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HKU Preparedness Plan for Influenza Pandemic

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

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

1. 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 Kong.¹

HKU Preparedness Plan for Influenza Pandemic at Alert Response Level

A. Staff & Students²,³,⁴

- Observe good personal hygiene, such as keep hands clean, by washing hands properly with liquid soap and maintain cough manner
- Building up good body resistance through a balanced diet, regular exercise, adequate rest, reducing stress, and not smoking
- Keep the environment clean, maintain good indoor ventilation, and avoid going to crowded or poorly ventilated public places when influenza is prevalent
● Pay attention to food hygiene, including cooking poultry and eggs thoroughly before eating

● Avoid touching live birds, poultry or their dropping, because they may carry avian influenza virus

● If staff/ students develop influenza-like symptoms such as fever, sore throat and cough, they should:
  ➢ Consult a doctor promptly
  ➢ Wear a surgical mask
  ➢ Do NOT go to work/ class if temperature (>38℃). Take rest at home as advised by the doctor
  ➢ Students with fever (>38℃) should not attend lecture/ examination, and should consult a doctor

● When travelling outside Hong Kong, avoid touching birds, poultry or their droppings and visiting poultry markets or farms when travelling outside Hong Kong

● If feeling unwell when outside Hong Kong, especially if having a fever or cough, should wear a mask and inform the hotel staff or tour leader and seek medical advice at once

● Staff/ students returning from any of affected areas with avian influenza outbreak should closely observe for any flu symptoms for 10 days. If flu-like symptoms such as fever, sore throat and cough appear, they should consult doctors promptly and inform the doctor of the travel history and wear a mask to help prevent spread of the disease

For details of the measures to prevent Avian Influenza/ Pandemic Influenza, please refer to:
HKU Pandemic and Influenza: http://www.uhs.hku.hk/pandemicflu/index.php

B. Departments

● Department Heads should acquire an understanding of influenza/ seasonal influenza/ avian influenza/ influenza pandemic to plan and act accordingly
- Take appropriate steps to ensure maximum protection of your staff and workplace
  - Ensure a clean and hygienic work environment through regular disinfection of office equipment, door knobs and lift buttons, etc. 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
  - Maintain good indoor ventilation. Keep air conditioning well-maintained and wash the dust-filters regularly
  - Promote healthy lifestyle and encourage the uptake of influenza vaccination against seasonal flu by high risk individuals
  - Encourage staff in adopting good personal (e.g. frequent hand-washing) and environmental hygiene (e.g. provision of liquid soap, lidded rubbish bin and regular refuse disposal)
  - Consume only thoroughly cooked poultry and eggs
  - If staff develops fever and respiratory symptoms, please ask him/her to wear surgical masks, do not come to work and seek medical advice
  - Keep a clear staff sick leave record. Monitor the sick leave record of all your staff. Look out for clusters of influenza cases (several cases of fever and respiratory illness) and inform the University Health Service uhealth@hku.hk
  - Should any of your staff or residents be admitted to hospital as suspected or confirmed cases of Avian Flu, please report to UHS as soon as possible so that timely follow-up action can be taken

- If a member of the staff develops avian influenza
  - Cooperate with the Department of Health (DH) in case investigation and contact tracing (both social and close contacts) by providing details of co-workers and clients who have contact with the index patient, the workflow of the staff concerned, the floor plan of the workplace; arranging interviews with staff/clients; facilitating visits to the workplace; supplying staff sick leave records and any other actions considered appropriate to help understand how the disease has been acquired, how far it has spread and what measures are needed to contain it
  - Cooperate and comply with DH regarding instructions on closure of workplace; suspension of workflow; disinfection of workplace with 1:49 diluted household bleach; assisting in the follow up of health status of
the workforce. Advise and facilitate any staff who develop influenza-like symptoms to consult doctors as soon as possible and take any other measures considered necessary

- Review your Departmental contingency plan for Serious Response Level. This includes defining the essential services, updating the contact list of your staff and designating at least 2 persons responsible for each key position. For details, please refer to Guidelines for Avian Flu (H5N1/H7N9):
  

For further information, please refer to:

- HKU Pandemic and Influenza Website
  
  http://www.uhs.hku.hk/pandemicflu/index.php

- Guidelines for Avian Flu (H5N1/H7N9)
  

- Things for Department to Do Concerning Avian Flu
  

- HKU Infection Control Plan for Influenza Pandemic
  

- HKU Recommendations on Cleaning/ Disinfection for Infection Control
  

- Guidelines on Disease Prevention in Mass Gatherings
  
  http://intraweb.hku.hk/reserved_1/pandemicflu/action-plan_and_guidelines/mass_gather.html


C. Hall Wardens & Residents

**Hall Wardens**

- Hall wardens should acquire an understanding of influenza/ seasonal influenza/ avian influenza/ influenza pandemic to plan and act accordingly.

- Ensure a clean and hygienic hall environment
  
  - Regular disinfection of hall equipment, door knobs and lift buttons with 1:99 diluted household bleach (one part of 5.25% hypochlorite solution in 99 parts of water)
  
  - Cleaning of floor, doors and windows regularly
- Proper maintenance of toilet facilities and floor drains including adequate supply of liquid soap, disposable towels or hand-dryers
- Maintain good indoor ventilation, including opening windows as widely and as many as possible and/or well-maintained air conditioning system together with turning on exhaust fans at the same time
- Relieve staff members from work if they are sick. Please ask residents and staff to wear surgical mask if they have influenza-like symptoms and may not come back to work/hall and seek medical advice
- Prepare to keep a visitor record during serious and emergency response levels

- Take appropriate steps to ensure maximum protection of your residents, staff and hall:
  - Encourage students/staff in adopting good personal (e.g. frequent hand-washing) and environmental hygiene (e.g. provision of liquid soap, lidded rubbish bin and regular refuse disposal)
  - Consume only thoroughly cooked poultry and eggs
  - Keep a clear staff sick leave record. Monitor the sick leave record of all your students/staff. Look out for clusters of influenza cases (3 or more cases of fever and respiratory illness) and inform the University Health Service uhealth@hku.hk
  - Should any of your staff or residents be admitted to hospital as suspected or confirmed cases of Avian Flu, please report to UHS as soon as possible so that timely follow-up action can be taken

- If there are residents/visitors/staff being affected by avian influenza:
  - Centre for Health Protection (CHP) of Department of Health (DH) will inform the hall wardens/management of the university halls that there are residents/visitors/staff being affected by avian influenza. The role of CHP is to assess the risk of spreading the disease by the affected residents/visitors/staff during the infectious period or to identify the source of infection who may be staying at the hall during the incubation period.
  - In general, CHP will make a site visit to the affected hall to conduct case investigation and the following may be commenced as appropriate after risk assessment:
    1. Contact tracing
    2. Quarantine and medical surveillance
3. Chemoprophylaxis

4. Disinfection

➢ Hall wardens/ management of the university hall should cooperate with DH in case investigation and contact tracing by:
   1. Providing details of residents, staff and visitors who have contact with the index patient if available
   2. Providing floor plan, resident list, staff list and visitor list
   3. Arranging venues for interviews with residents / staff
   4. Complying with CHP’s instructions regarding confinement of residents and staff
   5. Restricting visitors
   6. Suspending intake of new residents to the affected floor before thorough disinfection and during quarantine period
   7. Assisting in follow-up of health status of residents and medical surveillance of contacts (residents and staff) if necessary
   8. Assisting in monitoring the residents’ compliance to chemoprophylaxis if necessary
   9. Inform CHP if any resident or staff develops influenza-like symptoms and, facilitate CHP’s subsequent actions as deemed necessary
   10. Refraining sick staff and staff requiring quarantine from work
   11. Disinfecting the hall with 1:49 diluted household bleach (one part of 5.25% hypochlorite solution in 49 parts of water or 70% alcohol for metallic surface, leave for 15-30 minutes before rinsing with water and wiping dry. 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)
   12. Use highly absorbent materials to preliminarily clean up surface contaminated with vomitus / excreta / secretions before performing the above disinfection procedure
   13. Strictly observing hall precautionary measures for maximum protection of residents and staff
   14. The contacts (residents / staff) requiring confinement are expected to:
      a. Be stringent with personal and hand hygiene, respiratory hygiene/cough etiquette and environmental hygiene
b. Refrain from work or attending classes during the quarantine period

c. Group / assembling activities should be suspended during the quarantine period

d. Stay in areas for quarantine

e. Report symptoms of influenza to designated person / CHP

Please note:

Guidelines for Students in Halls to Prevent the Spread of Influenza and Infectious Diseases


For further information, please refer to:

- HKU Pandemic and Influenza Website
  http://www.uhs.hku.hk/pandemicflu/index.php

- Guidelines for Avian Flu (H5N1/ H7N9)

- Things for Department to Do for Avian Flu

- HKU Infection Control Plan for Influenza Pandemic

- HKU Recommendations on Cleaning/ Disinfection for Infection Control

- Guidelines on Disease Prevention in Mass Gatherings
  http://intraweb.hku.hk/reserved_1/pandemicflu/action-plan_and_guidelines/mass_gather.html

- Centre for Health Protection

**Hall Residents**

- Observe good personal hygiene, such as keep hands clean, by washing hands properly with liquid soap and maintain cough manner

- Maintain good indoor ventilation

- Building up good body resistance through a balanced diet, regular exercise, adequate rest, reducing stress, and not smoking

- Poultry and eggs should be thoroughly cooked before eating
If residents develop influenza-like symptoms such as fever, sore throat and cough, they should:

➢ Consult a doctor promptly
➢ Wear a surgical mask
➢ Report to the Warden
➢ Do not attend lecture/public activities/examination if fever >38°C
➢ Please rest and stay at home if appropriate

When travelling outside Hong Kong, avoid touching birds, poultry or their droppings and visiting poultry markets or farms when travelling outside Hong Kong.

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

Staff/students returning from any of affected areas with avian influenza outbreak should closely observe for any flu symptoms for 10 days. If flu-like symptoms such as fever, sore throat and cough appear, they should consult doctors promptly and inform the doctor of the travel history and wear a mask to help prevent spread of the disease.

Please note:

➢ Guidelines for Students in Halls to Prevent the Spread of Influenza and Infectious Diseases

➢ Guidelines on Mass Gathering for Prevention of Avian Flu
  http://intraweb.hku.hk/reserved_1/pandemicflu/diseases/avian-flu/guidelines/mass-gather.html

➢ Guidelines on Disease Prevention in Mass Gatherings
  http://intraweb.hku.hk/reserved_1/pandemicflu/action-plan_and_guidelines/mass_gather.html

➢ Organizers of Orientation Programme and Mass Gathering
  http://intraweb.hku.hk/reserved_1/pandemicflu/action-plan_and_guidelines/orientation.html

For further information, please refer to:
HKU Pandemic and Influenza: http://www.uhs.hku.hk/pandemicflu/index.php
2. **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.\\(^2\)

**HKU Preparedness Plan for Influenza Pandemic at Serious Response Level**

**A. Staff & Students**\\(^2,3,4,\)

- Observe good personal hygiene, such as keep hands clean, by washing hands properly with liquid soap and maintain cough manner
- Building up good body resistance through a balanced diet, regular exercise, adequate rest, reducing stress, and not smoking
- Keep the environment clean, maintain good indoor ventilation, and avoid going to crowded or poorly ventilated public places when influenza is prevalent
- Pay attention to food hygiene, including cooking poultry and eggs thoroughly before eating
- Avoid touching live birds, poultry or their dropping, because they may carry avian influenza virus
- If staff/ students develop influenza-like symptoms such as fever (temperature > 38°C), sore throat and cough, they should:
  - Consult a doctor promptly, preferably to attend the nearest Designated Flu Clinic of Hospital Authority if applicable
  - Wear a surgical mask
  - Do NOT go to work/ class/ examination
  - Take rest at home as advised by the doctor
- Follow the advice from Department of Health (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\\(^8\)
- Report to your department and hall, if you have been told by DH that you
are a close contact 8

- When travelling outside Hong Kong, avoid touching birds, poultry or their droppings and visiting poultry markets or farms when travelling outside Hong Kong

- If feeling unwell when outside Hong Kong, especially if having a fever or cough, should wear a mask and inform the hotel staff or tour leader and seek medical advice at once

- Staff/ students returning from affected areas with avian influenza outbreaks should closely observe for any flu symptoms for 10 days. If flu-like symptoms such as fever, sore throat and cough appear, they should seek medical care accordingly, preferably to attend the nearest designated flu clinic of Hospital Authority if applicable, and inform the doctor of the travel history and wear a mask to help prevent spread of the disease

- **All students should preferably to have their temperature checked before leaving for the examination venue** 6

- During lecture/ examination, wear surgical mask if having respiratory symptoms

Please note:

Health Advice on Using Drinking Fountain from Centre for Health Protection


For details of the measures to prevent Avian Influenza/ Pandemic Influenza, please refer to:
HKU Pandemic and Influenza: http://www.uhs.hku.hk/pandemicflu/index.php

B. Departments 5

- Department heads should acquire an understanding of influenza/ seasonal influenza/ avian influenza/ influenza pandemic to plan and act accordingly

- Take appropriate steps to ensure maximum protection of your staff and workplace
- Ensure a clean and hygienic work environment through regular disinfection of office equipment, door knobs and lift buttons, etc. 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
- Maintain good indoor ventilation. Keep air conditioning well-maintained and wash the dust-filters regularly
- Promote healthy lifestyle and encourage the uptake of influenza vaccination against seasonal flu by high risk individuals
- Encourage staff in adopting good personal (e.g. frequent hand-washing) and environmental hygiene (e.g. provision of liquid soap, lidded rubbish bin and regular refuse disposal)
- Consume only thoroughly cooked poultry and eggs
- If staff develops fever and respiratory systems, please ask him/ her to wear surgical masks, do not come to work and seek medical advice
- Keep a clear staff sick leave record. Monitor the sick leave record of all your staff. Look out for clusters of influenza cases (several cases of fever and respiratory illness) and inform the University Health Service uhealth@hku.hk
- Should any of your staff or residents be admitted to hospital as suspected or confirmed cases of Avian Flu, please report to UHS as soon as possible so that timely follow-up action can be taken

If a member of the staff develops avian influenza
- Cooperate with the Department of Health (DH) in case investigation and contact tracing (both social and close contacts) by providing details of co-workers and clients who have contact with the index patient, the workflow of the staff concerned, the floor plan of the workplace; arranging interviews with staff/clients; facilitating visits to the workplace; supplying staff sick leave records and any other actions considered appropriate to help understand how the disease has been acquired, how far it has spread and what measures are needed to contain it
- Cooperate and comply with DH regarding instructions on closure of workplace; suspension of workflow; disinfection of workplace with 1:49 diluted household bleach; assisting in the follow up of health status of the workforce. Advise and facilitate any staff who develop
influenza-like symptoms to consult doctors as soon as possible, preferably to attend the nearest designated flu clinic of Hospital Authority if available and take any other measures considered necessary.

- Review your Departmental contingency plan for Serious Response Level. This includes defining the essential services, updating the contact list of your staff and designating at least 2 persons responsible for each key position. For details, please refer to Guidelines for Avian Flu (H5N1/ H7N9):
  

For further information, please refer to:

- HKU Pandemic and Influenza Website
  http://www.uhs.hku.hk/pandemicflu/index.php

- Guidelines for Avian Flu (H5N1/ H7N9)

- Things for Department to Do Concerning Avian Flu

- HKU Infection Control Plan for Influenza Pandemic

- HKU Recommendations on Cleaning/ Disinfection for Infection Control

- Guidelines on Disease Prevention in Mass Gatherings
  http://intraweb.hku.hk/reserved_1/pandemicflu/action-plan_and_guidelines/mass_gather.html


C. Hall Wardens & Residents

**Hall Wardens**

- Hall wardens should acquire an understanding of influenza/ seasonal influenza/ avian influenza/ influenza pandemic to plan and act accordingly

- Ensure a clean and hygienic hall environment
  - At least daily disinfection of hall equipment, floor, door knobs and lift buttons with 1:99 diluted household bleach (one part of 5.25% hypochlorite solution in 99 parts of water or 70% alcohol for metallic
Surface), wait until dry and then rinse with water and wipe dry
- Cleaning of doors and windows regularly
- If places are contaminated by respiratory secretions, vomitus or excreta, use absorbent disposable towels to wipe them away. Then disinfect the surface and the neighbouring area with appropriate disinfectant or diluted household bleach (1 part of household bleach containing 5.25% sodium hypochlorite in 49 parts water for non-metallic or 70% alcohol for metallic surface), leave for 15-30 minutes before rinsing with water and wiping dry
- Proper maintenance of toilet facilities and floor drains including adequate supply of liquid soap, disposable towels or hand-dryers
- Maintain good indoor ventilation, including opening windows as widely and as many as possible and/or well-maintained air conditioning system together with turning on exhaust fans at the same time
- Relieve staff members from work if they are sick. Please ask residents and staff to wear surgical mask if they have influenza-like symptoms and may not come back to work/hall and seek medical advice
- Please keep a visitor record during serious and emergency response level
- Maintain sufficient stock of thermometers, surgical masks and disinfectant
- Sale and provision of surgical masks for hall residents as appropriate

- Take appropriate steps to ensure maximum protection of your residents, staff and hall:
  - Encourage students/staff in adopting good personal (e.g. frequent hand-washing) and environmental hygiene (e.g. provision of liquid soap, lidded rubbish bin and regular refuse disposal)
  - Consume only thoroughly cooked poultry and eggs
  - Keep a clear staff sick leave record. Monitor the sick leave record of all your students/staff. Look out for clusters of influenza cases (3 or more cases of fever and respiratory illness) and inform the University Health Service uhealth@hku.hk
  - Should any of your staff or residents be admitted to hospital as suspected or confirmed cases of Avian Flu, please report to UHS as soon as possible so that timely follow-up action can be taken
- If there are residents / visitors / staff being affected by avian influenza:
  - Centre for Health Protection (CHP) of Department of Health (DH) will inform the hall wardens/ management of the university halls that there are residents / visitors / staff being affected by avian influenza. The role of CHP is to assess the risk of spreading the disease by the affected residents / visitors / staff during the infectious period or to identify the source of infection who may be staying at the hall during the incubation period.
  - In general, CHP will make a site visit to the affected hall to conduct case investigation and the following may be commenced as appropriate after risk assessment:
    1. Contact tracing
    2. Quarantine and medical surveillance
    3. Chemoprophylaxis
    4. Disinfection
  - Hall wardens/ management of the university hall should cooperate with DH in case investigation and contact tracing by:
    1. Providing details of residents, staff and visitors who have contact with the index patient if available
    2. Providing floor plan, resident list, staff list and visitor list
    3. Arranging venues for interviews with residents / staff
    4. Complying with CHP’s instructions regarding confinement of residents and staff
    5. Restricting visitors
    6. Suspending intake of new residents to the affected floor before thorough disinfection and during quarantine period
    7. Assisting in follow-up of health status of residents and medical surveillance of contacts (residents and staff) if necessary
    8. Assisting in monitoring the residents’ compliance to chemoprophylaxis if necessary
    9. Inform CHP if any resident or staff develops influenza-like symptoms and, facilitate CHP’s subsequent actions as deemed necessary
    10. Refraining sick staff and staff requiring quarantine from work
    11. Disinfecting the hall with 1:49 diluted household bleach (one part of 5.25% hypochlorite solution in 49 parts of water or 70% alcohol for metallic surface, leave for 15-30 minutes before
rinsing with water and wiping dry. 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).

12. Use highly absorbent materials to preliminarily clean up surface contaminated with vomitus / excreta / secretions before performing the above disinfection procedure.

13. Strictly observing hall precautionary measures for maximum protection of residents and staff.

14. The contacts (residents / staff) requiring confinement are expected to:
   a. Be stringent with personal and hand hygiene, respiratory hygiene/cough etiquette and environmental hygiene.
   b. Refrain from work or attending classes during the quarantine period.
   c. Group / assembling activities should be suspended during the quarantine period.
   d. Stay in areas for quarantine.
   e. Report symptoms of influenza to designated person / CHP.
   f. Comply with the chemoprophylaxis regimen.

Please note:

- Guidelines for Students in Halls to Prevent the Spread of Influenza and Infectious Diseases”
- Guidelines on Mass Gathering for Prevention of Avian Flu
  http://intraweb.hku.hk/reserved_1/pandemicflu/diseases/avian-flu/guidelines/mass-gather.html
- Guidelines on Disease Prevention in Mass Gathering
  http://intraweb.hku.hk/reserved_1/pandemicflu/action-plan_and_guidelines/mass_gather.html
- Organizers of Orientation Programme and Mass Gathering
  http://intraweb.hku.hk/reserved_1/pandemicflu/action-plan_and_guidelines/orientation.html

For further information, please refer to:

- HKU Pandemic and Influenza Website
  http://www.uhs.hku.hk/pandemicflu/index.php
- Guidelines for Avian Flu (H5N1/ H7N9)
**Hall Residents**

- Observe good personal hygiene, such as keep hands clean, by washing hands properly with liquid soap and maintain cough manner
- Maintain good indoor ventilation
- Building up good body resistance through a balanced diet, regular exercise, adequate rest, reducing stress, and not smoking
- Poultry and eggs should be thoroughly cooked before eating
- If residents develop influenza-like symptoms such as fever, sore throat and cough, they should:
  - Consult a doctor promptly
  - Wear a surgical mask
  - Report to the warden
  - Do not attend lecture/public activities/examination if fever >38°C
  - Please rest and stay at home if appropriate
- If class is suspended, residents are encouraged to return home if feasible
- When travelling outside Hong Kong, avoid touching birds, poultry or their droppings and visiting poultry markets or farms when travelling outside Hong Kong
- If feeling unwell when outside Hong Kong, especially if having a fever or cough, should wear a mask and inform the hotel staff or tour leader and seek medical advice at once
- Staff/students returning from any of affected areas with avian influenza outbreak should closely observe for any flu symptoms for 10 days. If flu-like symptoms such as fever, sore throat and cough appear, they should consult
doctors promptly and inform the doctor of the travel history and wear a mask to help prevent spread of the disease

Please note:

- Guidelines for Students in Halls to Prevent the Spread of Influenza and Infectious Diseases
- Guidelines on Mass Gathering for Prevention of Avian Flu
- Guidelines on Disease Prevention in Mass Gathering
  [http://intraweb.hku.hk/reserved_1/pandemicflu/action-plan_and_guidelines/mass_gather.html](http://intraweb.hku.hk/reserved_1/pandemicflu/action-plan_and_guidelines/mass_gather.html)
- Organizers of Orientation Programme and Mass Gathering

For further information, please refer to:


3. 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

**HKU Preparedness Plan for Influenza Pandemic at Emergency Response Level**

A. Staff & Students²,³,⁴

- Observe good personal hygiene, such as keep hands clean, by washing hands properly with liquid soap and maintain cough manner
- Building up good body resistance through a balanced diet, regular exercise, adequate rest, reducing stress, and not smoking
- Keep the environment clean, maintain good indoor ventilation, and avoid going to crowded or poorly ventilated public places when influenza is prevalent
- Pay attention to food hygiene, including cooking poultry and eggs thoroughly before eating
- Avoid touching live birds, poultry or their dropping, because they may carry avian influenza virus
- If staff/ students develop influenza-like symptoms such as fever, sore throat and cough, they should :
  - Consult their doctor promptly, preferably to attend the nearest Designated Flu Clinic of Hospital Authority if applicable
  - Wear a surgical mask
  - Take rest at home as advised by the doctor
- When travelling outside Hong Kong, avoid touching birds, poultry or their droppings and visiting poultry markets or farms when travelling outside Hong Kong
- If feeling unwell when outside Hong Kong, especially if having a fever or cough, should wear a mask and inform the hotel staff or tour leader and seek medical advice at once
● Staff/ students returning from affected areas with avian influenza outbreaks should closely observe for any flu symptoms for 10 days. If flu-like symptoms such as fever, sore throat and cough appear, they should seek medical care accordingly, preferably to attend the nearest Designated Flu Clinic of Hospital Authority if applicable, and inform the doctor of the travel history and wear a mask to help prevent spread of the disease.

● All students should preferably to have their temperature checked before leaving for the examination venue\(^5\).

● During lecture/ examination, wear surgical mask if having respiratory symptoms.

● Students with fever (\(>38^\circ C\)) should not attend lecture/ examination, and should consult a doctor promptly.

Please note:
Health Advice on Using Drinking Fountain from Centre for Health Protection

For details of the measures to prevent Avian Influenza/ Pandemic Influenza, please refer to:
HKU Pandemic and Influenza: http://www.uhs.hku.hk/pandemicflu/index.php

B. Departments\(^5\)

● Department heads should acquire an understanding of influenza/ seasonal influenza/ avian influenza/ influenza pandemic to plan and act accordingly.

● Take appropriate steps to ensure maximum protection of your staff and workplace:
  ➢ Ensure a clean and hygienic work environment through regular disinfection of office equipment, door knobs and lift buttons, etc. 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
- Maintain good indoor ventilation. Keep air conditioning well-maintained and wash the dust-filters regularly
- Promote healthy lifestyle and encourage the uptake of influenza vaccination against seasonal flu by high risk individuals
- Encourage staff in adopting good personal (e.g. frequent hand-washing) and environmental hygiene (e.g. provision of liquid soap, lidded rubbish bin and regular refuse disposal)
- Consume only thoroughly cooked poultry and eggs
- If staff develops fever and respiratory systems, please ask him/her to wear surgical masks, do not come to work and seek medical advice
- Keep a clear staff sick leave record. Monitor the sick leave record of all your staff. Look out for clusters of influenza cases (several cases of fever and respiratory illness) and inform the University Health Service uhealth@hku.hk
- Should any of your staff or residents be admitted to hospital as suspected or confirmed cases of Avian Flu, please report to UHS as soon as possible so that timely follow-up action can be taken

- If a member of the staff develops avian influenza
  - Cooperate with the Department of Health (DH) in case investigation and contact tracing (both social and close contacts) by providing details of co-workers and clients who have contact with the index patient, the workflow of the staff concerned, the floor plan of the workplace; arranging interviews with staff/clients; facilitating visits to the workplace; supplying staff sick leave records and any other actions considered appropriate to help understand how the disease has been acquired, how far it has spread and what measures are needed to contain it
  - Cooperate and comply with DH regarding instructions on closure of workplace; suspension of workflow; disinfection of workplace with 1:49 diluted household bleach; assisting in the follow up of health status of the workforce. Advise and facilitate any staff who develop influenza-like symptoms to consult doctors as soon as possible, preferably to attend the nearest Designated Flu Clinic of Hospital Authority if applicable and take any other measures considered necessary
  - Review your Departmental contingency plan for Emergency Response Level. This includes defining the essential services, updating the contact list of your staff and designating at least 2 persons responsible for each key position. For details, please refer to Guidelines for Avian Flu
For further information, please refer to:

- HKU Pandemic and Influenza Website

- Guidelines for Avian Flu (H5N1/ H7N9)

- Things for Department to Do Concerning Avian Flu

- HKU Infection Control Plan for Influenza Pandemic

- HKU Recommendations on Cleaning/ Disinfection for Infection Control

- Guidelines on Disease Prevention in Mass Gatherings
  [http://intraweb.hku.hk/reserved_1/pandemicflu/action-plan_and_guidelines/mass_gather.html](http://intraweb.hku.hk/reserved_1/pandemicflu/action-plan_and_guidelines/mass_gather.html)

- Centre for Health Protection

C. Hall Wardens & Residents

**Hall Wardens**

- Hall wardens should acquire an understanding of influenza/ seasonal influenza/ avian influenza/ influenza pandemic to plan and act accordingly

- Ensure a clean and hygienic hall environment
  - At least daily disinfection of hall equipment, floor, door knobs and lift buttons with 1:99 diluted household bleach (one part of 5.25% hypochlorite solution in 99 parts of water or 70% alcohol for metallic surface), wait until dry and then rinse with water and wipe dry
  - Cleaning of doors and windows regularly
  - If places are contaminated by respiratory secretions, vomitus or excreta, use absorbent disposable towels to wipe them away. Then disinfect the surface and the neighbouring area with appropriate disinfectant or diluted household bleach (1 part of household bleach containing 5.25% sodium hypochlorite in 49 parts water for non-metallic or 70% alcohol for metallic surface), leave for 15-30 minutes before rinsing with water
and wiping dry

- Proper maintenance of toilet facilities and floor drains including adequate supply of liquid soap, disposable towels or hand-dryers
- Maintain good indoor ventilation, including opening windows as widely and as many as possible and/or well-maintained air conditioning system together with turning on exhaust fans at the same time
- Relieve staff members from work if they are sick. Please ask residents and staff to wear surgical mask if they have influenza-like symptoms and may not come back to work/hall and seek medical advice
- Please keep a visitor record during serious and emergency response level
- Maintain sufficient stock of thermometers, surgical masks and disinfectant
- Sale and provision of surgical masks for hall residents as appropriate

- Take appropriate steps to ensure maximum protection of your residents, staff and hall:
  - Encourage students/staff in adopting good personal (e.g. frequent hand-washing) and environmental hygiene (e.g. provision of liquid soap, lidded rubbish bin and regular refuse disposal)
  - Consume only thoroughly cooked poultry and eggs
  - Keep a clear staff sick leave record. Monitor the sick leave record of all your students/staff. Look out for clusters of influenza cases (3 or more cases of fever and respiratory illness) and inform the University Health Service uhealth@hku.hk
  - Should any of your staff or residents be admitted to hospital as suspected or confirmed cases of Avian Flu, please report to UHS as soon as possible so that timely follow-up action can be taken

- If there are residents / visitors / staff being affected by avian influenza:
  - Centre for Health Protection (CHP) of Department of Health (DH) will inform the hall wardens/ management of the university halls that there are residents / visitors / staff being affected by avian influenza. The role of CHP is to assess the risk of spreading the disease by the affected residents / visitors / staff during the infectious period or to identify the source of infection who may be staying at the hall during the incubation period.
In general, CHP will make a site visit to the affected hall to conduct case investigation and the following may be commenced as appropriate after risk assessment:

1. Contact tracing
2. Quarantine and medical surveillance
3. Chemoprophylaxis
4. Disinfection

Hall wardens/management of the university hall should cooperate with DH in case investigation and contact tracing by:

1. Providing details of residents, staff and visitors who have contact with the index patient if available
2. Providing floor plan, resident list, staff list and visitor list
3. Arranging venues for interviews with residents/staff
4. Complying with CHP’s instructions regarding confinement of residents and staff
5. Restricting visitors
6. Suspending intake of new residents to the affected floor before thorough disinfection and during quarantine period
7. Assisting in follow-up of health status of residents and medical surveillance of contacts (residents and staff) if necessary
8. Assisting in monitoring the residents’ compliance to chemoprophylaxis if necessary
9. Inform CHP if any resident or staff develops influenza-like symptoms and, facilitate CHP’s subsequent actions as deemed necessary
10. Refraining sick staff and staff requiring quarantine from work
11. Disinfecting the hall with 1:49 diluted household bleach (one part of 5.25% hypochlorite solution in 49 parts of water or 70% alcohol for metallic surface, leave for 15-30 minutes before rinsing with water and wiping dry. 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)
12. Use highly absorbent materials to preliminarily clean up surface contaminated with vomitus/excreta/secretions before performing the above disinfection procedure
13. Strictly observing hall precautionary measures for maximum
protection of residents and staff

14. The contacts (residents / staff) requiring confinement are expected to:
   a. Be stringent with personal and hand hygiene, respiratory hygiene/cough etiquette and environmental hygiene
   b. Refrain from work or attending classes during the quarantine period
   c. Group / assembling activities should be suspended during the quarantine period
   d. Stay in areas for quarantine
   e. Report symptoms of influenza to designated person / CHP
   f. Comply with the chemoprophylaxis regimen

Please note:

- Guidelines for Students in Halls to Prevent the Spread of Influenza and Infectious Diseases
- Guidelines on Mass Gathering for Prevention of Avian Flu
- Guidelines on Disease Prevention in Mass Gathering
  [http://intraweb.hku.hk/reserved_1/pandemicflu/action-plan_and_guidelines/mass_gather.html](http://intraweb.hku.hk/reserved_1/pandemicflu/action-plan_and_guidelines/mass_gather.html)
- Organizers of Orientation Programme and Mass Gathering
- Students in Halls to Prevent the Spread of Influenza and Infectious Diseases

For further information, please refer to:

- HKU Pandemic and Influenza Website
- Guidelines for Avian Flu (H5N1/ H7N9)
- Things for Department to Do Concerning Avian Flu
- HKU Infection Control Plan for Influenza Pandemic
- HKU Recommendations on Cleaning/ Disinfection for Infection Control

Hall Residents

- Observe good personal hygiene, such as keep hands clean, by washing hands properly with liquid soap and maintain cough manner
- Maintain good indoor ventilation
- Building up good body resistance through a balanced diet, regular exercise, adequate rest, reducing stress, and not smoking
- Poultry and eggs should be thoroughly cooked before eating
- If residents develop influenza-like symptoms such as fever, sore throat and cough, they should:
  - Consult a doctor promptly
  - Wear a surgical mask
  - Report to the warden
  - Do not attend lecture/public activities/examination if fever > 38℃
  - Please rest and stay at home if appropriate
- If class is suspended, residents are encouraged to return home if feasible
- When travelling outside Hong Kong, avoid touching birds, poultry or their droppings and visiting poultry markets or farms when travelling outside Hong Kong
- If feeling unwell when outside Hong Kong, especially if having a fever or cough, should wear a mask and inform the hotel staff or tour leader and seek medical advice at once
- Staff/students returning from any of affected areas with avian influenza outbreak should closely observe for any flu symptoms for 10 days. If flu-like symptoms such as fever, sore throat and cough appear, they should consult doctors promptly and inform the doctor of the travel history and wear a mask to help prevent spread of the disease

Please note:
● Guidelines for Students in Halls to Prevent the Spread of Influenza and Infectious Diseases

● Guidelines on Mass Gathering for Prevention of Avian Flu
   http://intraweb.hku.hk/reserved_1/pandemicflu/diseases/avian-flu/guidelines/mass-gather.html

● Guidelines on Disease Prevention in Mass Gathering
   http://intraweb.hku.hk/reserved_1/pandemicflu/action-plan_and_guidelines/mass_gather.html

● Organizers of Orientation Programme and Mass Gathering
   http://intraweb.hku.hk/reserved_1/pandemicflu/action-plan_and_guidelines/orientation.html

For further information, please refer to:
HKU Pandemic and Influenza: http://www.uhs.hku.hk/pandemicflu/index.php
References


