

国务院应对新型冠状病毒感染肺炎疫情联防联控机制关于印发企事业单位复工复产疫情防控措施指南的通知

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国务院应对新型冠状病毒感染肺炎疫情联防联控机制关于印发企事业单位复工复产疫情防控措施指南的通知

(国发明电〔2020〕4号)

各省、自治区、直辖市人民政府，国务院各部委、各直属机构：

《企事业单位复工复产疫情防控措施指南》已经中央应对新型冠状病毒感染肺炎疫情工作领导小组同意，现印发给你们，请结合实际抓好贯彻落实。

国务院应对新型冠状病毒感染肺炎

疫情联防联控机制

2020年2月21日

企事业单位复工复产疫情防控措施指南

为指导落实好新冠肺炎疫情防控各项工作要求，推动企事业单位稳步有序复工复产，特制定本指南。

一、加强员工健康监测

(一) 做好员工健康管理。各单位要切实掌握员工流动情况，按照当地要求分区分类进行健康管理，对来自疫情严重地区的人员实行居家或集中隔离医学观察。对处在隔离期间和入住集体宿舍的员工，应每日进行2次体温检测。及时掌握缺勤人员健康状况。

(二) 实行健康状况报告。各单位要设立可疑症状报告电话，员工出现发热、呼吸道症状时，要及时向本单位如实报告。要每天汇总员工健康状况，向当地疾控部门报告，发现异常情况及时报告并采取相应的防控措施。

二、做好工作场所防控

(三) 加强进出人员登记管理。各单位要指派专人对进出单位和宿舍的所有通道进行严格管理。使用指纹考勤机的单位应暂时停用，改用其他方式对进出人员进行登记。员工每次进入单位或厂区时，应在入口处检测体温，体温正常方可进入。要尽量减少非本单位人员进入，确因工作需要的，应检测体温，并询问来源地、工作单位、接触疫情发生地区人员等情况，符合要求方可进入。

(四) 保持工作场所通风换气。各单位在条件允许情况下首选自然通风，如室温因通风有所降低，应提醒工作人员适当加衣保暖。如使用空调，应当确保供风安全充足，所有排风直接排到室外，不使用空调时应当关闭回风通道。

(五) 保障洗手等设施正常运行。工作场所应设置洗手设备，洗手、喷淋设施应保持正常运行。如无洗手设备，应配备免洗消毒用品。

(六) 做好工作和生活场所清洁消毒。工作场所、食堂、电梯、卫生间、洗手池、通勤工具等公共区域及相关物品，应由专人负责定期消毒。电梯按钮、门把手等频繁接触部位应适当增加消毒次数。

(七) 减少员工聚集和集体活动。引导员工在使用通道、电梯、楼梯、吸烟区时有序排队，保持适当间距，吸烟时不与他人交谈。减少召开会议，需要开的会议要缩短时间、控制规模，保持会议室空气流通，提倡召开视频或电话会议。员工集体宿舍原则上每间不超过6人，人均不少于2.5平方米。根据实际情况可采取错时上下班、弹性工作制或居家办公方式。

(八) 加强员工集体用餐管理。适当延长食堂供餐时间，实行错峰就餐，有条件时使用餐盒、分散用餐。要加强循环使用餐具清洁消毒，不具备消毒条件的要使用一次性餐具。员工用餐时应避免面对面就坐，不与他人交谈。

(九) 做好医务服务。设立医务室的单位要调配必要的药物和防护物资，配合疾控部门规范开展隔离观察与追踪管理。未设立医务室的单位应当就近与医疗机构建立联系，确保员工及时得到救治或医疗服务。关心关爱员工心理健康，及时疏解心理压力。

(十) 规范垃圾收集处理。在公共区域设置口罩专用回收箱，加强垃圾箱清洁，定期进行消毒处理。加强垃圾分类管理，及时收集并清运。

三、指导员工个人防护

(十一) 强化防控宣传教育。采用多种形式加强复工复产后疫情防治知识科普宣传，使员工充分了解防治知识、掌握防护要点、增强防护意识、支持配合防控工作。

(十二) 落实个人防护要求。员工要减少不必要外出，避免去人群聚集尤其是空气流动性差的场所。在人员密集场所应按照《不同人群预防新型冠状病毒感染口罩选择和使用技术指引》要求，正确佩戴口罩等防护用品。养成勤洗手习惯，打喷嚏或咳嗽时要用纸巾、手绢、衣袖等遮挡，倡导合理膳食、适量运动、规律作息等健康生活方式。

四、做好异常情况处置

(十三) 明确单位防控责任。各单位主要负责人是疫情防控第一责任人，要建立单位内部疫情防控组织体系，明确疫情防控应急措施和处置流程，把防控责任落实到部门和个人。

(十四) 设立隔离观察区域。当员工出现可疑症状时，及时到该区域进行暂时隔离，并报告当地疾控部门，按照相关规范要求安排员工就近就医。

(十五) 封闭相关区域并进行消毒。发现可疑症状员工后，立即隔离其工作岗位和宿舍，并根据医学观察情况进一步封闭其所在的办公室、车间等办公单元以及员工宿舍楼等生活场所，严禁无关人员进入，同时在专业人员指导下对其活动场所及使用物品进行消毒。配合有关方面做好密切接触者防控措施。

(十六) 做好发现病例后的应对处置。已发现病例的单位，要实施内防扩散、外防输出的防控策略，加强病例流行病学调查、密切接触者追踪管理、疫点消毒等工作。疫情播散的单位，要实施内防蔓延、外防输出的防控策略，根据疫情严重程度，暂时关闭工作场所，待疫情得到控制后再恢复生产。

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扫码阅读

Circular of the State Council on the New Coronavirus Infection Pneumonia Joint Prevention and Control Mechanism on Printing and Distributing the Guidelines for the Prevention and Control Measures for the Resumption of Production and Resumption of Production in Enterprises

【Magic reference code】 CLI.2.339707

State Council to deal with novel coronavirus infection pneumonia epidemic on the issuance of joint prevention and control mechanism to inform enterprises resumed production complex epidemic prevention and control measures Guide

(State Power invention [2020] No. 4)

The people's governments of provinces, autonomous regions and municipalities directly under the

Central Government, ministries and commissions of the State Council, and directly affiliated organizations: The "Guidelines for Prevention and Control Measures for the Reinstatement of Production and Resumption of Production in Enterprises and Institutions" have been approved by the Central Leading Group for New Coronavirus Infection and Pneumonia, and are now issued to you. Please combine Implement and implement in practice.

State Council responds to new coronavirus infection pneumonia,
epidemic situation joint prevention and control mechanism

February 21, 2020

Guidance on prevention and control measures for enterprises and institutions to resume work and resume production

In order to guide the implementation of various work requirements for the prevention and control of the new coronary pneumonia epidemic, and to promote the steady and orderly resumption of production and production of enterprises and institutions, this guide is specially formulated.

1. Strengthen employee health monitoring

(1) Do a good job of employee health management. All units must earnestly grasp the situation of employee turnover, carry out health management in accordance with local requirements and classifications, and carry out home or centralized isolation medical observation for personnel from areas with severe epidemics. For employees in isolation and staying in collective dormitories, body temperature should be checked twice a day. Keep abreast of the health status of absentee staff.

(2) Implement health status reports. All units shall set up suspicious symptom report telephones, and employees shall report to the unit truthfully in time when they have fever and respiratory symptoms. We must summarize the health status of employees every day, report to the local disease control department, report abnormal situations in time and take corresponding prevention and control measures.

2. Do a good job in workplace prevention and control

(3) Strengthen the registration management of entry and exit personnel. All units should assign special personnel to strictly manage all channels to and from the unit and dormitory. Units using fingerprint attendance machines should be temporarily suspended and use other methods to register personnel entering and exiting. Every time an employee enters the unit or factory area, the body temperature should be checked at the entrance, and the body temperature should be normal before entering. It is necessary to minimize the entry of non-self personnel. If it is really necessary for work, the body temperature should be checked, and the origin, work unit, contact with personnel in the epidemic-stricken area, etc. should be checked, and the entry can only be made after meeting the requirements.

(4) Keep the workplace ventilated. Each unit prefers natural ventilation when conditions permit. If the room temperature is reduced due to ventilation, the staff should be reminded to add appropriate clothing to keep warm. If air conditioning is used, the air supply should be safe and sufficient. All exhaust air is discharged directly to the outside. The return air channel should be closed when the air conditioner is not used.

(5) Ensure the normal operation of facilities such as hand washing. Hand washing equipment should be installed in the workplace, and hand washing and spraying facilities should be kept in normal operation. If there is no hand-washing equipment, it should be equipped with disposable disinfection supplies.

(6) Do a good job of cleaning and disinfecting living and living places. Public areas and related items such as workplaces, canteens, elevators, toilets, wash basins, commuting tools, etc., should be regularly disinfected by designated personnel. Elevator buttons, door handles and other frequently contacted parts should be properly increased the number of disinfection times.

(7) Reduce staff gathering and collective activities. Instruct employees to line up in an orderly manner when using aisles, elevators, stairs, and smoking areas, maintaining proper spacing, and not talking to others when smoking. To reduce the number of meetings held, the meetings that need to be held should be shortened in time, control the scale, maintain the air circulation in the meeting room, and promote the holding of video or telephone conferences. In principle, the staff dormitory does not exceed 6 people in each room, and the per capita is not less than 2.5 square meters. According to the actual situation, you can adopt the method of commuting at the wrong time, flexible working system or home office. (8) Strengthen employee collective meal management. Properly extend the dining time in the canteen, implement peak-shift dining, use meal boxes when conditions permit, and spread meals. It is necessary to strengthen the cleaning and disinfection of reusable tableware, and use disposable tableware if they do not have the conditions for disinfection. Employees should avoid sitting face to face and not talking to others during meals.

(9) Do a good job in medical services. Units setting up medical offices shall allocate necessary drugs and protective materials, and cooperate with the disease control department to carry out isolation observation and tracking management. Units that do not have a medical office should establish contact with the nearest medical institution to ensure that employees receive timely treatment or medical services. Concern about caring for employees' mental health, and relieve psychological pressure in a timely manner.

(10) Regulate garbage collection and disposal. Set up special recycling boxes for masks in public areas to strengthen the cleaning of garbage bins and carry out regular disinfection treatment. Strengthen garbage classification management, timely collection and removal.

3. Instruct employees on personal protection

(11) Strengthen prevention and control publicity and education. A variety of forms are used to strengthen the popularization of knowledge on prevention and control of epidemic situation after resumption of production, so that employees can fully understand prevention and control knowledge, master protection points, enhance protection awareness, and support cooperation in prevention and control.

(12) Implement personal protection requirements. Employees should reduce unnecessary going out and avoid crowds, especially places with poor air mobility. In densely populated places, masks and other protective equipment should be properly worn in accordance with the requirements of the "Technical Guidelines for the Selection and Use of Masks for Preventing New Coronavirus Infections by Different Groups of People". Cultivate the habit of frequent hand washing. Cover with tissues, handkerchiefs, sleeves, etc. when sneezing or coughing, and advocate healthy lifestyles such as reasonable diet, moderate exercise, and regular work and rest.

Fourth, do a good job in handling abnormal situations

(13) Clarify the unit's responsibility for prevention and control. The main person in charge of each unit is the first person responsible for epidemic prevention and control. It is necessary to establish an internal epidemic prevention and control organization system in the unit, clarify the emergency measures for epidemic prevention and control and the disposal process, and implement the prevention and control responsibility to departments and individuals.

(14) Establish isolated observation areas. When employees have suspicious symptoms, they should go to the area for temporary isolation in time, and report to the local disease control department, and arrange for employees to seek medical treatment.

eatment in accordance with relevant regulations.

(15) Close and disinfect the relevant areas. After discovering employees with suspicious symptoms, immediately isolate their jobs and dormitories, and further close their offices, workshops and other office units and employee dormitory buildings and other living places according to medical observations. Unauthorized personnel are strictly prohibited from entering. Sterilize its activities and use items. Cooperate with relevant parties to make measures to prevent and control close contacts.

(16) Do a good job in coping with and handling cases. Units that have discovered cases should implement prevention and control strategies for internal proliferation and external prevention, strengthen case epidemiological investigation, close contact tracking management, and disinfection of epidemic sites. The unit that spreads the epidemic situation shall implement the prevention and control strategy of internal prevention of spreading and external prevention of output, temporarily close the workplace according to the severity of the epidemic situation, and resume production after the epidemic situation is controlled.

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