The University of Hong Kong
Infection Control
and
Preparedness Plan
for
Influenza Pandemic
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HKU Infection Control and Preparedness Plan for Influenza Pandemic

The Infection Control and Preparedness Plan aims at preparing the University for the actions to be taken on campus against the influenza pandemic at various response levels (Alert, Serious and Emergency). All university members should be vigilant and maintain good personal and environmental hygiene. The plan focuses on the following THREE parties:

1. Staff and Students
2. Departments
3. Hall Wardens and Residents

There are Three Response levels in HKSAR Government’s Preparedness Plan for Influenza Pandemic (2014):

1. Alert Response Level
2. Serious Response Level
3. Emergency Response Level

Alert Response Level

Alert Response Level corresponds to a situation where the risk of a novel influenza virus causing new and serious health impact in Hong Kong is LOW. Generally, it depicts the existence of a novel influenza virus capable of causing more serious illness than seasonal influenza in neighbouring regions of Hong Kong, but without imminent risk of causing any human infection in Hong Kong1.

A. Staff & Students2-4

Maintaining good personal hygiene is one of the effective ways to stay healthy.

- Personal measures
  - Cover your nose and mouth with tissue paper when sneezing or coughing. Dispose of soiled tissues properly into a lidded rubbish bin and wash hands with soap and water afterwards.
  - Pay attention to personal hygiene:
    - Wash hands frequently with liquid soap and water especially:
      - Before touching your eyes, nose, or mouth;
      - Before eating or handling food;
      - After using the toilet; and
      - After touching public installations or equipment such as escalator handrails, elevator control panels or door knobs.
    - Use hand dryer or disposable towel for drying hands.
 Rub hands with 70 - 80% alcohol-based handrub if hands are not visibly soiled.

➢ Build up good body immunity by having a balanced diet, regular exercise and adequate rest, do not smoke and avoid alcohol consumption.

➢ Keep the environment clean, maintain good indoor ventilation, and avoid going to crowded places with poor ventilation if you are feeling unwell or when influenza is prevalent.

➢ Observe food hygiene:
    Five keys to food safety:
     o Choose safe raw materials.
     o Keep hands and utensils clean.
     o Separate raw and cooked food.
     o Cook thoroughly.
     o Keep food at safe temperature.
    Wash eggs with detergent if soiled with faecal matter and cook and consume them immediately. Eggs should be cooked well until the white and yolk become firm. Do not eat raw eggs or dip cooked food into any sauce with raw eggs.
    Poultry should be cooked thoroughly. If there is pinkish juice running from the cooked poultry, or the middle part of its bone is still red, the poultry should be cooked again until fully done.

➢ Avoid touching poultry, birds, animals or their droppings because infected birds and poultry (live or dead) or their droppings may carry Avian Influenza virus.

➢ If staff/students develop fever and respiratory symptoms, they should:
    Consult a doctor promptly.
    Wear a surgical mask.
    NOT go to work/lectures/examination if fever (>38°C). Take rest at home.

B. Departments

You are advised to take appropriate steps to ensure maximum protection of your staff/students and workplace.

• Environmental measures
  ➢ Ensure a clean and hygienic work environment through regular disinfection of office equipment, door knobs and lift buttons with 1:99 diluted household bleach.
  ➢ Cleaning of carpets, doors and windows; proper maintenance of toilet facilities and floor drains including adequate supply of liquid soap, disposable towels or hand-dryers.
Ensure good indoor ventilation:
- Keep air-conditioners well-maintained and clean the dust-filters frequently.
- Switch on wall fan and any circulating or exhaust fan to enhance air movement.
- Windows of office should be opened from time to time for better ventilation.

• Management of staff and students
- Promote healthy lifestyle and encourage uptake of influenza vaccination by high risk individuals.
- Support staff/students to adopt good personal (e.g. frequent hand-washing) and environmental hygiene (e.g. provision of liquid soap, lidded rubbish bin and regular refuse disposal).
- Offer surgical masks to staff/students if they have fever and/or respiratory symptoms.
- Relieve staff/students from work/lectures if they have fever and advise them to see the doctor.
- Keep a clear sick leave record of staff/students. Monitor the sick leave record of all staff/students. Look out for clusters of illness* and inform University Health Service (UHS) by telephone at 39172514 or email to uhshe@hku.hk.
  * A “cluster of illness” means 3 or more persons in the same area developing similar symptoms within a short period of time.

• Suspected/Confirmed case management for Avian Influenza
- Report to UHS by telephone at 39172514 or email to uhshe@hku.hk.
- Cooperate with the Department of Health (DH) in case investigation and contact tracing are required. (e.g. provide details of co-workers and clients who have contact with the index patient, the workflow of the staff concerned, the class list, the activity timetables, the floor plan of the workplace; arrange interviews with staff/students/clients; facilitate visits to the workplace; supplying staff/students sick leave records etc.).
- Comply with DH’s instructions if any. (e.g. closure of workplace; suspension of workflow; disinfection of workplace with (1:49) diluted bleach; assisting in the follow up of health status of the workforce; advise and facilitate any staff/students who develop respiratory symptoms to consult doctors etc.).

• Contingency planning
- Review the contingency plan for Serious Response Level and Emergency Response Level. This includes defining the essential services, updating the contact list of your staff/students, designating at least 2 persons responsible for each key position. You should also keep a visitor record and maintain sufficient stock of thermometers, surgical masks and disinfectant.
C. Wardens & Masters\textsuperscript{2,5-8}

Take appropriate steps to ensure maximum protection of your staff, residents, hall and college.

- Environmental measures
  - Ensure a clean and hygienic hall/college environment through regular disinfection of hall/college equipment, door knobs and lift buttons with 1:99 diluted household bleach.
  - Cleaning of carpets, doors and windows; proper maintenance of toilet facilities and floor drains including adequate supply of liquid soap, disposable towels or hand-dryers.
  - Ensure good indoor ventilation:
    - Keep air-conditioners well-maintained and clean the dust-filters frequently.
    - Switch on wall fan and any circulating or exhaust fan to enhance air movement.
    - Windows of office should be opened from time to time for better ventilation.

- Management of staff and residents
  - Encourage staff/residents to adopt good personal (e.g. frequent hand-washing) and environmental hygiene (e.g. provision of liquid soap, lidded rubbish bin and regular refuse disposal).
  - Offer surgical masks to staff/residents if they have fever and/or respiratory symptoms.
  - Relieve staff members from work if they have fever and advise them to see doctor.
  - Keep a clear sick leave record of staff/residents. Monitor the sick leave record of all staff/residents. Look out for clusters of illness* and inform UHS by telephone at 39172514 or email to uhshe@hku.hk.

* A “cluster of illness” means 3 or more persons in the same area developing similar symptoms within a short period of time.

- Suspected/Confirmed case management for Avian Influenza
  - Report to UHS by telephone at 39172514 or email to uhshe@hku.hk.
  - Cooperate with DH in case investigation, contact tracing and site visit if any. The following may be required and commenced as appropriate after risk assessment:
    - Provide details of staff, residents, and visitors who have contact with the index patient.
    - Provide floor plan, staff list, resident list and visitor list.
    - Arrange venues for interviews with staff/residents.
Comply with DH’s instructions if any:

- Assist in confinement and medical surveillance of staff/residents.
- Restrict visitors.
- Suspend intake of new residents to the affected floor before thorough disinfection and during confinement period.
- Assist in follow-up of health status of residents and medical surveillance of contacts (staff and residents) if necessary.
- Assist in monitoring the residents’ compliance to chemoprophylaxis if necessary.
- Inform Centre for Health Protection (CHP) if any staff/residents develop respiratory symptoms and, facilitate CHP’s subsequent actions if necessary.
- Refrain sick staff and staff requiring confinement from work.
- Disinfect the hall/college with 1:49 diluted household bleach. Special attention should be paid to the disinfection of toilets, kitchens and objects which are frequently touched such as light switches, door knobs and handrails.

Contingency planning

- Review the contingency plan for Serious Response Level and Emergency Response Level. This includes defining the essential services, updating the contact list of your staff/residents and designating at least 2 persons responsible for each key position. You should also keep a visitor record and maintain sufficient stock of thermometers, surgical masks and disinfectant.

D. Residents

Maintaining good personal hygiene is one of the effective ways to stay healthy.

- Personal measures

- Cover your nose and mouth with tissue paper when sneezing or coughing. Dispose of soiled tissues properly into a lidded rubbish bin and wash hands with soap and water afterwards.

- Pay attention to personal hygiene:
  - Wash hands frequently with liquid soap and water especially:
    - Before touching your eyes, nose, or mouth;
    - Before eating or handling food;
    - After using the toilet; and
    - After touching public installations or equipment such as escalator handrails, elevator control panels or door knobs.
  - Use hand dryer or disposable towel for drying hands.
  - Rub hands with 70 - 80% alcohol-based handrub if hands are not visibly
soiled.

- Build up good body immunity by having a balanced diet, regular exercise and adequate rest, do not smoke and avoid alcohol consumption.

- Keep the environment clean, maintain good indoor ventilation, and avoid going to crowded places with poor ventilation if you are feeling unwell or when influenza is prevalent.

- Observe food hygiene:
  - Five keys to food safety:
    - Choose safe raw materials.
    - Keep hands and utensils clean.
    - Separate raw and cooked food.
    - Cook thoroughly.
    - Keep food at safe temperature.
  - Wash eggs with detergent if soiled with faecal matter and cook and consume them immediately. Eggs should be cooked well until the white and yolk become firm. Do not eat raw eggs or dip cooked food into any sauce with raw eggs.
  - Poultry should be cooked thoroughly. If there is pinkish juice running from the cooked poultry, or the middle part of its bone is still red, the poultry should be cooked again until fully done.

- Avoid touching poultry, birds, animals or their droppings because infected birds and poultry (live or dead) or their droppings may carry Avian Influenza virus.

- If residents develop fever and respiratory symptoms, they should:
  - Consult a doctor promptly.
  - Wear a surgical mask.
  - Report to the warden/master.
  - **NOT** go to work/lectures/examination if fever (>38°C). Take rest at home.

### E. Special Notes to the Contacts (Staff/Residents) Requiring Confinement

- Be stringent with personal and hand hygiene, respiratory hygiene/cough etiquette and environmental hygiene.
- Refrain from work or attending lectures/examination during the confinement period.
- Suspend group/assembling activities during the confinement period.
- Stay in areas for confinement.
- Report respiratory symptoms to designated person/CHP.
- Comply with the chemoprophylaxis regimen.
F. **Special Notes on Examination**

- Students with respiratory symptoms, e.g. coughing, sneezing should wear surgical mask inside the examination venue.
- Students with fever (>38°C) should not attend the examination, and should consult a doctor promptly.
- Students just returning from any of the affected areas should closely observe for any fever and respiratory symptoms for 10 days. If the above symptoms appear, students should **NOT** attend the examination.
- Surgical mask and handrub facilities should be available at the entrance of the examination venue.
- Tables, chairs, floor, doors of the examination venue should be cleansed and disinfected thoroughly on a daily basis with 1:99 diluted household bleach.

G. **Travel Advice**

- Avoid touching birds, poultry or their droppings during travel.
- Avoid visiting wet markets, live poultry markets or farms when travelling to affected areas.
- If travellers feel unwell outside Hong Kong, especially if having a fever or cough, they should wear a surgical mask and inform the hotel staff or tour leader and seek medical advice at once.
- If travellers develop respiratory symptoms after returning from affected areas with Avian Influenza outbreaks, wear a surgical mask, consult doctors promptly and inform doctor of the travel history.

For details of the measures to prevent Avian Influenza/Pandemic Influenza, please refer to:

1. [Centre for Health Protection](#)
2. [Public Health, Pandemic and Epidemic Diseases Preparedness and Response](#)

For further information, please refer to:

1. [Advice on Prevention of Avian Influenza for the General Public](#)
2. [Advice on Prevention of Avian Influenza for Travellers](#)
3. [Guidelines for Management Team of Departments, Halls and Colleges Concerning Avian Influenza](#)
4. [Guidelines for Staff, Students and Residents in Halls or Colleges Concerning Avian Influenza](#)
5. [Recommendations on Cleaning/Disinfection for Infection Control](#)
6. [Reporting and Management Procedures for Avian Influenza](#)
Serious Response Level

Serious Response Level corresponds to a situation where the risk of a novel influenza virus causing new and serious impact to human health in Hong Kong is **MODERATE**. Generally, it depicts a moderate risk of serious human infections caused by the novel influenza virus in Hong Kong, but serious infections are not expected to be widespread in the short term\(^1\).

A. **Staff & Students**\(^2\)\(^-\)\(^5\), \(^8\)\(^-\)\(^10\)

Maintaining good personal hygiene is one of the effective ways to stay healthy.

- **Personal measures**
  - Cover your nose and mouth with tissue paper when sneezing or coughing. Dispose of soiled tissues properly into a lidded rubbish bin and wash hands with soap and water afterwards.
  - Pay attention to personal hygiene:
    - Wash hands frequently with liquid soap and water especially:
      - Before touching your eyes, nose, or mouth;
      - Before eating or handling food;
      - After using the toilet; and
      - After touching public installations or equipment such as escalator handrails, elevator control panels or door knobs.
    - Use hand dryer or disposable towel for drying hands.
    - Rub hands with 70 - 80% alcohol-based handrub if hands are not visibly soiled.
  - Build up good body immunity by having a balanced diet, regular exercise and adequate rest, do not smoke and avoid alcohol consumption.
  - Keep the environment clean, maintain good indoor ventilation, and avoid going to crowded places with poor ventilation if you are feeling unwell or when influenza is prevalent.
  - Observe food hygiene:
    - Five keys to food safety:
      - Choose safe raw materials.
      - Keep hands and utensils clean.
      - Separate raw and cooked food.
      - Cook thoroughly.
      - Keep food at safe temperature.
    - Wash eggs with detergent if soiled with faecal matter and cook and consume them immediately. Eggs should be cooked well until the white and yolk become firm. Do not eat raw eggs or dip cooked food into any
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sauce with raw eggs.

✧ Poultry should be cooked thoroughly. If there is pinkish juice running from the cooked poultry, or the middle part of its bone is still red, the poultry should be cooked again until fully done.

➢ Avoid touching poultry, birds, animals or their droppings because infected birds and poultry (live or dead) or their droppings may carry Avian Influenza virus.

➢ If staff/students develop fever and respiratory symptoms, they should:
  ✧ Consult a doctor promptly, preferably attend the nearest Designated Flu Clinic of Hospital Authority if applicable.
  ✧ Wear a surgical mask.
  ✧ **NOT** go to work/lectures/examination if fever (>38°C). Take rest at home.

➢ Follow the advice from DH to stay at home or designated centres during the incubation period, if being identified as a close contact of pandemic influenza or Avian Influenza patient.

➢ Report to your department, hall and college, if you have been told by DH that you are a close contact.

➢ **Definition of close contacts:**
  ✧ Close contacts are defined as persons within approximately 6 feet (2 meters) or within the room or care area of a confirmed or probable novel influenza A case patient for a prolonged period of time, or with direct contact with infectious secretions while the case patient was likely to be infectious (beginning 1 day prior to illness onset and continuing until resolution of illness).

B. **Departments**

You are advised to take appropriate steps to ensure maximum protection of your staff/students and workplace.

- **Environmental measures**
  ➢ Ensure a clean and hygienic work environment through daily disinfection of office equipment, door knobs and lift buttons with 1:99 diluted household bleach.
  ➢ Cleaning of carpets, doors and windows; proper maintenance of toilet facilities and floor drains including adequate supply of liquid soap, disposable towels or hand-dryers.
  ➢ Ensure good indoor ventilation:
    ✧ Keep air-conditioners well-maintained and clean the dust-filters frequently.
    ✧ Switch on wall fan and any circulating or exhaust fan to enhance air movement.
    ✧ Windows of office should be opened from time to time for better
ventilation.

- **Management of staff and students**
  - Promote healthy lifestyle and encourage uptake of influenza vaccination by high risk individuals.
  - Support staff/students to adopt good personal (e.g. frequent hand-washing) and environmental hygiene (e.g. provision of liquid soap, lidded rubbish bin and regular refuse disposal).
  - Offer surgical masks to staff/students if they have fever and/or respiratory symptoms.
  - Relieve staff/students from work/lectures if they have fever and advise them to see the doctor.
  - Keep a clear sick leave record of staff/students. Monitor the sick leave record of all staff/students. Look out for clusters of illness* and inform UHS by telephone at 39172514 or email to uhshe@hku.hk.
    * A “cluster of illness” means 3 or more persons in the same area developing similar symptoms within a short period of time.

- **Suspected/Confirmed case management for Avian Influenza**
  - Report to UHS by telephone at 39172514 or email to uhshe@hku.hk.
  - Cooperate with the Department of Health (DH) in case investigation and contact tracing are required. (e.g. provide details of co-workers and clients who have contact with the index patient, the workflow of the staff concerned, the class list, the activity timetables, the floor plan of the workplace; arrange interviews with staff/students/clients; facilitate visits to the workplace; supplying staff/students sick leave records etc.).
  - Comply with DH’s instructions if any. (e.g. closure of workplace; suspension of workflow; disinfection of workplace with 1:49 diluted bleach; assisting in the follow up of health status of the workforce; advise and facilitate any staff/students who develop respiratory symptoms to consult doctors, preferably attend the nearest Designated Flu Clinic of Hospital Authority, etc.).

- **Contingency planning**
  - Review the contingency plan for Serious Response Level and Emergency Response Level. This includes defining the essential services, updating the contact list of your staff/students, designating at least 2 persons responsible for each key position, you should also keep a visitor record and maintain sufficient stock of thermometers, surgical masks and disinfectant.

**C. Wardens & Masters**

Take appropriate steps to ensure maximum protection of your staff, residents, hall and college.
• Environmental measures
  ➢ Ensure a clean and hygienic hall/college environment through daily disinfection of hall/college equipment, door knobs and lift buttons with 1:99 diluted household bleach.
  ➢ Cleaning of carpets, doors and windows; proper maintenance of toilet facilities and floor drains including adequate supply of liquid soap, disposable towels or hand-dryers.
  ➢ Ensure good indoor ventilation:
    ❧ Keep air-conditioners well-maintained and clean the dust-filters frequently.
    ❧ Switch on wall fan and any circulating or exhaust fan to enhance air movement.
    ❧ Windows of office should be opened from time to time for better ventilation.

• Management of staff and residents
  ➢ Encourage staff/residents to adopt good personal (e.g. frequent hand-washing) and environmental hygiene (e.g. provision of liquid soap, lidded rubbish bin and regular refuse disposal).
  ➢ Offer surgical masks to staff/residents if they have fever and/or respiratory symptoms.
  ➢ Relieve staff members from work if they have fever and advise them to see doctor.
  ➢ Keep a clear sick leave record of staff/residents. Monitor the sick leave record of all staff/residents. Look out for clusters of illness* and inform UHS by telephone at 39172514 or email to uhshe@hku.hk.
    * A “cluster of illness” means 3 or more persons in the same area developing similar symptoms within a short period of time.

• Suspected/Confirmed case management for Avian Influenza
  ➢ Report to UHS by telephone at 39172514 or email to uhshe@hku.hk.
  ➢ Cooperate with DH in case investigation, contact tracing and site visit if any. The following may be required and commenced as appropriate after risk assessment:
    ❧ Provide details of staff, residents, and visitors who have contact with the index patient.
    ❧ Provide floor plan, staff list, resident list and visitor list.
    ❧ Arrange venues for interviews with staff/residents.
  ➢ Comply with DH’s instructions if any:
    ❧ Assist in confinement and medical surveillance of staff/residents.
    ❧ Restrict visitors.
Suspend intake of new residents to the affected floor before thorough disinfection and during confinement period.

Assist in follow-up of health status of residents and medical surveillance of contacts (staff and residents) if necessary.

Assist in monitoring the residents’ compliance to chemoprophylaxis if necessary.

Inform CHP if any staff/residents develop respiratory symptoms and, facilitate CHP’s subsequent actions if necessary.

Refrain sick staff and staff requiring confinement from work.

Disinfect the hall/college with 1:49 diluted household bleach. Special attention should be paid to the disinfection of toilets, kitchens and objects which are frequently touched such as light switches, door knobs and handrails.

- Contingency planning
  - Review the contingency plan for Serious Response Level and Emergency Response Level. This includes defining the essential services, updating the contact list of your staff/residents, designating at least 2 persons responsible for each key position. You should also keep a visitor record and maintain sufficient stock of thermometers, surgical masks and disinfectant.

D. Residents

Maintaining good personal hygiene is one of the effective ways to stay healthy.

- Personal measures
  - Cover your nose and mouth with tissue paper when sneezing or coughing. Dispose of soiled tissues properly into a lidded rubbish bin and wash hands with soap and water afterwards.
  - Pay attention to personal hygiene:
    - Wash hands frequently with liquid soap and water especially:
      - Before touching your eyes, nose, or mouth;
      - Before eating or handling food;
      - After using the toilet; and
      - After touching public installations or equipment such as escalator handrails, elevator control panels or door knobs.
    - Use hand dryer or disposable towel for drying hands.
    - Rub hands with 70 - 80% alcohol-based handrub if hands are not visibly soiled.
  - Build up good body immunity by having a balanced diet, regular exercise and adequate rest, do not smoke and avoid alcohol consumption.
Keep the environment clean, maintain good indoor ventilation, and avoid going to crowded places with poor ventilation if you are feeling unwell or when influenza is prevalent.

Observe food hygiene:
- **Five keys to food safety:**
  - Choose safe raw materials.
  - Keep hands and utensils clean.
  - Separate raw and cooked food.
  - Cook thoroughly.
  - Keep food at safe temperature.
- Wash eggs with detergent if soiled with faecal matter and cook and consume them immediately. Eggs should be cooked well until the white and yolk become firm. Do not eat raw eggs or dip cooked food into any sauce with raw eggs.
- Poultry should be cooked thoroughly. If there is pinkish juice running from the cooked poultry, or the middle part of its bone is still red, the poultry should be cooked again until fully done.

Avoid touching poultry, birds, animals or their droppings because infected birds and poultry (live or dead) or their droppings may carry Avian Influenza virus.

If residents develop fever and respiratory symptoms, they should:
- Consult a doctor promptly, preferably attend the nearest Designated Flu Clinic of Hospital Authority if applicable.
- Wear a surgical mask.
- Report to the warden/master.
- **NOT** go to work/lectures/examination if fever (>38°C). Take rest at home.

E. **Special Notes to the Contacts (Staff/Residents) Requiring Confinement**
- Be stringent with personal and hand hygiene, respiratory hygiene/cough etiquette and environmental hygiene.
- Refrain from work or attending lectures/examination during the confinement period.
- Suspend group/assembling activities during the confinement period.
- Stay in areas for confinement.
- Report respiratory symptoms to designated person/CHP.
- Comply with the chemoprophylaxis regimen.

F. **Special Notes on Examination**

Infection Control and Preparedness Plan for Influenza Pandemic
• All students should preferably to have their routine monitoring of body temperature before leaving for the examination venue.

• Students with respiratory symptoms, e.g. coughing, sneezing should wear surgical mask inside the examination venue.

• Students with fever (>38°C) should not attend the examination, and should consult a doctor promptly.

• Students just returning from any of the affected areas should closely observe for any fever and respiratory symptoms for 10 days. If the above symptoms appear, students should **NOT** attend the examination and consult doctors promptly, **preferably attend the nearest Designated Flu Clinic of Hospital Authority if applicable**.

• Surgical mask and handrub facilities should be available at the entrance of the examination venue.

• Tables, chairs, floor, doors of the examination venue should be cleansed and disinfected thoroughly on a daily basis with 1:99 diluted household bleach. **The cleansing and disinfection of tables and chairs should preferably be done after each examination.**

**G. Travel Advice**

• Avoid touching birds, poultry or their droppings during travel.

• Avoid visiting wet markets, live poultry markets or farms when travelling to affected areas.

• If travellers feel unwell outside Hong Kong, especially if having a fever or cough, they should wear a surgical mask and inform the hotel staff or tour leader and seek medical advice at once.

• If travellers develop respiratory symptoms after returning from affected areas with Avian Influenza outbreaks, wear a surgical mask, consult doctors promptly, **preferably attend the nearest Designated Flu Clinic of Hospital Authority if applicable** and inform doctor of the travel history.

For details of the measures to prevent Avian Influenza/Pandemic Influenza, please refer to:

1. [Centre for Health Protection](https://www.chp.gov.hk)
2. [Public Health, Pandemic and Epidemic Diseases Preparedness and Response](https://www.phe.gov.hk)

For further information, please refer to:

1. [Advice on Prevention of Avian Influenza for the General Public](https://www.chp.gov.hk)
2. [Advice on Prevention of Avian Influenza for Travellers](https://www.chp.gov.hk)
3. [Guidelines for Management Team of Departments, Halls and Colleges Concerning Avian Influenza](https://www.chp.gov.hk)
4. Guidelines for Staff, Students and Residents in Halls or Colleges Concerning Avian Influenza
5. Recommendations on Cleaning/Disinfection for Infection Control
6. Reporting and Management Procedures for Avian Influenza
Emergency Response Level

Emergency Response Level corresponds to a situation where the risk of a novel influenza virus causing new and serious impact to human health in Hong Kong is **HIGH and IMMINENT**. Generally, it depicts a high risk of serious human infections caused by the novel influenza virus in Hong Kong, and serious infections may be widespread\(^1\).

A. **Staff & Students\(^2-5, 8-10\)**

Maintaining good personal hygiene is one of the effective ways to stay healthy.

- **Personal measures**
  - Cover your nose and mouth with tissue paper when sneezing or coughing. Dispose of soiled tissues properly into a lidded rubbish bin and wash hands with soap and water afterwards.
  - Pay attention to personal hygiene:
    - Wash hands frequently with liquid soap and water especially:
      - Before touching your eyes, nose, or mouth;
      - Before eating or handling food;
      - After using the toilet; and
      - After touching public installations or equipment such as escalator handrails, elevator control panels or door knobs.
    - Use hand dryer or disposable towel for drying hands.
    - Rub hands with 70 - 80% alcohol-based handrub if hands are not visibly soiled.
  - Build up good body immunity by having a balanced diet, regular exercise and adequate rest, do not smoke and avoid alcohol consumption.
  - Keep the environment clean, maintain good indoor ventilation, and avoid going to crowded places with poor ventilation if you are feeling unwell or when influenza is prevalent.
  - Observe food hygiene:
    - Five keys to food safety:
      - Choose safe raw materials.
      - Keep hands and utensils clean.
      - Separate raw and cooked food.
      - Cook thoroughly.
      - Keep food at safe temperature.
    - Wash eggs with detergent if soiled with faecal matter and cook and consume them immediately. Eggs should be cooked well until the white and yolk become firm. Do not eat raw eggs or dip cooked food into any
Poultry should be cooked thoroughly. If there is pinkish juice running from the cooked poultry, or the middle part of its bone is still red, the poultry should be cooked again until fully done.

Avoid touching poultry, birds, animals or their droppings because infected birds and poultry (live or dead) or their droppings may carry Avian Influenza virus.

If staff/students develop fever and respiratory symptoms, they should:

- Consult a doctor promptly, preferably attend the nearest Designated Flu Clinic of Hospital Authority if applicable.
- Wear a surgical mask.
- **NOT** go to work/lectures/examination if fever (>38°C). Take rest at home.

Follow the advice from DH to stay at home or designated centres during the incubation period, if being identified as a close contact of pandemic influenza or Avian Influenza patient.

Report to your department, hall and college, if you have been told by DH that you are a close contact.

Definition of close contacts:

- Close contacts are defined as persons within approximately 6 feet (2 meters) or within the room or care area of a confirmed or probable novel influenza A case patient for a prolonged period of time, or with direct contact with infectious secretions while the case patient was likely to be infectious (beginning 1 day prior to illness onset and continuing until resolution of illness).

### B. Departments

You are advised to take appropriate steps to ensure maximum protection of your staff/students and workplace.

- **Environmental measures**
  
  - Ensure a clean and hygienic work environment through frequent disinfection of office equipment, door knobs and lift buttons with 1:99 diluted household bleach.
  
  - Cleaning of carpets, doors and windows; proper maintenance of toilet facilities and floor drains including adequate supply of liquid soap, disposable towels or hand-dryers.
  
  - Ensure good indoor ventilation:
    
    - Keep air-conditioners well-maintained and clean the dust-filters frequently.
    
    - Switch on wall fan and any circulating or exhaust fan to enhance air movement.
    
    - Windows of office should be opened from time to time for better...
ventilation.

- **Management of staff and students**
  - Promote healthy lifestyle and encourage uptake of influenza vaccination by high risk individuals.
  - Support staff/students to adopt good personal (e.g. frequent hand-washing) and environmental hygiene (e.g. provision of liquid soap, lidded rubbish bin and regular refuse disposal).
  - Offer surgical masks to staff/students if they have fever and/or respiratory symptoms.
  - Relieve staff/students from work/lectures if they have fever and advise them to see the doctor.
  - Keep a clear sick leave record of staff/students. Monitor the sick leave record of all staff/students. Look out for clusters of illness* and inform UHS by telephone at 39172514 or email to uhshe@hku.hk.

  * A “cluster of illness” means 3 or more persons in the same area developing similar symptoms within a short period of time.

- **Suspected/Confirmed case management for Avian Influenza**
  - Report to UHS by telephone at 39172514 or email to uhshe@hku.hk.
  - Cooperate with the Department of Health (DH) in case investigation and contact tracing are required. (e.g. provide details of co-workers and clients who have contact with the index patient, the workflow of the staff concerned, the class list, the activity timetables, the floor plan of the workplace; arrange interviews with staff/students/clients; facilitate visits to the workplace; supplying staff/students sick leave records etc.).
  - Comply with DH’s instructions if any. (e.g. closure of workplace; suspension of workflow; disinfection of workplace with 1:49 diluted bleach; assisting in the follow up of health status of the workforce; advise and facilitate any staff/students who develop respiratory symptoms to consult doctors, preferably attend the nearest Designated Flu Clinic of Hospital Authority, etc.).

- **Contingency planning**
  - Review the contingency plan for Emergency Response Level. This includes defining the essential services, updating the contact list of your staff/students, designating at least 2 persons responsible for each key position. You should also keep a visitor record and maintain sufficient stock of thermometers, surgical masks and disinfectant.

**C. Wardens & Masters**

Take appropriate steps to ensure maximum protection of your staff, residents, hall and college.
• Environmental measures
  - Ensure a clean and hygienic work environment through frequent disinfection of office equipment, door knobs and lift buttons with 1:99 diluted household bleach.
  - Cleaning of carpets, doors and windows; proper maintenance of toilet facilities and floor drains including adequate supply of liquid soap, disposable towels or hand-dryers.
  - Ensure good indoor ventilation:
    - Keep air-conditioners well-maintained and clean the dust-filters frequently.
    - Switch on wall fan and any circulating or exhaust fan to enhance air movement.
    - Windows of office should be opened from time to time for better ventilation.
• Management of staff and residents
  - Encourage staff/residents to adopt good personal (e.g. frequent hand-washing) and environmental hygiene (e.g. provision of liquid soap, lidded rubbish bin and regular refuse disposal).
  - Offer surgical masks to staff/residents if they have fever and/or respiratory symptoms.
  - Relieve staff members from work if they have fever and advise them to see doctor.
  - Keep a clear sick leave record of staff/residents. Monitor the sick leave record of all staff/residents. Look out for clusters of illness* and inform UHS by telephone at 39172514 or email to uhshe@hku.hk.
    * A “cluster of illness” means 3 or more persons in the same area developing similar symptoms within a short period of time.
• Suspected/Confirmed case management for Avian Influenza
  - Report to UHS by telephone at 39172514 or email to uhshe@hku.hk.
  - Cooperate with DH in case investigation, contact tracing and site visit. The following may be required and commenced as appropriate after risk assessment:
    - Provide details of staff, residents, and visitors who have contact with the index patient.
    - Provide floor plan, staff list, resident list and visitor list.
    - Arrange venues for interviews with staff/residents.
  - Comply with DH’s instructions if any:
    - Assist in confinement and medical surveillance of staff/residents.
    - Restrict visitors.
✧ Suspend intake of new residents to the affected floor before thorough disinfection and during confinement period.
✧ Assist in follow-up of health status of residents and medical surveillance of contacts (staff and residents) if necessary.
✧ Assist in monitoring the residents’ compliance to chemoprophylaxis if necessary.
✧ Inform CHP if any staff/residents develop respiratory symptoms and, facilitate CHP’s subsequent actions if necessary.
✧ Refrain sick staff and staff requiring confinement from work.
✧ Disinfect the hall/college with 1:49 diluted household bleach. Special attention should be paid to the disinfection of toilets, kitchens and objects which are frequently touched such as light switches, door knobs and handrails.

• Contingency planning
  ➢ Review the contingency plan for Emergency Response Level. This includes defining the essential services, updating the contact list of your staff/residents, designating at least 2 persons responsible for each key position. You should also keep a visitor record and maintain sufficient stock of thermometers, surgical masks and disinfectant.

D. Residents

Maintaining good personal hygiene is one of the effective ways to stay healthy.

• Personal measures
  ➢ Cover your nose and mouth with tissue paper when sneezing or coughing. Dispose of soiled tissues properly into a lidded rubbish bin and wash hands with soap and water afterwards.
  ➢ Pay attention to personal hygiene:
    ✧ Wash hands frequently with liquid soap and water especially:
      o Before touching your eyes, nose, or mouth;
      o Before eating or handling food;
      o After using the toilet; and
      o After touching public installations or equipment such as escalator handrails, elevator control panels or door knobs.
    ✧ Use hand dryer or disposable towel for drying hands.
    ✧ Rub hands with 70 - 80% alcohol-based handrub if hands are not visibly soiled.
  ➢ Build up good body immunity by having a balanced diet, regular exercise and adequate rest, do not smoke and avoid alcohol consumption.
➢ Keep the environment clean, maintain good indoor ventilation, and avoid going to crowded places with poor ventilation if you are feeling unwell or when influenza is prevalent.

➢ Observe food hygiene:
   ✷ Five keys to food safety:
     o Choose safe raw materials.
     o Keep hands and utensils clean.
     o Separate raw and cooked food.
     o Cook thoroughly.
     o Keep food at safe temperature.
   ✷ Wash eggs with detergent if soiled with faecal matter and cook and consume them immediately. Eggs should be cooked well until the white and yolk become firm. Do not eat raw eggs or dip cooked food into any sauce with raw eggs.
   ✷ Poultry should be cooked thoroughly. If there is pinkish juice running from the cooked poultry, or the middle part of its bone is still red, the poultry should be cooked again until fully done.

➢ Avoid touching poultry, birds, animals or their droppings because infected birds and poultry (live or dead) or their droppings may carry Avian Influenza virus.

➢ If residents develop fever and respiratory symptoms, they should:
   ✷ Consult a doctor promptly, preferably attend the nearest Designated Flu Clinic of Hospital Authority if applicable.
   ✷ Wear a surgical mask.
   ✷ Report to the warden/master.
   ✷ **NOT** go to work/lectures/examination if fever (>38°C). Take rest at home.

E. **Special Notes to the Contacts (Staff/Residents) Requiring Confinement**
   • Be stringent with personal and hand hygiene, respiratory hygiene/cough etiquette and environmental hygiene.
   • Refrain from work or attending lectures/examination during the confinement period.
   • Suspend group/assembling activities during the confinement period.
   • Stay in areas for confinement.
   • Report respiratory symptoms to designated person/CHP.
   • Comply with the chemoprophylaxis regimen.

F. **Special Notes on Examination**\textsuperscript{6-7, 10}
• All students should preferably to have their routine monitoring of body temperature before leaving for the examination venue.

• Students with respiratory symptoms, e.g. coughing, sneezing should wear surgical mask inside the examination venue.

• Students with fever (>38°C) should not attend the examination, and should consult a doctor promptly.

• Students just returning from any of the affected areas should closely observe for any fever and respiratory symptoms for 10 days. If the above symptoms appear, students should NOT attend the examination and consult doctors promptly, preferably attend the nearest Designated Flu Clinic of Hospital Authority if applicable.

• Surgical mask and hand rub facilities should be available at the entrance of the examination venue.

• Tables, chairs, floor, doors of the examination venue should be cleansed and disinfected thoroughly on a daily basis with 1:99 diluted household bleach. The cleansing and disinfection of tables and chairs should preferably be done after each examination.

G. Travel Advice

• Avoid touching birds, poultry or their droppings during travel.

• Avoid visiting wet markets, live poultry markets or farms when travelling to affected areas.

• If travellers feel unwell outside Hong Kong, especially if having a fever or cough, they should wear a surgical mask and inform the hotel staff or tour leader and seek medical advice at once.

• If travellers develop respiratory symptoms after returning from affected areas with Avian Influenza outbreaks, wear a surgical mask, consult doctors promptly, preferably attend the nearest Designated Flu Clinic of Hospital Authority if applicable and inform doctor of the travel history.

For details of the measures to prevent Avian Influenza/Pandemic Influenza, please refer to:

1. Centre for Health Protection
2. Public Health, Pandemic and Epidemic Diseases Preparedness and Response

For further information, please refer to:

1. Advice on Prevention of Avian Influenza for the General Public
2. Advice on Prevention of Avian Influenza for Travellers
3. Guidelines for Management Team of Departments, Halls and Colleges Concerning Avian Influenza
4. Guidelines for Staff, Students and Residents in Halls or Colleges Concerning Avian Influenza
5. Recommendations on Cleaning/Disinfection for Infection Control
6. Reporting and Management Procedures for Avian Influenza

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References


