

Novel Coronavirus Pneumonia Prevention and Control Manual

Shanghai Janson Packaging Co., Ltd

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Forward

Since in the mid of December in 2019, a few cases of pneumonia have been spotted in a short term in Wuhan, Central city of China. The symptom of patients was not evidence, mostly manifestations were fever, cough, acratia, pathologic leanness, diarrhea, etc. Which attracted high attention from officers at different levels of China governments and health commissions under NHC. The virus that now we called NCP (Novel Coronavirus Pneumonia).

Supported by local government, leaded by medical researchers and scholars, cooperated by disease control prevention institutions.....with further investigations and treatments, the pathogen of this kind of virus detected and identified as novel coronavirus which confirmed by WHO (World Health Organization) who named it as 2019-nCoV. Later change it into “SARS-CoV-2” (Severe Acute Respiratory Syndrome Coronavirus 2). The illness caused by this kind virus that named “COVID-19” (Corona Virus Disease 2019)

To have a better understanding and basic knowledge about NCP, our administration section draft this <<NCP Prevention and Control Manuel>> immediately. To guide staffs’ prevention and get away from infecting risk. The epidemic will be beyond from us if we take correct measurements and follow up scientific prevention procedures.

1. Inspector and Measurements Allocation

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- 1.1 An infrared body Temp detector must be deployed at the gate (entrance) of the factory. Min 2 inspectors must be deployed at the gate (entrance). One is responsible for inspection, the other one is for recording. Any staff (out of staff is forbidden in) in or out must be checked and recorded.
- 1.2 A proper quantity of disinfection products and face mask must be stocked at the entrance/gate for using it conveniently.
- 1.3 Hand sanitizer must be deployed in all places where could wash hands. Make sure the places will not out of water.

2. Health Inspection Procedure

- 2.1 Any staffs in or out of factory must be inspected and recorded. Body temp should be recorded. Face mask is available for anyone any time for free. He / She who does not ware face mask in or out factory will be fired right away.
- 2.2 He / She who will be recorded(Name, ID, Living address, Born address, Contact Method) and reported and isolated in a temporary place right away if body temp inspected was over 36.3°C.
- 2.3 The isolated people must be carefully re-inspected. If the body temp is good after a 30min rest or he/she will be sent to CPC appointed hospital for further identification.

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2.4 Factory will be closed and isolated if any people inspected with fever, An Emergency Procedure will be taken. Hot line of NCP shanghai (+86 021 33672885 / +86 021 33682885) will dialed. All staffs will froze at factory till all staffs were taken by NCP specialists.

3. General Tech Requirement

3.1 Sanitization and disinfection

The places where are out of workshop (incl. office) must keep clean. A timetable of using disinfectants is asked and recorded.

3.1.1 Common Disinfectants and formulations

(1) Effective concentration of Chlorine

The formula of making 500 mg/L disinfectant with effective chlorine concentration.

- ① 84 disinfectant (5% effective chlorine content) : Referring to the disinfectant: water 1:100 dilution ratio ;
 - ② Disinfection powder (effective chlorine content 12-13%, 20g/bag), 1 bag of disinfection powder fits 4.8 liters of water;
 - ③ Effervescent tablets containing chlorine (effective chlorine content 480mg/ tablet -580mg/ tablet) : 1 tablet dissolved in 1 liter of water。
- (2) 75% Ethanol disinfectant: direct use。

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- (3) The formulas of making other disinfectants refer to the instructions of original product producers who will conduct user how to use it correctly.

3.1.2 Disinfection Method

(1) Object Surface

Surface of object that often contacts such as mesa, door handle, telephone, switch, kettle handle, hand basin, toilet.....can use chlorine-containing disinfectant (effective chlorine - concentration 250 mg/L ~ 500 mg/L) to clean, lasts 30mins, cleaned with fresh water.

(2) Ground

Chlorine-containing disinfectant (effective chlorine concentration 250 mg/L ~ 500 mg/L) can be used with wet mop, lasts 30mins, then rinses with water.

3.1.3 Disinfection Frequency

(1) Daily disinfection

The cleaner shall clean the key parts with chlorine-containing disinfectant (effective chlorine concentration of 500 mg/L) once a day.

(2) Emergency disinfection

CDC should carry out emergency disinfection training for relevant personnel. If a suspected case of pneumonia with

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new coronavirus infection is detected in public area, the case should be guided by trained member under CDC. For the commodities (including tableware, toiletries, sputum cans, etc.), feces, vomitus (including mouth and nose secretions, pus, scabs, etc.) of suspected cases, covering with emergency vomitus bag, or covering with dry towel and spray 10000mg/L chlorine-containing disinfectant to moisture;

Disinfection personnel should do a good job for personal hygiene protection, A timely disinfection of hands should be followed.

(3) Terminal disinfection

After suspected cases transferred, a terminal disinfection should be taken. The Disease Control and Prevention Dept. should refer to the requirements of “GENERAL RULES OF FOI DISINFECTION” (GB 19193-2015) (FOI-Focus of Infection).

3.2 Ventilation, and keeping the air flow

To keep good indoor ventilation at the crowded and other public places. To clean air at the airtight room by exchanging new air equipment, A procedure for cleaning the primary filter should be set up once a week, Filter can be soaked in

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disinfectant with effective chlorine content of 250mg/L ~ 500mg/L for 30min, then rinsed and dried with clean water for use.

3.3 Strengthen publicity and Training

A publicity board or display screen on preventing and controlling NCP should be set up at all populated areas and traffic entrances, so as to enhance the public awareness of protection and upgrade the protection abilities of individuals.

4. Warnings

- 4.1 The user is recommended to wear mask and gloves when dispensing and using disinfection as the disinfection contains Chlorine which will do harm to the user' skin.
- 4.2 Keep disinfections away from children.
- 4.3 Keep Alcohol disinfectant away from the source of fire。

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