

民政事務總署

牌照事務處
香港銅鑼灣軒尼詩道五百號
興利中心東翼七樓



HOME AFFAIRS DEPARTMENT

OFFICE OF THE LICENSING AUTHORITY
7th Floor, East Wing, Hennessy Centre
500 Hennessy Road
Causeway Bay
Hong Kong

本署檔號 Our Ref. (97) in HAD/LA/AMD/11
來函檔號 Your Ref.
電 話 Tel.:

30 April 2004

To All Club Certificate of Compliance Holders :

Health Advice on the Prevention of Severe Acute Respiratory Syndrome (SARS)

As the Alert Level of the Government's emergency response system on SARS has been activated recently, we write to remind you to remain vigilant and enhance measures to safeguard the health of your staff and members. Attached is a copy of the booklet "Severe Acute Respiratory Syndrome (SARS) – Preventive Measures" issued by the Department of Health for you and your staff to refer to and follow.

We also urge you to adopt the following measures to protect the health of your staff and members -

- Step up cleaning, inspection and maintenance for all ventilating systems in the premises, including air outlets, air filters, fresh air inlets and ventilating ducts.
- Keep the ventilating systems of the premises in operation during business hours and ensure plenty of fresh air exchange.

If you provide food and beverage to your members, please adopt the following measures immediately -

- In addition to providing members with tableware for their own use, you should also take the initiative to provide them with additional chopsticks or spoons for the common serving of food.
- Tableware/towels provided to your members must be thoroughly washed and sterilized before re-use.
- Step up cleansing and disinfection of the walls, floors, utensils, tables, chairs and equipment on the premises.
- Any employee found suffering from respiratory tract illness should cease to work immediately. He should wear a mask and consult a doctor promptly.
- All food, beverage and tableware must be stored and covered properly.

In order to stay healthy and avoid business loss, you should strengthen the supervision on your staff to ensure that they strictly observe the above health advice and that issued by the Department of Health. For updated information about prevention of SARS, please refer to the Department of Health website at <http://www.info.gov.hk/dh>.

If you have any enquiry about this letter, please contact Ms Telly CHOY, Executive Officer (Licensing) at 2881 7035.

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for Director of Home Affairs