

本署檔號：FEHD Hy 34-100/10 Pt.2.

香港餐務管理協會
香港九龍九龍灣宏通街 2 號
寶康中心 2 字樓 2F13 室

先生 / 女士：

預防 2019 冠狀病毒病傳播 提高警覺及應注意事宜

為減低 2019 冠狀病毒病在食物業處所傳播的風險，經營者應保持高水平的清潔及衛生標準。繼本署在 2020 年 5 月 6 日信件的建議，本署因應疫情的最新情況再次發信予各食物業經營者及從業員，重申採取預防措施，注重個人、食物及環境衛生，以確保處所清潔衛生及食物安全，並進一步強調以下的措施：

- (1) 食物業從業員如患有或懷疑受到傳染病感染或出現病徵，例如感冒、腹瀉、嘔吐、黃疸病、發燒、咽喉痛和腹痛，應停止處理食物。如出現呼吸道感染病徵時，應戴上外科口罩及盡早求醫；
- (2) 食物業從業員保持良好的個人衛生習慣（例如在處理食物前後、進行清潔之後、處理廚餘或垃圾後以及上廁所後要洗手）；
- (3) 食物業從業員洗手時應以梘液和清水清潔雙手，搓手最少 20 秒，用水過清並用抹手紙弄乾。雙手洗乾淨後，不要再直接觸摸水龍頭（例如先用抹手紙包裹著水龍頭，才把水龍頭關上）；及
- (4) 盛載食物的餐盤（尤其是餐盤的邊緣）每次在客人使用後均須徹底清潔和消毒。如使用餐盤墊紙，亦應在每次使用後更換。

就其他應注意事項，詳情請參閱附件。

要持續地保持環境衛生，各食物業負責人及從業員必須共同努力，確保處所清潔衛生及食物安全，並持之以恆。對罔顧環境衛生和食物安全的違例人士，本署會採取嚴厲的執法行動。

如有查詢，請致電本人或 2867 5153 與衛生督察(衛生)周敬樂先生聯絡。

食物環境衛生署署長
(陳家駒  代行)

2020年7月6日

環境衛生

- 處所內的經常觸摸的地方（例如門柄、桌面和座位等），應定期清潔和消毒；
- 在主要接觸點提供酒精消毒液，如桌子旁、出入口旁；
- 確保沖廁設備運作妥當及廁所內應備皂液、紙巾和乾手機；
- 應加強對食物業處所包括食物房（包括廚房、洗滌間）、廁所和座位間的清潔，每天定時（最少三次）及在有需要時應用 1:99（即把 1 份漂白水與 99 份水混和）的稀釋家用漂白水消毒，以經常保持清潔和適當維護，而在處理被呼吸道分泌物、嘔吐物或排泄物污染的地方，則應用 1:49（即把 1 份漂白水與 49 份水混和）的稀釋家用漂白水消毒；
- 一般衛生設備例如座廁和地台排水口連接的污水管都設有隔氣彎管，為防止污水管的臭味和昆蟲等外物進入樓宇內，隔氣彎管的 U 形聚水器內須有足夠貯水，方可發揮其隔氣功能。為防止隔氣彎管乾涸時細菌或病毒有機會造成環境污染，並傳播疾病，應定期（約每星期一次）把約半公升清水倒入所有排水口，然後把一茶匙 1:99 稀釋家用漂白水倒進排水口。如隔氣彎管有損毀，或排水口發出臭氣，應立即維修；
- 加強清潔、檢查及維修處內的所有通風氣系，包括出風口、隔塵網、鮮風入口處及通風管道等。
- 加強防治蟲鼠的工作，定時檢查處所及採取防治蟲鼠的措施；
- 須確保用作送遞食物或飲品的工具必須保持清潔和定時消毒，該些工具不可用於收集餐桌上已使用的食具及食物殘渣；另外，用作收集已使用的食具及食物殘渣的工具亦要保持清潔和定時消毒；為方便員工辨識該些工具，以及讓食客知悉食肆有採取適切措施以保障食物衛生，應考慮以不同顏色的工具或貼上標貼以識別不同用途；
- 用於進行清潔及洗滌工作的員工的工作手套要易於識別，令需要執行不同工作的員工亦容易分辨；

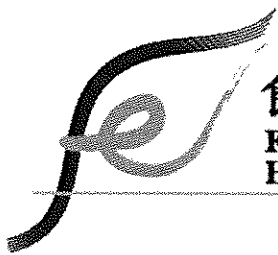
個人衛生

食物業從業員須

- 定期檢查體溫；
- 於工作期間，應戴上口罩；
- 咳嗽時打噴嚏或應用紙巾掩蓋口鼻，把用過的紙巾棄置於有蓋垃圾箱內，然後徹底清潔雙手。

食物衛生

- 除向每位顧客提供自用的餐具外，應主動向每一枱顧客提供額外的餐具，作「公筷」或「公匙」使用；
- 處理即食食物時，應戴上用後即棄的手套。手套如有損壞、弄污或食物處理人員因暫停工作而把手套除下，便應把手套丟掉；
- 須確保用作送遞食物或飲品的工具必須保持清潔和定時消毒，這些工具不可用於收集餐桌上已使用的食具及食物殘渣；另外，用作收集已使用的食具及食物殘渣的工具亦要保持清潔和定時消毒；為方便員工辨識該些工具，以及讓食客知悉食肆有採取適切措施以保障食物衛生，應考慮以不同顏色的工具或貼上標貼以識別不同用途；
- 清洗用具及設備後，須以機械方式或人手消毒，以減低交叉污染和傳播疾病的風險；
- 所有食物、飲品和餐具，必須適當貯存和蓋掩。員工在傳送食物時，亦應把食物妥為蓋掩。食物及飲品如非即時食用便要放在雪櫃或熱櫃內貯存；



Our ref. : FEHD Hy 34-100/10 Pt.2

6th July 2020

The Association for HK Catering Services Management
香港九龍九龍灣宏通街 2 號
寶康中心 2 字樓 2F13 室

Dear Sir/Madam,

**Increase alertness and health advice
on prevention of COVID-19 in food premises**

To minimize the risk of transmission of COVID-19 in food premises, operators should maintain high standards of hygiene and cleanliness. Further to our letter dated 6 May 2020 on the recommendations, this department again issued letter to food business proprietors and food handlers in the light of the latest epidemic development, to reiterate our recommendations on taking precautionary measures with particular attention on the personal, food and environmental hygiene so as to ensure cleanliness on the premises and food safety and putting further emphasis on following measures:

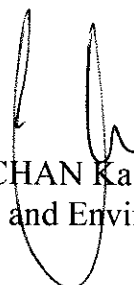
- (1) Food handlers should suspend from engaging in any food handling work when suffering or suspected to be suffering from an infectious disease or symptoms of illness such as flu, diarrhoea, vomiting, jaundice, fever, sore throat and abdominal pain. Wear a surgical mask when having respiratory symptoms. Seek medical advice promptly;
- (2) Food handlers should practise good personal hygiene (e.g. washing hands before or after handling food, after clean-up is carried out, after handling refuse or other dirty items, and after visiting the toilet);
- (3) Food handlers should wash hands with liquid soap and water, and rub for at least 20 seconds. Then rinse with water and dry with a disposable paper towel or hand dryer. The cleaned hands should not touch the water tap directly again (for example: using a paper towel to wrap the faucet before turn it off); and

- (4) Trays, in particular the rim of trays, must be thoroughly cleaned and disinfected every time after used by customers. If tray lining is used, it shall also be replaced every time after use.

For other measures requiring attention, please refer to Annex attached.

For continuous upkeep of environmental hygiene, food business operators and food handlers must make concerted and persistent efforts to ensure cleanliness of the premises and food safety to prevent the new communicable disease. All relevant food business operators or food handlers shall stay vigilant and pay close attention to the guidelines, preventive measures or health advices issued by the Government. FEHD will take stringent enforcement action against offenders in defiance of environmental hygiene and food safety issues.

If you have any enquiry, please contact me or Health Inspector (Hygiene), Mr. CHAU King Lok, at telephone number 2867 5153.



(Mr. CHAN Ka Kui)
for Director of Food and Environmental Hygiene

Environmental hygiene

- Frequently touched areas such as door knobs, tabletops and seats should be cleansed and disinfected regularly;
- Make alcohol-based sanitizers available at major touch-points: by the table, by the entrance and exit
- Toilet facilities should at all times be maintained in good working order. Adequate supply of liquid soap, paper towels or electric hand-dryer should be provided in toilets.
- Food business operators should strengthen cleansing and regular disinfection (at least three times daily) to food premises including kitchens, food rooms, scullery rooms, toilets and the seating area to keep them clean. Disinfection by applying 1:99 diluted domestic bleaching agent (i.e. dilution by mixing one part of bleaching agent with 99 parts of water) shall be carried out regularly every day and when in need, and 1:49 diluted domestic bleaching agent (i.e. dilution by mixing one part of bleaching agent with 49 parts of water) should be used for places contaminated with respiratory secretions, vomitus or excreta;
- The drain pipes of most buildings are connected with the wash-hand basins/wash-up sinks, the bathtubs/shower trays, the water closets and the floor drains of individual flats. Each of these sanitary fittings is fitted with a trap (including U shaped water trap, bottled trap or anti-siphonage trap) to prevent foul smell and insects in the soil pipe from entering into the premises. To prevent the trap from drying and thus make it possible for the bacteria or virus to persist in the environment as well as disease to spread, the water traps must be filled with water. Pour about half a litre of water into each drain outlet regularly (about once a week). Then, pour a teaspoon of 1:99 diluted household bleach solution into the drain outlet. Repair immediately if there is defect in the trap or smell of foul air coming out from drain outlets.
- Strengthen the cleaning, checking and repairing works on all parts of ventilation systems in the premises, including exhaust air outlets, filters, and the fresh air inlet and air ducts, etc.;
- Step up pest control work, inspect the premises regularly and carry out pest control measures;
- Shall ensure equipment for serving food or drink must be kept clean

and disinfected regularly. Such equipment should not be used for collecting used eating utensils and food residues from a table. In addition, equipment for collecting used eating utensils and food residues must also be kept clean and disinfected regularly. For easy identification by staff and let customers realise that the food premises had taken measures to protect food hygiene, equipment in different colours or labels should be used for different purposes for identifications;

- The gloves use by cleansing and scullery staff should be easily distinguished from that use for handling and delivering food so that the staff who work for different tasks could easily be identified.

Personal hygiene

Food handlers should

- Check their body temperature of the staff regularly;
- When working, wear a face mask by the staff as appropriate;
- Cover your mouth and nose with tissue when sneezing or coughing. Dispose of the used tissue in a covered dust bin, then wash your hands thoroughly.

Food hygiene

- In addition to providing customers with their own tableware, food handlers should proactively provide each customer with additional " chopstick(s)" or " spoon(s)" for communal use;
- Wear disposable gloves when handling ready-to-eat food. Discard gloves when damaged, soiled, or when interruptions occur in the operation;
- Shall ensure equipment for serving food or drink must be kept clean and disinfected regularly. Such equipment should not be used for collecting used eating utensils and food residues from a table. In addition, equipment for collecting used eating utensils and food residues must also be kept clean and disinfected regularly. For easy identification by staff and let customers realise that the food premises had taken measures to protect food hygiene, equipment in different colours or labels should be used for different purposes for identifications;
- Utensils and equipment should be sanitized, either mechanically or

manually, after cleaning to minimize the risk of cross contamination and the spread of disease;

- All foods, drinks and utensils must be stored and covered properly. Food should be properly covered during conveyance by the food handlers.