

03 February 2020

Dear Sir/Mdm,

### **Sanitation and Hygiene Advisory for Town Councils**

1 To date, the Ministry of Health has confirmed several cases of the 2019 Novel Coronavirus (2019-nCoV) infection. In view of situation, the National Environment Agency (NEA) strongly urges all stakeholders to take precautionary measures to maintain high standards of sanitation and personal hygiene to minimise the transmission of the Novel Coronavirus (nCoV).

2 Estate managers and contractors are advised to maintain high standards of hygiene and cleanliness to safeguard public health and instill confidence in the public.

3 The NEA advises the following **good practises to be implemented immediately**:

#### **a) Personal Hygiene**

Staff should be reminded to:

- Monitor their temperatures regularly.
- Report to their supervisors, see a doctor and stay away from fellow colleagues if they are unwell.
- Wear a mask if they have a cough or runny nose.
- Cover their mouths with tissue paper when coughing or sneezing, and dispose of the soiled tissue paper into the rubbish bin immediately. Wash hands thoroughly with soap and water.
- Practise good toilet habits (e.g. flush toilets after use).
- Practise good personal hygiene (e.g. wash hands with soap and water before and after meals, after clean-up is carried out, after handling refuse or other dirty items, and after visiting the toilet)
- Use gloves when carrying out cleaning work and when handling waste.
- Refrain from touching their exposed body parts such as eyes, nose, face and arms with soiled gloves or unwashed hands.

#### **b) Housekeeping/ Refuse Management**

- Assign a team of workers to carry out cleaning and housekeeping daily.
- Disinfect frequently touched areas such as handrails, lift buttons, door knobs/handles, letter boxes, notice boards, digital displays, table tops and seats found in common areas with disinfectant regularly.

- Ensure refuse bins are covered at all times and cleared daily. Tie refuse contained in plastic bags properly before disposal at bin centres.
- Clean up any refuse spillage immediately.
- Wash and disinfect all refuse bins, bin chambers and bin centres where necessary.
- Engage licensed waste contractors to remove refuse daily.

Managing agents and contractors are encouraged to:

- Soak cleaning cloths in household bleach at the proper concentration according to manufacturer's instructions and wash the cloth after use and before reuse.
- Clean and disinfect all cleaning equipment immediately after used.

### **c) Toilets**

- Disinfect toilets under the TC's management with disinfectant regularly and pay attention to frequently touched areas such as water taps, door/ towel/ cistern handles, seats and cover flaps, wash basins, door knobs, buttons and switches.
- Provide adequate supply of toilet paper, paper towels (if provided) or hand dryers and liquid soap at all times.
- Ensure toilet-flushing apparatus is functioning at all times.
- Ensure all sanitary pipes and fittings are in good working condition.

### **d) Pest Control Programme**

- Check the site daily and remove all potential vector breeding sites
- Look for signs of pest infestation such as rat droppings or burrows and cockroach droppings.
- Engage a registered vector control operator to implement a pest control programme for the site.

### **e) Exercise Facilities and Playgrounds**

- Disinfect indoor or sheltered exercise equipment, playground and frequently touched areas with disinfectant daily.
- Ensure the premises is free of litter and pest.

4 We seek your cooperation in implementing the above practises.

## **NATIONAL ENVIRONMENT AGENCY**

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