

政府總部
發展局
工務科
香港添馬添美道 2 號
政府總部西翼



Works Branch
Development Bureau
Government Secretariat

West Wing, Central Government Offices,
2 Tim Mei Avenue, Tamar, Hong Kong

本局網址 Our Website: <http://www.devb.gov.hk>

電話 Tel No.: 3509 7279

本局檔號 Our Ref.: DEVB(PS) 105/23

傳真 Fax No.: 2521 9682

來函檔號 Your Ref.:

認可公共工程承建商名冊所列的承建商
認可公共工程物料供應商及專門承造商名冊所列的承建商

執事先生：

同心抗疫

2019 冠狀病毒病第五波疫情於本月初在本港爆發，近日疫情漸趨嚴峻，確診的個案數目大增。適逢農曆新年假期將至，我們呼籲業界繼續保持高度防疫意識，以減低疫症在工地爆發的風險。

發展局於第四波疫情期間曾多次發信，就工地應採取的各項防疫防疫措施發出指引。因應近日疫情，現隨函附上《建造業工地防疫措施指引》的修訂版（見附件一（中文版）及附件二（英文版）），供 貴公司參閱及妥善執行相關防疫措施。

我們盼望社會各方能同心抗疫，攜手遏止病毒在社區進一步擴散。謹此致謝。如有疑問，可致電 3509 8369 向本局職員陳女士查詢。

祝新年進步，工作順利！

發展局局長

（何英傑



代行)

2022 年 1 月 25 日

副本呈送：建造業議會
香港建造商會
香港建築業承建商聯會
香港機電工程商聯會
香港機電工程商協會

政府總部
發展局
工務科
香港添馬添美道 2 號
政府總部西翼



Works Branch
Development Bureau
Government Secretariat

West Wing, Central Government Offices,
2 Tim Mei Avenue, Tamar, Hong Kong

本局網址 Our Website: <http://www.devb.gov.hk>

電話 Tel No.: 3509 7279

本局檔號 Our Ref.: DEVB(PS) 105/23

傳真 Fax No.: 2521 9682

來函檔號 Your Ref.:

25 January 2022

Approved Contractors for Public Works
Approved Suppliers of Materials and Specialist Contractors for Public Works

Dear Sir/ Madam,

Let's fight the virus together!

Following the outbreak of the fifth wave of the pandemic in Hong Kong early this month, the situation is getting severe recently with the number of confirmed cases rapidly increased in the past few days. Given the Lunar New Year holidays are around the corner, we appeal for your support to remain vigilant over the pandemic situation so as to reduce the risk of the outbreak of the pandemic in construction sites.

During the fourth wave of the pandemic, the Development Bureau issued a number of letters to various stakeholders, providing guidelines on various anti-epidemic measures that should be carried out in construction sites. In view of the recent pandemic situation, we attach the updated version of the “**Guidelines on Prevention of COVID-19 in Construction Sites**” at Annex 1 (Chinese version) and Annex 2 (English version) for reference and necessary action by contractors and site personnel as appropriate.

Let us join hands to combat the virus so as to minimise the spread of the virus in the community! Thank you for your support. If there are any enquiries, please contact our Miss Chan on 3509 8369

May I also wish you a prosperous Lunar New Year.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Y K HO'.

(Y K HO)

for Secretary for Development

c.c.

Construction Industry Council

Hong Kong Construction Association

Hong Kong General Building Contractors Association

Hong Kong Federation of Electrical and Mechanical Contractors

Hong Kong E&M Contractors' Association

2019 冠狀病毒病 《建造業工地防疫措施指引》

1. 個人衛生

- ✓ 工地人員須經常保持雙手清潔，尤其在觸摸口、鼻或眼之前。
- ✓ 當員工出現呼吸道感染病徵，如發燒及咳嗽，工地人員應停止上班，戴上口罩及儘早求醫。
- ✓ 應儘量佩戴口罩，特別在須面對面或在人多擠迫的地方工作。
- ✓ 在身處工作場所內的公用設施（如休息室、更衣室、茶水間等），應佩戴口罩並與他人保持足夠社交距離。

2. 工地衛生

- ✓ 安排工地人員量度體溫，提供充足口罩及防疫用品供他們在工作時使用，及保持良好的環境衛生和工地整潔。
- ✓ 檢視個人防護裝備（包括口罩、潔手液、酒精搓手液和漂白水）的存量，確保有足夠的存量，供員工使用。
- ✓ 共用設施包括更衣室、休息區、用膳區、洗手間、建築工地升降機等，須限制人數使用及加強通風、清洗和消毒，並嚴格要求工友務必時刻佩戴口罩，並儘量與他人保持足夠社交距離，以減低病毒傳播的風險。如處於不能佩戴口罩的情況，例如進食、淋浴或進行重體力勞動工作時，則要與他人保持至少 1.5 米距離。
- ✓ 用膳時須注意的特別事項：
 - i. 建議員工分開用膳時間。
 - ii. 用膳時應要與他人保持至少有 1.5 米距離，並避免直接面對面用膳，或應在設有有效分隔的指定地方用膳。
 - iii. 用膳前和除下口罩前後都要清潔雙手。
 - iv. 除下口罩用膳時應不要和他人交談，直至用膳完畢和戴上口罩後。
 - v. 用膳後應進行環境清潔及消毒。
 - vi. 用膳地點應保持空氣流通及有充足的鮮風供應。

- ✓ 休息時須注意的特別事項：
 - i. 保持適當社交距離。
 - ii. 正確佩戴口罩。
 - iii. 如未能佩戴口罩，須保持最少 1.5 米社交距離。避免在沒有佩戴口罩的情況下面對面交談。

- ✓ 員工在公用房間/設有貯物櫃的房間/更衣室須注意的特別事項：
 - i. 保持適當社交距離。
 - ii. 正確佩戴口罩。更衣時如須短暫除下口罩，期間不要交談及在更衣後儘快戴上口罩。
 - iii. 避免共用個人物品，如毛巾。
 - iv. 避免與他人同時使用同一格貯物櫃存放個人物品。在使用後，特別當與其他員工共用貯物櫃時，應清潔及消毒。
 - v. 最少每天一次定時進行環境（包括貯物櫃在內）清潔及消毒。

- ✓ 使用淋浴設施須注意的特別事項：
 - i. 使用者之間應保持最少 1.5 米的社交距離。如非使用封閉式的獨立淋浴間，則應使用相間花灑頭或淋浴間。
 - ii. 最少每四小時一次清潔及消毒淋浴間。
 - iii. 避免共用個人物品，如毛巾。
 - iv. 最少每天一次定時進行環境（包括貯物櫃在內）清潔及消毒。

- ✓ 如員工會利用貨櫃作用膳、更衣或休息用途，應確保遵守以下事項：
 - i. 保持足夠社交距離，限制同時使用同一貨櫃的人數。
 - ii. 保持充足空氣流通，儘量打開窗戶，將貨櫃內空調設備的鮮風增至最大及開啟抽氣扇以助空氣流通。確保空調系統運行良好：定期更換過濾器和清潔/消毒空調系統。

- ✓ 除了會影響健康外，大部分的工作場所亦是嚴禁吸煙的。吸煙時須保持 1.5 米社交距離，不要拉下口罩吸煙及不要交談。吸煙後儘快戴上口罩及潔手。

- ✓ 僱主應建立機制以監察在工地實施的預防及控制措施得以遵守。

3. 工地工作場所安排及注意事項

- ✓ 安排分流措施，在可行情況下劃分指定時間和區域供不同工種的工友使用，減少工友之間不必要的接觸，以防交叉感染，並在有需要時關閉局部區域。上述安排除了可減低病毒傳播的風險，有需要時亦有助追蹤曾與確診者緊密接觸的人士。
- ✓ 在可行情況下，在上、落班和午膳時間，為工友提供更多流動更衣或用膳地點，以便保持社交距離。
- ✓ 在制訂「工作場所或工地接獲確診病例通知」的處理措施時，可參考網頁：<https://www.coronavirus.gov.hk/chi/workplace.html>
- ✓ 在工地當眼處及進出口展示「安心出行」流動應用程式的場地二維碼，並鼓勵進出工地的人員使用。
- ✓ 工地訪客（指除了在工地工作的人員外，其他到訪工地的人士）安排：
 - i. 在可行情況下為工地訪客設立妥善登記制度，需要時有助追蹤曾與確診者緊密接觸的人士。
 - ii. 訪客應於到訪前量度體溫，發燒者要取消到訪，應戴上口罩，並儘快求醫。
 - iii. 應考慮為訪客在進入工地前量度體溫，並拒絕發燒的訪客內進。
 - iv. 所有訪客應在進入工地前戴上口罩及潔手，並保持警惕及良好的個人衛生。

4. 接種疫苗及/或定期接受檢測以進入工地上班

- ✓ 安排工地人員接種疫苗及/或每 14 天定期接受 2019 冠狀病毒病檢測，方能進入工地上班，以控制病毒傳播的風險。建造業議會及香港建造商會已於 2021 年 2 月於所有工地全面實施定期檢測措施；並於 2021 年 4 月公布，工地人員如已接種第二劑疫苗後再過 14 天，可被視為已符合業界自發的 14 天工地定期檢測要求。至於其餘未完成接種的工地人員，則仍須出示有效陰性檢測結果，方能進入工地上班。詳情請瀏覽建造業議會網頁：<https://www.cic.hk/chi/main/vaccination/>
- ✓ 及早識別受感染人士及緊密接觸者，以遵照衛生防護中心的建議或指示執行相關措施。

- ✓ 若有工地人員確診感染 2019 冠狀病毒病，承建商應遵照衛生防護中心的建議或指示，妥善執行相關措施，包括為工地或有關範圍進行清潔和消毒、暫停工地工作，並儘快按衛生防護中心的建議或指示為工地人員安排接受檢測。

5. 推廣與宣傳

- ✓ 在工地當眼處（例如入口、工地辦公室、工友休息室及洗手間等）張貼 2019 冠狀病毒病的防疫抗疫相關資訊¹。有關資訊應定期更新及派發至各個工地，及在可行情況下翻譯成不同語言包括：印度語、尼泊爾語及烏爾都語，便利少數族裔人士接收最新的防疫信息。這些其他語言的版本可於建造業議會網頁下載：<http://www.cic.hk/chi/>

請瀏覽下列網頁以取得更多 2019 冠狀病毒病的最新情況：

主網頁

- 英文版：<https://www.coronavirus.gov.hk/eng/index.html>
- 中文版：<https://www.coronavirus.gov.hk/chi/index.html>

有關在工作場所預防措施的健康指引

- 英文版：https://www.chp.gov.hk/files/pdf/nid_guideline_workplace_eng.pdf
- 中文版：https://www.chp.gov.hk/files/pdf/nid_guideline_workplace_chi.pdf

發展局

2022 年 1 月 25 日

¹ 有關健康教育資訊可於衛生防護中心網頁下載：<https://www.chp.gov.hk/tc/features/102745.html>

Guidelines on Prevention of COVID-19 in Construction Sites

1. Personal hygiene

- ✓ Site personnel have to maintain hand hygiene frequently, especially before touching mouth, nose or eyes.
- ✓ For those site personnel with respiratory symptoms, such as fever or cough, they should refrain from work, wear a surgical mask and seek medical advice promptly.
- ✓ Wear mask as far as feasible especially during face-to-face contact or when working at crowded places.
- ✓ Wear mask and maintain social distancing with others in common facilities (e.g. resting room, changing room, pantry, etc.) of workplaces.

2. Site hygiene

- ✓ Take body temperature for site personnel, provide adequate masks and disinfection supplies for them to use at work, and maintain good environmental hygiene and site cleanliness.
- ✓ Maintain sufficient stock of personal equipment (including masks, hand sanitisers, alcohol-based handrub and bleach) to ensure adequate supply for use by site personnel.
- ✓ Enhance ventilation, cleaning and disinfection of common facilities, including changing rooms, rest areas, areas for meal breaks, toilets, builders' lifts, etc. Restrict the number of personnel using these facilities, and require them to wear mask as far as feasible to reduce the risk of COVID-19 spreading. In circumstances where wearing mask is not feasible, including having shower, meals or performing heavy and manual labour work, maintain social distancing of at least 1.5 metres with others.

- ✓ Special attention when having meals :
 - i. Stagger meal time.
 - ii. Maintain social distancing of at least 1.5 metres with others when having meals or having meals at designated areas with effective partitions.
 - iii. Perform hand hygiene before meal, removing or putting on mask.
 - iv. Avoid talking without mask while having meals as far as possible, until after finishing meals and putting on masks.
 - v. Perform environmental cleaning and disinfection after meal time.
 - vi. The areas for meal breaks should be well-ventilated with adequate fresh air supply.

- ✓ Special attention when having breaks:
 - i. Keep appropriate social distancing.
 - ii. Wear mask properly.
 - iii. If wearing mask is not feasible, a social distancing of at least 1.5 metres needs to be kept. Avoid talking face-to-face without mask.

- ✓ Special attention for staff common room / room with storage cabinets / rooms for changing:
 - i. Keep appropriate social distancing.
 - ii. Wear mask properly. If mask has to be taken off temporarily during changing, do not talk without the mask on and put on the mask as soon as possible after changing.
 - iii. Avoid sharing of personal items such as towels.
 - iv. Avoid sharing of the same storage cabinet by different staff at the same time. Clean and disinfect after use especially if the storage cabinet needs to be shared with other staff.
 - v. Carry out regular environmental cleaning and disinfection including storage cabinet at least daily.

- ✓ Special attention to shower facilities:
 - i. Keep social distancing between users of at least 1.5 metres. If necessary, use alternate shower heads or cubicles if they are not within enclosed individual cubicles.
 - ii. Carry out cleaning and disinfection of the shower cubicles at least once every 4 hours.
 - iii. Avoid sharing of personal items such as towels.

- iv. Carry out regular environmental cleaning and disinfection including storage cabinet at least daily.
- ✓ If containers are used for workers to have meals, changing or taking rest, the following practices have to be ensured:
 - i. Keep adequate social distancing. Limit the number of workers in each container at the same time
 - ii. Keep adequate ventilation. Open windows if feasible. Maximize fresh air intake of the air conditioner and open exhaust fans to facilitate air circulation inside the container. Properly maintain the air conditioning system by changing filters and cleaning / disinfecting the air conditioning system regularly.
- ✓ The employer should put in place a mechanism to monitor compliance of preventive and control measures applicable to the site.

3. Site workplace arrangements and points to note

- ✓ Arrange segregation measures for workers; designate working time and zones for workers of different trades and enable temporal closures of designated areas to minimise the transmission risk and facilitate contact tracing with confirmed cases.
- ✓ Where practicable, provide more mobile changing room or facilities for meal breaks for workers to help maintain social distancing, especially when they go to / get off work and during lunch hour.
- ✓ When formulating procedures regarding “Management upon notification of a confirmed case in workplace”, make reference to the webpage: <https://www.coronavirus.gov.hk/eng/workplace.html>
- ✓ Display the QR codes of the “LeaveHomeSafe” mobile app at prominent locations and at site access points, and encourage all personnel to properly use the mobile app when entering and leaving the site.
- ✓ Visitor (except site personnel) arrangement
 - i. Setup a visitor registration system to facilitate contact tracing when necessary.

- ii. Visitors should check their temperature before visiting. Those with fever should cancel their visit, wear mask and seek medical advice promptly.
- iii. Facility owner should consider checking temperature for visitors and deny entry of those with fever.
- iv. All visitors need to wear mask and perform hand hygiene before entering the premises; keep vigilant and maintain good personal hygiene.

4. Vaccination and/or regular COVID-19 testing for entering the construction sites for work

- ✓ Arrange site personnel to receive vaccination and/or undergo regular COVID-19 testing at 14-day intervals as a prerequisite for entering the construction sites for work, with a view to controlling the transmission risk. In February 2021, the Construction Industry Council (CIC) and the Hong Kong Construction Association (HKCA) fully implemented the regular COVID-19 testing requirement in all construction sites. In April 2021, CIC and HKCA further announced that workers and site personnel who have completed their 2nd dose of vaccination for 14 days or more would be regarded as having fulfilled the industry-led 14-day regular COVID-19 testing requirement. All other workers and site personnel are still required to present their negative test results for entering the construction sites for work. Please visit CIC's website www.cic.hk/eng/main/vaccination/ for details.
- ✓ Identify as early as possible the infected persons and close contacts, and follow the advice or instructions of the Centre for Health Protection (CHP) for implement necessary measures.
- ✓ When a confirmed case of COVID-19 was encountered, contractors should follow the advice or instructions of the CHP, and implement all necessary measures accordingly, including cleaning and disinfection of the site or the relevant area, suspending the works on site, and promptly arrange site personnel to undergo testing as per CHP's advice or instructions.

5. **Promotion and publicity**

- ✓ Post information related to COVID-19 prevention and control¹ at prominent locations on site, e.g. entrances, site offices, resting rooms for workers and toilets, etc. Such information has to be updated and disseminated to all construction sites from time to time, and where possible, translated into different languages including Hindi, Nepali and Urdu, to keep the ethnic minority communities abreast of the latest information on COVID-19 prevention. Information translated into the above languages can be downloaded from CIC's website: <http://www.cic.hk/eng/>

Please visit the following websites for more latest news on COVID-19:

Main page

- English version: <https://www.coronavirus.gov.hk/eng/index.html>
- Chinese version: <https://www.coronavirus.gov.hk/chi/index.html>

Health advice on prevention of COVID-19 in Workplace

- English version:
https://www.chp.gov.hk/files/pdf/nid_guideline_workplace_eng.pdf
- Chinese version:
https://www.chp.gov.hk/files/pdf/nid_guideline_workplace_chi.pdf

Development Bureau
25 January 2022

¹ Relevant health education materials can be downloaded from the CHP's website:
<https://www.chp.gov.hk/en/features/102745.html>