



本署檔號 Our Ref. (80) in HAD/LA/AMD/11
來函檔號 Your Ref.
電 話 Tel.:

30 September 2003

To All Club Certificate of Compliance Holders :

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

To prepare for possible comeback of SARS, we would like to remind you to continue to be vigilant and take appropriate measures to safeguard the health of your staff and members. Attached is a copy of health advice 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.

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 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 Authority) at 2881 7035.

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for Director of Home Affairs

Health Advice on the Prevention of Respiratory Tract Infections in Public Places

Members of the public are advised to avoid frequenting crowded public places to prevent the spread of respiratory tract infections. When visiting crowded places such as cinemas and restaurants, the following precautionary measures should be taken :

- Maintain good personal hygiene. Cover nose and mouth when sneezing or coughing
- Dispose of used tissue paper properly
- Keep hands clean. Wash hands when they are dirtied by respiratory secretions e.g. after sneezing
- Avoid touching the eyes, nose and mouth. If necessary, wash hands before touching them
- Do not share towels
- Use serving utensils at meal times
- Consult your doctor promptly if you develop respiratory symptoms, and follow instructions given by your doctor including the use of drugs as prescribed and adequate rest as appropriate
- Patients should put on masks to reduce the chance of spread of infection

Workers in public places should take the following precautionary measures to reduce the chance of spread of infection :

- Maintain good personal hygiene. Cover nose and mouth when sneezing or coughing
- Wash hands after sneezing, coughing or cleaning the nose
- Avoid touching the eyes, nose and mouth. If necessary, wash hands before touching them
- Consult your doctor promptly and take sick leave if you develop respiratory symptoms
- Allow plenty of fresh air into the indoor environment
- If the facilities are mechanically ventilated, ensure frequent air exchanges and proper maintenance and cleansing of the system
- Ensure that toilet flushing apparatus is functioning properly
- Provide toilets with liquid soap and disposable tissue towels or hand dryers
- Cleanse and disinfect the facilities (including furniture and toilet facilities) regularly (at least once a day), using diluted household bleach (i.e. adding 1 part of household bleach to 99 parts of water), rinse with water and then mop dry
- If the facilities are contaminated with vomitus, wash / wipe with diluted domestic bleach (mixing 1 part of bleach with 49 parts of water) immediately

Department of Health

25 March 2003