personnel inside the campus. Pay special attention to the cafeteria for meals, teaching and regular meetings.

| Name | Floor / Room | Disinfection method | Disinfection frequency | Disinfection items | Responsible person |
|-------------------------|--------------|---------------------|------------------------|--------------------|--------------------|
| Teaching building | | | | | |
| Laboratory building | | | | | |
| Administrative building | | | | | |
| Public area | | | | | |
| Dormitory area | | | | | |

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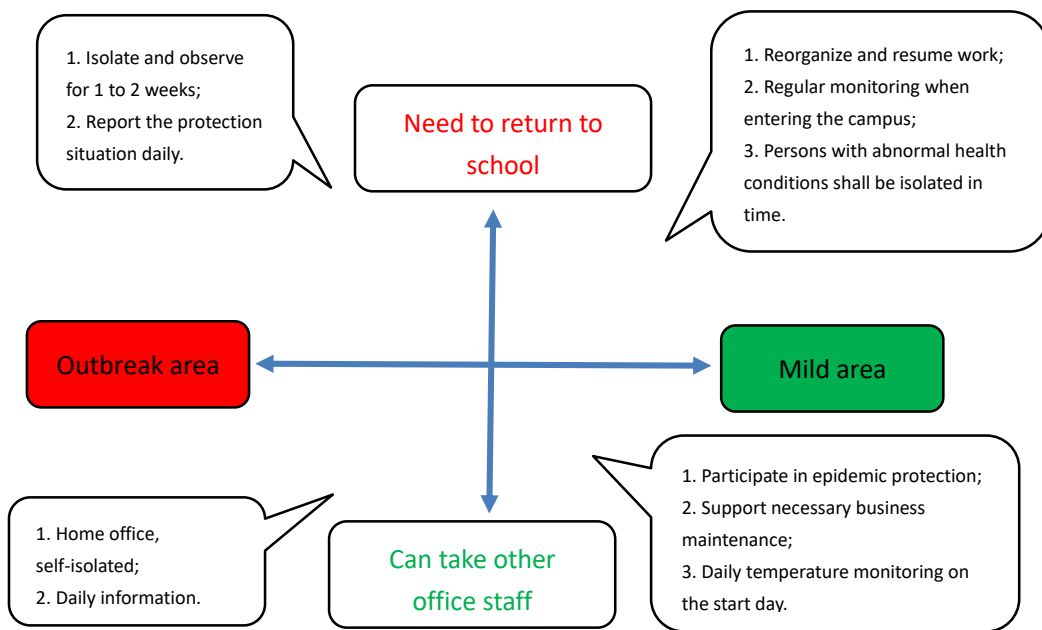
| | | | | | |
|------------|--|--|--|--|--|
| Canteen | | | | | |
| Other area | | | | | |

The school shall set up a distribution map of hidden dangers according to the actual situation of personnel activities. Based on the mastery of the potential risks of the campus, carry out the assessment of the potential risks of the campus, conduct a comprehensive investigation of the campus, formulate the distribution map of the potential risks, determine the risk level, and achieve full coverage, no omissions, no blind spots, no dead ends, and accurately grasp the campus security risks. Distribution of hidden danger points.

Note: The campus layout should be marked with different colors, red, orange, blue, and green, corresponding to isolated observation areas, medical areas, crowded areas, areas where people exist, and places rarely visited.

V. Flow control measures for return to work

According to the epidemic situation, formulate a flow control plan for returning to school and return to work, and measures for flow control during the return to work.



Flow control measures during return to work

| Category | Area restrictions | Access specification | Regulatory measures |
|-----------------------------|-------------------|----------------------|---------------------|
| Normal personnel | | | |
| People with abnormal health | | | |
| Contractor | | | |
| Candidate | | | |
| Visitors | | | |
| Other people | | | |

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VI. Management preparations during vacation

Clarify the preparations that the school epidemic prevention team needs to complete during the vacation period of the school teachers and students, and formulate the corresponding responsible persons and completion time.

| No. | Precautions | Responsible person | Complete time | Remark |
|-----|---|--------------------|---------------|--------|
| 1 | Personal information and travel information | | | |
| 2 | Establishment of all-outbreak communication channels (WeChat group, QQ group, Dingding group, etc.) | | | |
| 3 | Back to school protective supplies ready for purchase after the holiday | | | |
| 4 | Campus Abnormal Person Isolation Zone Planning | | | |
| 5 | Back to school, back to school conditions inventory | | | |
| 6 | Establishment and training of outbreak control teams | | | |
| 7 | Study and determine the return time of staff, teachers and students | | | |
| 8 | Personnel abnormal information statistics (abnormal health status) notification | | | |
| 9 | Campus Self-Protection Education (Distance) | | | |
| 10 | Drafting of work management measures during the epidemic | | | |
| 11 | Formulation of management methods for external visitors and goods transportation vehicles | | | |
| 12 | other | | | |

VII. Resumption of work after the holiday

The epidemic prevention team will arrange related work during the post-holiday return to work, clarify the person responsible and the completion time.

| No. | Precautions | Responsible person | Complete time | Remark |
|-----|--|--------------------|---------------|--------|
| 1 | Cleaning and disinfection of all areas of the campus (including vehicles) | | | |
| 2 | Restaurant supplies (kitchenware, tableware, tables and chairs, etc.) disinfection | | | |
| 3 | Ventilation, air conditioning inspection, cleaning on campus | | | |
| 4 | Back-to-school personnel temperature detection, masks and other protective checks and issuance | | | |
| 5 | Fever and other abnormal personnel registration, isolation, and consultation arrangements | | | |
| 6 | Daily Statistics and notification of abnormal health | | | |

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| | | | | |
|----|--|--|--|--|
| | personnel | | | |
| 7 | Regular epidemic prevention and control meeting and work arrangement, inspection | | | |
| 8 | Propaganda and inspection of health measures | | | |
| 9 | External communication and processing (foreign departments, competent departments, etc.) | | | |
| 10 | Liaison and communication with personnel returning from home and observing at home | | | |
| 11 | Recruitment interview arrangements and induction training security | | | |
| 12 | Publicity and implementation of work management measures during the epidemic | | | |
| 13 | Publicity and implementation of control measures for external visitors and delivery of goods | | | |
| 14 | other | | | |

VIII. Preparedness checklist for outbreak protection supplies

Before returning to work or school, the epidemic prevention team should prepare the protective equipment needed for the epidemic situation.

| No. | Name | Specifications / model | Quantity | Applicable object |
|-----|------------------------|------------------------|----------|-------------------|
| 1 | Protective mask | | | |
| 2 | goggle | | | |
| 3 | protective gloves | | | |
| 4 | Infrared thermometer | | | |
| 5 | Chlorine disinfectant | | | |
| 6 | 75% alcohol | | | |
| 7 | detergent | | | |
| 8 | Disinfection spray | | | |
| 9 | Hand-held watering can | | | |
| 10 | other | | | |

Remark:

- The cleaning personnel and the epidemic prevention (medical) personnel should be reasonably distinguished, as the required medical protective supplies will be different, please set according to actual needs.*
- If you need to use alcohol-containing disinfectants, because the main component of alcohol is ethanol, and its properties have related fire hazards, you should use them reasonably under the guidance of safety. It is recommended to use disinfectants as disinfectants.*



央视新闻

新型冠状病毒感染的肺炎 防护措施线路图



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Nothing we do is worth getting hurt for !

