**Guidelines on NPC Prevention and Control for Railway Station, High-speed Railway Station and Bus Passenger Station**

**I. Personnel Management**

1. Entrance management

a. Body temperature check

Set up body temperature monitoring point at the entrance, equipped with infrared temperature scanner or hand-held temperature meter. Staff should wear disposable surgical masks (or other masks with higher level of protection) and take the temperature of incoming people.

b. Abnormal condition response

For those who have fever (above 38°C by infrared temperature scanner, or above 37.5°C by hand-held thermometer), ask them to wear a mask and persuade them to go back.

2. Exit management

a. Body temperature check

Set up temperature monitoring point at the exit, equipped with infrared temperature scanner or hand-held temperature meter. Staffs should wear disposable surgical masks (or other masks with higher level of protection) to take the temperature of the outbound people.

b. Inquiry

Inquire about the travel history or residence history outside the city in resent 14 days.

c. Conditions of passing

If a person has normal body temperature (below 38°C by infrared temperature scanner, or below 37.5°C by hand-held thermometer), and without any travel history or residence history outside the city within recent 14 days, he/she is allowed to pass.

d. Abnormal condition response

(1) If a person has symptoms of fever and has a history of travel or residence outside the city within 14 days, immediately ask him/her to wear a mask and go to the temporary quarantine room. Contact 120 for a transfer to the fever clinic or designated hospital.

(2) If a person has no symptoms of fever but has a history of travel or residence outside the city within 14 days, make registration and arrange home or isolated medical observation.

(3) If a person has symptoms of fever but has no history of travel or residence outside the city within 14 days, ask him or her to wear a mask and go to the fever clinic of the hospital for medical treatment.

3. Staff Management

a. Establish a health reporting system. Designate a specific personnel to do the daily registration of staffs’ health status, and to take temperature of every staff once in the morning and once in the afternoon. Staffs should stop working and go to the fever clinic if they have fever, dry cough and other symptoms with masks on.

b. Conductors, ticket inspectors, service personnel, security personnel, shop assistants and other front-line staff should wear labor suits, wash hands frequently and wear disposable medical surgical masks (or other masks with higher level of protection) during work. If possible, disinfect hands with hand sanitizer. Keep at least 1 meter away from other people.

**II. Ventilation Management**

a. All ventilation equipment should be in normal operation. Keep the fresh air inlet, fresh air room, fresh air inlet filter screen and air supply and exhaust pipes clean. Disinfect the whole air supply equipment, open cooling tower and air supply pipes regularly. Increase the frequency of disinfection if necessary.

b. In the case of no need to adjust the air temperature and humidity, the fresh air input should be fully used and the return air channel should be closed. when air temperature and humidity need to be adjusted, ensure sufficient fresh air input and minimize the amount of return air.

c. Optimize the distribution of fresh air and make sure there is fresh air input everywhere. All exhaust must be directly discharged to the outside.

**III. Sanitation Management**

1. Cleaning

Keep indoor and outdoor environment clean, and reduce dust flying. The garbage can should be sealed and cleaned up in time. Hand sanitizer should be sufficiently equipped in washrooms. Faucets and other water facilities should be in well functioning. Used masks should be disposed according to the *Work Plan on Standardizing the Disposal of Discarded Face Masks by Residents during an Epidemic (Interim). [Ref: Hufenleiban 2020 No.2 ].*

1. Disinfection

Keep environment and objects clean and adopt preventive disinfection as the supplement. Avoid excessive disinfection. Be sure to clean and disinfect the place or the objects any time get contaminated. People who are responsible for cleaning and disinfection should wear labor suits, masks and waterproof gloves, etc..

* Surface of Objects:

Elevator, stair armrest, chair, handrail, entrance brake, faucet, door handle and other public parts should be wiped with disinfectants (250mg/L-500mg/L effective chlorine content), and be rinsed off after 30 minutes. At least twice a day.

* 2. Instruments & Equipment:

Temperature detector, security detector and other precision valuables should be wiped with disinfecting wet wipes or 75% alcohol.

* 3. Walls & Floors:

Waiting rooms, ticket halls, maternal and child rooms, toilet and other public places should be sprayed or mopped with disinfectants (250mg /L-500mg /L effective chlorine content). At least once a day.

**IV. Publicity and Education**

1. Popularize knowledge of NCP prevention and control on the billboards of the company.

2. Suggest passengers to disperse as far as possible to avoid overcrowding. Cover mouth and nose when coughing. Don’t throw paper towels around.

3. Passengers in and out of the station are suggested to wear masks.

4. Follow the official wechat account of <Huzhou Disease Control> and <Health Huzhou> to get the knowledge of NCP prevention and control.



"Huzhou Disease Control" "Health Huzhou"

火车站高铁站汽车客运站新型冠状病毒肺炎预防控制指引

一、人员管理

**（一）入站口管理**

1.测体温。在入站口处设置体温监测点，配备红外体温扫描仪或手持体温测量仪。工作人员戴一次性医用外科口罩（或其他更高级别的口罩），对进站人员测量体温。

2.异常情况处置。对有发热（红外体温扫描仪≥38℃，手持体温测量仪≥37.5℃）的，嘱其戴口罩、劝返。

**（二）出站口管理**

1.测体温。在出站口设置体温监测点，配备红外体温扫描仪或手持体温测量仪。工作人员佩戴一次性医用外科口罩（或其他更高级别的口罩），对出站人员测量体温。

2.问询。询问14天内市域外旅行史或居住史。

3.通行条件。体温正常（红外体温扫描仪<38℃，手持体温测量仪<37.5℃）且14天内无市域外旅行史或居住史的人员，予以放行。

4.异常情况处置

（1）发热且14天内有市域外旅行史或居住史的，立即要求其戴上口罩前往临时隔离间，并联系120车辆转运至医院发热门诊或定点医院。

（2）无发热但14天内有市域外旅行史或居住史的，做好登记，联系给予居家或隔离医学观察。

（3）发热但14天内无市域外旅行史或居住史的，立即要求其戴上口罩前往医院发热门诊就诊。

**（三）职工管理**

1.建立健康报告制度。落实人员每日登记职工健康状况，上下午测量体温各1次。职工有发热、干咳等症状的，应停止工作并佩戴口罩至医院发热门诊就诊。

2.售票员、检票员、服务人员、安保人员、营业人员等一线工作人员工作期间穿工作衣，勤洗手，佩戴一次性医用外科口罩（或其他更高级别的口罩）。有条件的，使用免洗手消毒液消毒双手。人与人之间尽可能保持1米以上距离。

二、通风管理

（一）所有通风设备保持正常运转，新风口、新风机房、新风口过滤网和送风排风管道保持清洁，对整个供风设备、开放式冷却塔和送风管道定期消毒。必要时增加消毒频次。

（二）在不需要调节空气温度、湿度的情况下，全面使用新风输入，关闭回风通道；在需要调节空气温度、湿度的情况下，保证充足新风输入，尽可能减少回风量。

（三）优化局部场所新风分配量，确保各局部场所均有新风输入；所有排风都要直接排到室外。

三、卫生管理

**（一）保洁。**保持室内外环境卫生清洁，减少灰尘飞扬。垃圾桶加盖密闭，及时清运垃圾。洗手间要配备足够的洗手液，保证水龙头等供水设施正常工作。使用过的口罩，按照《关于规范疫情期间居民废弃口罩处置的工作方案（暂行）》（湖分类办〔2020〕2号）处理。

**（二）消毒。**环境及物品以清洁为主，预防性消毒为辅，避免过度消毒，受到污染时随时清洁消毒。清洁消毒人员应穿工作衣，戴口罩、防水手套等。

1.物体表面：电梯、楼梯扶手、坐椅、栏杆、入口闸机、洗手间水龙头及门把手等公共部位，可使用有效氯含量为250mg/L-500mg/L的消毒剂擦拭，30分钟后清水擦净。每日至少2次。

2.仪器设备：体温探测仪、安检仪等精密贵重物品，可使用消毒湿巾或75%酒精擦拭。

3.墙面地面：等候室、购票厅、母婴室及卫生间等公共场所，可使用有效氯含量为250mg/L-500mg/L的消毒剂喷洒或拖拭消毒。每日至少1次。

四、健康宣教。

（一）开展新型冠状病毒肺炎相关防控知识宣传。

（二）倡导旅客尽量分散，避免过度集中拥挤；咳嗽时掩住口鼻；不随手丢弃纸巾。

（三）倡导进出站旅客佩戴口罩。

（四）关注“湖州疾控”和“健康湖州发布”微信公众号，获取疾病防控知识。



湖州疾控 健康湖州发布