



# **Technical Guidance on Epidemic Prevention and Control for Work and Production Resumption of Civil Aviation Construction Projects**

**(First Edition)**

In order to implement the work requirements on prevention and control of COVID-19, do a good job in containing the spread of epidemic during construction of civil aviation projects and promote steady and orderly resumption of work and operation for civil aviation construction, this Guidance is developed in accordance with the *Guidance on Epidemic Prevention and Control Measures for Work and Production Resumption of Enterprises and Public Institutions*.

## **1. Establishing Epidemic Prevention and Control Mechanism**

### **1.1 Implementing the Principal Responsibilities**

Entities in charge of project construction shall assume the responsibility and ensure concrete fulfillment to prevent and control the epidemic. Project managers of entities engaged in project construction are the persons primarily responsible for epidemic prevention and control, and shall enforce implementation of epidemic prevention and control responsibilities at each level, ensure leader supervision in shift arrangement and 24 on-duty at important posts, establish telephone lines for reporting of suspicious symptoms, strengthen communication with local governments including those at block and community levels, and hospitals, so as to intensify coordinated prevention and control and mass-motivated prevention and treatment, and to ensure that all epidemic prevention and control measures are implemented in a concrete, meticulous and effective manner.

### **1.2 Developing Epidemic Prevention and Control Plan**

Entities engaged in project construction shall develop epidemic prevention and control plans and contingency plans that are with adequate details and effective in light of the local situations to manage and control their infection risks, and also establish internal organization system for epidemic prevention and control identifying emergency measures and handling procedures to guard against on-job infection of employees.

### **1.3 Cementing Prevention and Control Management at Lower Levels**

An internal level-specific management system shall be adopted for epidemic prevention and control of civil aviation construction projects. To do so, entities engaged in project construction shall enhance work organization and leadership, establish a comprehensive prevention and control system and ensure implementation of responsibilities at department level and by individuals. Special personnel shall be designated at entities engaged in project construction for epidemic prevention and



control to take charge. Engineering entities shall make sure their team leaders and construction workers fully implement their respective responsibilities of prevention and control.

#### **1.4 Improving Preventative Supplies**

Entities engaged in project construction shall timely allocate personal preventative equipment and follow the principle of “frontline first” to ensure sufficient preventative supplies for frontline staff. They shall urge and guide supervise the correct use of preventative equipment to realize effective protection.

#### **1.5 Implementing Strict Reporting Mechanism**

Entities engaged in project construction shall designate personnel to collect daily updates on their epidemic prevention and control situations, and report to local authorities in accordance with requirements of the management at each jurisdiction.

## **2. Strengthening Personnel Health Management**

All persons and vehicles entering project residence or construction site shall be registered, and persons entering construction site shall wear necessary personal protective equipment as per the *Administrative Specifications on Personal Protective Equipment for Civil Aviation Construction Projects* (Trial).

### **2.1 Project Construction Workers**

2.1.1 Doing a good job in worker registration. Entities engaged in project construction shall register all persons involved in the project, record their ID, time of entry and exit, education and trainings received and information disclosures attended, and timely update such information. Arrangement of newly entering personnel shall comply with requirements of local authorities on entrance control of external persons from other places.

2.1.2 Establishing health record achieves. Health record cards shall be established for each person of the project after a comprehensive health screening. Special health personnel shall be designated for civil aviation construction projects to proceed temperature monitoring and health inquires with all persons engaged in the project, no less than twice a day, and record accordingly in their health record achieves. In case of fever or cough among other symptoms, the special health personnel shall prevent the person with such symptoms from entering work place, and make a timely report.

2.1.3 Stringent business travels. Business travel to areas with severe epidemic situations is prohibited. Other travels shall be reduced. For unavoidable business travel, self-drive shall be preferred to avoid taking public transport. Attention shall be raised on traffic safety.

2.1.4 Management of returned employees. Employees returning from other places shall actively declare with their employers and communities, and cooperate with quarantine or observation measures as required.



2.1.5 Reducing public gathering. Pre-shift brief and technical disclosures shall be arranged in disperse way. Information dissemination on epidemic prevention and control and safety shall be carried out via Wechat, radio or other means. Events that require mass gatherings such as large conferences and collective training shall be suspended during epidemic period.

2.1.6 Daily personal protection. Construction workers shall wear personal protection equipment, including droplet-proof protective masks, before entering construction site, in particular those work in relatively closed or small space such as terminals and cargo stations.

## **2.2 Other Personnel**

Other personnel that temporarily enter the project residence or construction site due to construction needs shall be subject to inquiry of their previous whereabouts, employers and contact history with persons in areas with infections. Body temperature measurement and protection check shall be carried out and recorded, and only who meet the requirements are allowed to enter. Vehicles that need to enter the project residence shall be disinfected.

## **3. Prevention and Control Measures at Project Residence**

### **3.1 Body Temperature Monitoring**

Project engineering entities shall establish body temperature measuring points at entries/exits of project residence, and require all persons entering project residence to register and accept body temperature test. Persons with symptoms such as fever or cough shall be prevented from entering and timely reported.

### **3.2 Registration Management**

Registration and check at entries/exits shall be strictly implemented with health signboard placed at conspicuous locations in front of the project residence; access shall be subject to strict control. Real-name record, registration and verification for all persons and vehicles entering/exiting constructions site shall be carried out. These persons shall have their body temperature measured and shall wear masks. Dormitory shall be managed by special personnel to strictly prevent stay of persons from other places.

### **3.3 Closed-off Management**

Construction site, living area and working area shall all be subject to closed-off management. Fence and wall must be tight, solid and integral, and all unnecessary entries/exits shall be closed. Entries/exits of construction site, living area and working area shall be accessible to fire engines.

### **3.4 Dormitory Management**



If conditions allow, natural wind ventilation shall be preferred at dormitories, disinfection shall be performed at regular basis and wide beds are prohibited. In principle, collective dormitory for employees shall accommodate no more than 6 people per room with per capita floor space no less than 2.5 square meters.

Necessary single dormitories for quarantine and observation shall be set up at the construction residence for persons under temporary quarantine and observation. Such dormitory rooms should be set at the ends of each floor with quarantine and observation measures adopted meeting the requirements of local disease control authorities.

### **3.5 Catering Management**

Dining time at canteen shall be appropriately extended to avoid collective dining at the same time, and lunch box shall be used when conditions permit while seating shall be in dispersion. Those who eat at the canteen, try to increase space with other people sitting nearby.

A good job should be done with the health and hygiene management of canteen employees by making sure all employees hold valid health certificates, strengthening daily morning inspection, measuring body temperature on a regular basis, supervising over wearing of masks all the time, and strictly prohibiting those with fever, cough or other symptoms and those who have returned from severely affected areas from working. Cooking process shall be in strict compliance with the safe operation specifications of catering service to ensure that food is well cooked.

Tableware and drinkware shall be washed and disinfected before use, and cookware and other kitchen tools shall be washed and disinfected after use to keep them clean and ensure sanitation. Environment for food processing, packaging and storage shall be kept clean, and food materials shall be purchased through proper channels and efforts should be made to ensure food and their processing are not polluted.

### **3.6 Waste Management**

Construction site, living area and working area shall be equipped with special collection containers for used masks. A good job shall be done with waste storage and transport, sewage treatment, dredging of ditches and sewers, and waste dumping without permission or at prohibited areas shall be strictly banned.

### **3.7 Disinfection of Public Areas**

Windows shall remain open for ventilation at populated places such as canteen, dormitory and office area. Important areas including offices, canteen and dormitory, and frequently used utilities such as toilets, bathrooms, elevators and door handles, and mechanical equipment, commuting tools and other facilities shall be disinfected on a regular basis at least twice a day and a record of disinfection shall be kept.

### **3.8 Epidemic Prevention Supplies and Staffing**



Project residence shall be equipped with infrared thermometer, other type of thermometers, protective mask, disinfectant, washing supplies and other epidemic prevention materials (storage of masks and disinfectant shall be adequate for at least one week of use). Toilet shall provide sufficient hand sanitizer and tissue paper, and normal operation of water supply facilities such as faucets shall be guaranteed.

Special health personnel shall be designated, no less than 2 people or no less than 2% of total staff, to be in charge of temperature monitoring, ventilation and disinfection, allocation of personal protective equipment and supervision over use of such, and promotion and education.

## **4. Doing a Good Job in the Prevention and Control at Construction Site**

### **4.1 Body Temperature Monitoring**

Project engineering entities shall establish body temperature measuring points at entries/exits of construction site, and require all persons entering the site to register and have their body temperature measured. Persons with symptoms such as fever or cough shall be prevented from entering and a timely report shall be made.

### **4.2 Mechanical Equipment**

Operation cabin of mechanical equipment and other places where operators work at on the construction site shall use ventilation or disinfection with records of such operations being kept and accounting books established. Before machinery at construction site is put into operation, engineering entities shall organize inspection and take sterilization of machinery as one of the inspection items.

### **4.3 On-site Education**

Education on epidemic prevention and control shall be included in pre-entry and daily pre-shift brief at construction site to comprehensively communicate and promote the knowledge on the prevention and control of COVID-19; measures such as posting advertisement at conspicuous locations shall be adopted to enhance the awareness of prevention and control measures among on-site workers.

### **4.4 Construction Environment**

Construction team leader shall check, in advance, whether the operation environment meets the work and operation safety conditions, whether safety protection facilities on-site functions well, whether safety protection measures are in place, and whether the construction workers wear sufficient personal protection equipment.

### **4.5 Organization of Construction**

Construction workers shall be divided into small groups, divided by their labor types or construction order, and work scope shall be divided into small parts to reduce the



number of people gathering. Fixed team members shall be adopted to avoid frequent change of shifts.

## **5. Doing a Good Job in Epidemic Handling**

### **5.1 Establishing Contingency Plan**

Entities engaged in construction shall develop contingency plans for occurrence of fever, cough or dyspnea among employees in advance, identify contact persons and their contact information for emergencies, establish joint epidemic prevention and control mechanism with local authorities, develop emergency support, equipment support, publicity and training programs, and decide on emergency response measures.

### **5.2 Setting up Quarantine and Observation Area**

Necessary single rooms shall be set up for quarantine and observation. In case of suspicious symptoms such as “fever, fatigue, dry cough or diarrhea” are found, staff shall be timely guided to such area for quarantine and observation, with specially assigned person in charge of management and handling in accordance with related requirements.

### **5.3 Quarantine of Suspected Cases**

When employees are found with suspicious symptoms, entities involved shall cooperate with local disease prevention and control authorities to prevent further spread of infection, and arrange in a timely way quarantine of those employees and close contacts. Support shall be provided to relevant parties to implement preventive and control measures for close contacts.

### **5.4 Treatment at Medical Facilities**

In case suspicious symptoms among employees are detected, a report shall be made to local disease control authorities, with arrangement made to send the employee for treatment at nearby medical facilities as per relevant specifications. Special hospital vehicles shall be preferred for transport, and public transport should be avoided. Where escort by someone from the entity is necessary, the escorting personnel shall be careful with overall personal protection.

### **5.5 Quarantine and Disinfection of Relevant Areas**

In case of any employee is found with suspicious symptoms, his/her workplace and dormitory room shall be immediately put under quarantine, and the building where his/her office is located, entire dormitory and other living places shall be further closed off, restricting irrelevant persons from access, if it is necessitated by medical observation. Meanwhile, the whereabouts places, office and living supplies as well as production and living appliances shall be disinfected under professional guidance.

### **5.6 Submission of Epidemic Information**



Daily report on updates shall be strengthened to timely and efficiently submit information on epidemic prevention and control as per the requirements of local authorities, and guarantee authenticity of data. And occurrence of epidemic shall be reported with no delay to local authorities and civil aviation authorities.