

新型冠状病毒防疫手册

Epidemic Prevention Handbook of 2019-nCoV

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一、工作区域防护知识

I. Working area prevention knowledge

1、上班途中如何做

1. How to do on the way to work?

正确佩戴一次性医用口罩。尽量不乘坐公共交通工具，建议步行、骑行或乘坐私家车、班车上班。如必须乘坐公共交通工具时，务必全程佩戴口罩。途中尽量避免用手触摸车上物品。

Wear the disposable surgical respirator correctly. Go to work by walking, riding or taking private car or regular bus instead of taking public transport means. Wear the respirator all the way when taking public transport means if necessary. Never touch any article in or on the public transport means on the way.

2、入楼工作如何做

2. How to do when going into building?

进入办公楼前自觉接受体温检测，体温正常可入楼工作，并到卫生间洗手。若体温超过 37.2℃，请勿入楼工作，并回家观察休息，必要时到医院就诊。

Test the body temperature voluntarily before entering the office building, and enter the office building only with regular body temperature and wash hands in toilet. If the body temperature is 37.2℃ or above, stop entering the office building and return home for rest, and seek medical advice if necessary.

3、入室办公如何做

3. How to do when working in the office?

保持办公区环境清洁，建议每日通风 3 次，每次 20—30 分钟，通风时注意保暖。人与人之间保持 1 米以上距离，多人办公时佩戴口罩。保持勤洗手、多饮水，坚持在进食前、如厕后按照六步法严格洗手。接待外来人员双方佩戴口罩。

Keep the office clean and ventilate three times every day, 20~30 minutes every time whilst keeping you warm. Keep a distance one meter (1m) or above away from individual person and wear the respirator when doing office work in the office where there are many people who are working. Wash hands and drink water frequently, and wash hands strictly according to the “6-step method” before meal and after going to the toilet. Wear the respirator when entertaining visitors.

4、参加会议如何做

4. How to do when attending a meeting?

建议佩戴口罩，进入会议室前洗手消毒。开会人员间隔 1 米以上。减少集中开会，控制会议时间，会议时间过长时，开窗通风 1 次。会议结束后场地、家具须进行消毒。茶具用品建议开水浸泡消毒。

Wear the respirator and sterilize hands before entering into the meeting room. Keep a distance one meter (1) or above away from

other individual meeting member. Avoid from concentrated meeting and control meeting time, open windows for ventilation if the meeting time is longer. Sterilize the site and furniture after the meeting is over. Make immersion disinfection in the boiled water for all tea wares.

5、食堂进餐如何做

5. How to do when having meal in canteen?

采用分餐进食，避免人员密集。餐厅每日消毒 1 次，餐桌椅使用后进行消毒。餐具用品须高温消毒。操作间保持清洁干燥，严禁生食和熟食用品混用，避免肉类生食。建议营养配餐，清淡适口。

Implement the separate meal system for all employees and staffs to avoid them from staying densely. Sterilize the dinning hall once every day and sterilize all chairs and tables immediately after meal. Make the uperization (high-temperature sterilization) for all tablewares. Keep the cooking room clean and dry, keep all uncooked food and all cooked food away from mixing, and avoid from eating uncooked meat. Use and take nutrition recipe only and have light diet.

6、下班路上如何做

6. How to do on the way of getting off work?

洗手后佩戴一次性医用口罩外出，回到家中摘掉口罩后首先洗手消毒。手机和钥匙使用消毒湿巾或 75% 酒精擦拭。居室保持通风和卫生清洁，避免多人聚会。

Wear the disposal surgical respirator after washing hands before going outside. After returning home, take off the medical respirator and then wash and sterilize hands firstly. Wipe the cell phone and all keys with disinfected wipes or 75% ethyl alcohol. Keep all rooms ventilated and clean and avoid from gathering when staying home.

7、公务采购如何做

7. How to do when making public procurement?

须佩戴口罩出行，避开密集人群。与人接触保持 1 米以上距离，避免在公共场所长时间停留。

Wear the respirator before going outside for procurement and avoid from all crowds. Keep one meter (1m) or above away from people and avoid from staying for a long time in public place.

8、工间运动如何做

8. How to do for work-break exercises?

建议适当、适度活动，保证身体状况良好。避免过度、过量运动，造成身体免疫能力下降。

Do appropriate and moderate exercises and keep the body in good condition. Avoid from overmuch and excessive movement to prevent from body immunocompetence from weakening.

9、公共区域如何做

9. How to do when staying in public area?

每日须对门厅、楼道、会议室、电梯、楼梯、卫生间等公共部位进行消毒，尽量使用喷雾消毒。每个区域使用的保洁用具要分开，避免混用。

Sterilize all public areas such as entrance hall, stairway, meeting room, elevator, staircase, toilet, and use the spraying sanitization as much as possible. Separate cleaning products used for different regions and avoid from misusing them.

10、公务出行如何做

10. How to do when travelling on business?

专车内部及门把手建议每日用 75% 酒精擦拭 1 次。乘坐班车须佩戴口罩，建议班车在使用后用 75% 酒精对车内及门把手擦拭消毒。

Wipe the interior of the special car and its handle with 75% ethyl alcohol every day. Wear the respirator when taking regular bus, sterilize the interior and handles of regular bus with 75% ethyl alcohol after every use.

11、后勤人员如何做

11. How does the logistical personnel do?

服务人员、安保人员、清洁人员工作时须佩戴口罩，并与人保持安全距离。食堂采购人员或供货人员须佩戴口罩和一次性橡胶手套，避免直接手触肉禽类生鲜材料，摘手套后及时洗手消毒。保洁人员工作时须佩戴一次性橡胶手套，工作结束后洗手消毒。安保人员须佩戴口罩工作，并认真询问和登记外来人员状况，发现异常情况及时报告。

All service personnel, security personnel and cleaning personnel must wear respirator and keep safe distance away from other people. All procurers or suppliers of canteen must wear the respirator and the disposable rubber gloves, and avoid from contacting meat or other fresh vegetables with hands directly; wash hands and sterilize hands after taking off the gloves. Wear the disposal rubber gloves when the cleaning personnel works, wash hands and sterilize hands after work. All security personnel must wear the respirator when working, ask and register visitor seriously, and report in case of finding abnormality.

12、公务来访如何做

12. How to do for business visit?

须佩戴口罩。进入办公楼前首先进行体温检测，并介绍有无重疫情区域接触史和发热、咳嗽、呼吸不畅等症状。无上述情况，且体温在 37.2° 正常条件下，方可入楼公干。

Wear the respirator. Test the body temperature before entering into the office building, introduce personal conditions including contact with serious epidemic area, fever, cough, difficulty in breathing or other symptoms. Enter into the office building only in case of having no conditions aforesaid and having the temperature of 37.2°C or less.

13、传阅文件如何做

13. How to do for circulation paper?

传递纸质文件前后均需洗手，传阅文件时佩戴口罩。

Wash hands before and after transferring paper documents, and wear masks when passing documents.

14、电话消毒如何做

14. How to sterilize telephone?

建议座机电话每日 75% 酒精擦拭两次，如果使用频繁可增加至四次。

Wipe the office telephone twice with 75% ethyl alcohol every day, or four times if using it frequently.

15、空调消毒如何做

15. How to sterilize air conditioner?

(1) 中央空调系统风机盘管正常使用时，定期对送风口、回风口进行消毒。

(1) Sterilize the air supply outlet and return air inlet of air conditioner regularly if the blower coil of central air conditioning system is working normally.

(2) 中央空调新风系统正常使用时，若出现疫情，不要停止风机运行，应在人员撤离后，对排风支管封闭，运行一段时间后关断新风排风系统，同时进行消毒。

(2) Do not stop blower in case of finding epidemic outbreak if the central ventilation system of central air conditioning system is working normally; evacuate all persons and close the branch pipes of exhaust air, keep the central air conditioning system working for a while and take off its central ventilation system, and then make thorough sterilization for it.

(3) 带回风的全空气系统，应把回风完全封闭，保证系统全新风运行。

(3) For the whole air system with return air, the return air shall be completely closed to ensure the fresh air operation of the system.

16、废弃口罩处理如何做

16. How to dispose used respirator?

防疫期间，摘口罩前后做好手卫生，废弃口罩放入垃圾桶内，每天两次使用 75% 酒精或含氯消毒剂对垃圾桶进行消毒处理。

During the epidemic prevention period, keep both hands clean before and after taking off the respirator and put the respirator into the dustbin; sterilize the dustbin with 75% ethyl alcohol or the chlorine-containing disinfectant twice every day.

二、个人防护知识

II. Personal protection knowledge

(一) 洗手篇

(1) Washing hands

1、如何保护自己远离新型冠状病毒的肺炎传染？

1. How to keep yourself far away from the infection of 2019-nCoV?

(1) 勤洗手。使用肥皂或洗手液并用流动水洗手，用一次性纸巾或干净毛巾 擦手。双手接触呼吸道分泌物后（如打喷嚏后）应立即洗手。

(1) Wash hands frequently. Wash hands with soap or liquid soap with flowing water, and dry hands with the disposable wipe or

the clean towel. Wash hands immediately after contacting the secretion of respiratory tract (such as sneeze etc.).

(2) 保持良好的呼吸道卫生习惯。咳嗽或打喷嚏时，用纸巾、毛巾等遮住口鼻，咳嗽或打喷嚏后洗手，避免用手触摸眼睛、鼻或口。

(2) Keep good health habits for respiratory track. Use the tissue or towel to cover mouth and nose when coughing or sneezing, wash hands after coughing or sneezing and avoid from contacting eyes, nose or mouth with hand before washing.

(3) 增强体质和免疫力。均衡饮食、适量运动、作息规律，避免产生过度疲劳。

(3) Invigorate health and improve immunity. Balance the diets, do moderate exercises, and avoid from excessive fatigue.

(4) 保持环境清洁和通风。每天开窗通风数次不少于 3 次，每次 20—30 分钟。户外空气质量较差时，通风换气频次和时间应适当减少。

(4) Keep the environment clean and ventilated. Open windows for ventilation at least three times every day, and keep ventilation for 20~30 minutes. Reduce air exchange and shorten ventilation time if there is poor quality in outdoor air.

(5) 尽量减少到人群密集场所活动，避免接触呼吸道感染患者。

(5) Reduce the movement to the crowded place and avoid from contacting the patient with respiratory tract infection.

(6) 如出现呼吸道感染症状如咳嗽、流涕、发热等，应居家隔离休息，持续发热不退或症状加重时及早就医。

(6) If having the respiratory tract infection symptoms such as coughing, running nose, fever, keep yourself staying at home, and Seek medical advice as soon as possible if fever persists or symptoms worsen.

3、正确洗手需掌握六步洗手法：

3. Six-step hand-washing procedures:

第一步，双手手心相互搓洗（双手合十搓五下）

Step 1: Scrub the palm of both hands frequently (put your palms together and scrub five times)

第二步，双手交叉搓洗手指缝（手心对手背，双手交叉相叠，左右手交换各搓洗五下）

Step 2: Cross both hands to wash fingers (keep the palm of one hand on the back of another hand, cross and overlap both hands, and exchange both hands for scrubbing five times)

第三步，手心对手心搓洗手指缝（手心相对十指交错，搓洗五下）

Step 3: Keep the palm of one hand against the palm of another hand to scrub and wash fingers (keep the palm of one hand against the palm of another hand, scrub them five times)

第四步，指尖搓洗手心，左右手相同（指尖放于手心相互搓洗搓五下）

Step 4: Scrub the palm of one hand with the fingers of another hand, and then exchange for scrubbing (put the fingers of one hand on the palm of another hand for scrubbing five times)

第五步：一只手握住另一只手的拇指搓洗，左右手相同搓五下

Step 5: Hold the thumb of another hand by one hand, scrub them five times

第六步：弯曲手指使关节在另一手掌心旋转揉搓，交换进行各搓五下。

Step 6: Bend the fingers of one hand to keep them in the center of palm of another hand for rotation and scrubbing, and exchange both hands for scrubbing five times.

4、旅途在外没有清水，不方便洗手，怎么办？

4. How to do if there is no clear water for washing hands outdoors?

可以使用含酒精消毒产品清洁双手。人冠状病毒不耐酸不耐碱，并且对有机溶剂和消毒剂敏感。75% 酒精可灭活病毒，所以达到一定浓度的含酒精消毒产品可以作为肥皂和流水洗手的替代方案。

Clean both hands with alcoholic sterilizing products. The Human Corona Virus (HCoV) is not acid/alkali tolerant, and is

sensitive to organic solvent and sanitizer. 75% ethyl alcohol can inactivate virus, so the sterilizing product with certain alcoholic concentration can be used as the alternative solution of the one of washing hands with soap and flowing water.

(二) 口罩篇

(2) Surgical mask

1、口罩该怎么选？

1. How to select the respirator?

选择一：一次性医用口罩，连续佩戴 4 小时更换，污染或潮湿后立即更换；

Option 1: for disposable medical respirator, replace it every 4 hours when wearing, or replace it immediately if it is polluted or damped.

选择二：N95 医用防护口罩，连续佩戴 4 小时更换，污染或潮湿后立即更换。

Option 2: N95 medical respirator: replace it every 4 hours when wearing, or replace it immediately if it is polluted or damped.

棉布口罩、海绵口罩均不推荐。

The cotton-cloth respirator and the sponge respirator are not recommended.

2、正确使用口罩

2. Use the respirator correctly

医用口罩的使用方法：

Correct method of using surgical mask:

(1) 口罩颜色深的是正面，正面应该朝外，而且医用口罩上还有鼻夹金属条。

(1) The side of respirator with dark color is the front side , which should face outside; afterwards, the nose clip on the respirator should be adjusted accordingly.

(2) 正对脸部的应该是医用口罩的反面，也就是颜色比较浅的一面，除此之外，要注意带有金属条的部分应该在口罩的上方，不要戴反了。

(2) The side of respirator facing the face is the reverse side of respirator, which has the lighter color; keep the part with the metal strip up.

(3) 分清楚口罩的正面、反面、上端、下端后，先将手洗干净，确定口罩是否正确之后，将两端的绳子挂在耳朵上。

(3) Identify the front side, reverse side, upper end, lower end of respirator, clean hands and determine whether the respirator is

worn correctly; afterwards, put on the rope of respirator on both ears.

(4) 最后一步，也是前面提到过的金属条问题，将口罩佩戴完毕后，需要用双手压紧鼻梁两侧的金属条，使口罩上端紧贴鼻梁，然后向下拉伸口罩，使口罩不留有褶皱，最好覆盖住鼻子和嘴巴。

(4) Press the nose clip on the respirator with the clean hands to make the nose clip contact your nose tightly; pull the lower part of respirator downwards and unfold all wrinkles of respirator to cover the nose and mouth completely.

3、特殊人群如何佩戴口罩？

3. How does the special people wear respirator?

(1) 孕妇佩戴防护口罩，应注意结合自身条件，选择舒适性比较好的产品。

(1) If the pregnant woman wears the respirator, she must select the respirator suitable for herself very much.

(2) 老年人及有心肺疾病慢性病患者佩戴后会造成不适感，甚至会加重原有病情，应寻求医生的专业指导。

(2) If the older and the chronic patients of cardiovascular diseases wear the respirator and feel uncomfortable, or even may feel the worsened disease, he/she must seek for medical advice.

(3) 儿童处在生长发育阶段，其脸型小，选择儿童防护口罩。

(3) All children must select the special respirators suitable for themselves according to their own conditions since they are growing and their face size is small.

三、居家防护知识

III. Household protection knowledge

1、在家中怎样预防新型冠状病毒的肺炎传染？

1. How to keep yourself far away from the infection of 2019-nCoV when staying at home?

(1) 增强卫生健康意识，适量运动、保障睡眠、不熬夜可提高自身免疫力；

(1) Improve the health consciousness, do moderate exercises, guarantee enough sleep, do not stay overnight and improve the personal immunity;

(2) 保持良好的个人卫生习惯，咳嗽或打喷嚏时用纸巾掩住口鼻，经常彻底洗手，不用脏手触摸眼睛、鼻或口；

(2) Maintain good personal health habits, cover the nose and mouth with tissue when coughing or sneezing, wash hands frequently and do not touch eyes, nose or mouth with dirty hand;

(3) 居室多通风换气并保持整洁卫生；

(3) Ventilate and keep on air exchange when staying at home;

(4) 尽可能避免与有呼吸道疾病症状（如发热、咳嗽或打喷嚏等）的人密切接触；

(4) Avoid from contacting the person with respiratory disease (including, but not limited the symptoms of fever, coughing or sneezing etc.) ;

(5) 尽量避免到人多拥挤和空间密闭的场所，如必须去佩戴口罩；

(5) Avoid from going to the crowded place or the space-confined place; wear the respiratory if necessary;

(6) 避免接触野生动物和家禽家畜；

(6) Avoid from contacting wild animal, poultry and livestock;

(7) 坚持安全的饮食习惯，食用肉类和蛋类要煮熟、煮透；

(7) Insist on the safe dietary habit, and cook thoroughly edible meat and egg;

(8) 密切关注发热、咳嗽等症状，出现此类症状一定要及时就近就医。

(8) Keep close eyes on the symptoms of fever, coughing, and in case of such symptoms, please see a doctor nearby in time.

2、新型冠状病毒感染的肺炎流行时，我们怎么吃才好？

2. How to eat healthily when the 2019-nCoV outbreaks?

(1) 不要食用已经患病的动物及其制品；要从正规渠道购买冰鲜禽肉，食用禽肉、蛋奶时要充分煮熟。

(1) Do not eat the sick animal and its product, buy fresh poultry meat from regular channel, and cook them thoroughly before eating.

(2) 处理生食和熟食的切菜板及刀具要分开。处理生食和熟食之间要洗手。

(2) Separate the chopping board and cutter used respectively for uncooked food and cooked food. Wash hands before and after handling cooked food and uncooked food.

(3) 即使在发生疫情的地区，如果肉食在食品制备过程中予以彻底烹饪和妥善处理，也可安全食用。

(3) Keep in mind that the food material coming from the affected areas of COVID-19 can be eaten only after it is cooked thoroughly and handled properly in the cooking or preparation process.

3、前往公共场所怎样预防新型冠状病毒的肺炎感染？

3. How to keep yourself far away from the infection of 2019-nCoV when going to the public area?

(1) 避免在未加防护的情况下与农场牲畜或野生动物接触。

(1) Avoid from contacting livestock or wild animal if you are not protected properly.

(2) 保持工作场所室内不断的通风换气；在人多的地方，商场、公交车、地铁和飞机等地方都是人流密集，可佩戴口罩减少接触病原风险。

(2) Keep the working place ventilated; wear the respirator and reduce to contact COVID-19 in the public area such as shopping mall, bus (bus station), subway (subway station), airplane (airport) or other crowded places.

(3) 咳嗽打喷嚏时，用纸巾或袖或屈肘将鼻完全遮住；将用过的纸巾立刻扔进封闭式垃圾箱内；咳嗽打喷嚏后，用肥皂和清水或含酒精洗手液清洗双手。

(3) Use the tissue or sleeve to cover nose completely when coughing or sneezing, throw the used tissue to the closed dustbin immediately; use soap, alcoholic sanitizer to wash hands after coughing or sneezing.

(4) 外出回家后及时洗手，如有发热和其他呼吸道感染症状，特别是持续发热不退，及时到医院就诊。

(4) Wash hands timely after returning home from outside, go and see the doctor in the regular hospital in case of the symptom of fever or respiratory tract infection, especially recurring fever.

(5) 传染病流行季节应尽量避免各类聚会。

(5) Avoid from gathering in the season when the infectious disease outbreaks.

4、到生鲜市场采购，怎样预防新型冠状病毒的肺炎传染？

4. How to prevent from the infection of 2019-nCoV when buying in fresh food market?

(1) 接触动物和动物产品后，用肥皂和清水洗手；

(1) Wash hands with soap and clear water after contacting animal and animal product;

(2) 避免触摸眼、鼻、口；

(2) Avoid from touching eyes, nose and mouth;

(3) 避免与生病的动物和病变的肉接触；

(3) Avoid from contacting sick animal or pathological meat;

(4) 避免与市场里的流浪动物、垃圾废水接触。

(4) Avoid from contacting wandered animal, rubbish and waste water in the market.

5、轻症发热病例的居家隔离建议：

5. Suggestions on household quarantine of patient with mild fever symptom

(1) 将病人安置在通风良好的单人房间。

(1) Keep the patient in the ventilated single room.

(2) 限制看护人数，尽量安排一位健康状况良好且没有慢性疾病的人进行护理。拒绝一切探访。

(2) Limit the number of person in charge of taking care, and arrange a healthy person without chronic disease to take care. Refuse all visits.

(3) 家庭成员应住在不同房间，如条件不允许，和病人至少保持 1 米距离。

(3) Stay in different rooms, or keep a distance of one meter (1m) with the patient if there is no enough space.

(4) 限制病人活动，病人和家庭成员活动共享区域最小化。确保共享区域（厨房、浴室等）通风良好（开窗）。

(4) Limit the movement of patient, and minimize the share region of patient and other family members. Keep the share regions (kitchen, bathroom) ventilated (open windows).

(5) 看护人员与病人共处一室应带好口罩，口罩紧贴面部，佩戴过程禁止触碰和调整。口罩因分泌物变湿、变脏，必须立即更换。摘下及丢弃口罩之后，进行双手清洗。

(5) Wear the respirator when the caretaker and the patient stay together in one room, keep the respirator attach the face tightly, and avoid from touching or adjusting the respirator in the process of putting it on. Replace the respirator immediately if it is wet or dirty

due to the respiratory secretion. Take off and discard the respirator, and wash hands immediately.

(6) 与病人有任何直接接触或进入病人隔离空间后，进行双手清洁。

(6) Clean both hands after contacting patient or entering the quarantined space of patient.

四、新型冠状病毒感染的肺炎知识

IV. Knowledge of 2019-nCoV

1、什么是新型冠状病毒？

1. What is the 2019-nCoV?

从武汉市不明原因肺炎患者下呼吸道分离出的冠状病毒为一种新型冠状病毒，WHO 命名 2019-nCoV。

The coronavirus separated from the lower respiratory track of pneumonia patients with unknown cause in Wuhan is a novel coronavirus, which is designated as 2019-nCoV by WHO.

2. 哪些人容易感染新型冠状病毒？

2. What kind of people are inclined to be infected by the 2019-nCoV?

人群普遍易感。新型冠状病毒感染的肺炎在免疫功能低下和免疫功能正常人群均可发生，与接触病毒的量有一定关系。对于免疫功能

较差的人群，例如老年人、孕产妇或存在肝肾功能异常，有慢性病人群，感染后病情更重。

All people are inclined to be infected by the 2019-nCoV. The 2019-nCoV may outbreak in the population with low immunologic function or with normal immunologic function, and its outbreak is correlated to the amount of contacted coronavirus. All people with lower immunologic function, such as the old people, pregnant and lying-in woman, people with abnormal hepatorenal function or people with chronic diseases, may get worsened disease after being infected.

3、新型冠状病毒的传播途径有哪些？

3. What are the spreading ways of 2019-nCoV?

主要传播方式是经飞沫传播、接触传播（包括手污染导致的自我接种）以及不同大小的呼吸道气溶胶近距离传播。目前近距离飞沫传播应该是主要途径。

The primary spreading ways are the droplet spreading, the contact spreading (including self-vaccination caused by hand pollution) and close contact of aerosol from respiratory track. Currently the most primary spreading way is the droplet spreading.

4、新型冠状病毒的潜伏期

4. What is the latent period of 2019-nCoV?

新型冠状病毒肺炎的潜伏期相对比较长,短则两三天,长则 10-14 天,平均是 7 天,个别情况也会出现 24 天超长潜伏期的情况。因为其传染性比较强,在潜伏期的患者同样具有传染性。

The latent period of the 2019-nCoV is as long as 10~14 days or as short as 2~3 days, and is averagely 7 days; In some cases, the 24-day long latent period will also occur. Since it is highly infectious, the patients with latent 2019-nCoV are also infectious.

5、对密切接触者注意事项

5. Precautions for close contacts

所有跟疑似感染病人可能有接触的人（包括医护人员）都应该有 14 天的健康观察期。观察期从和病人接触的最后一天算起。一旦出现任何症状，特别是发热、呼吸道症状如咳嗽、呼吸短促或腹泻，马上就医！

All persons contacted with suspected cases (including medical personnel) should have a health observation period of 14 days. The observation period starts from the last day when the suspected case is contacted. Once there is symptom such as fever, or the respiratory symptom such as cough, shortness of breath or diarrhea, the patient must go and see the doctor immediately.

6、密切接触者监控建议

6. Suggestions on monitoring of close contacts

(1) 如果接触者出现症状，要提前通知医院，将前往医院。

(1) In case that the close contact outbreaks symptoms, he/she must report the hospital immediately and see a doctor in the regular hospital.

(2) 前往医院的路上，病人应该佩戴医用口罩。

(2) The patient must wear the medical respirator on the way to hospital.

(3) 避免搭乘公共交通，应该呼叫救护车或者使用私人车辆运送病人，如果可以，路上打开车窗。

(3) Avoid from taking public transportation, call the ambulance or use private car to transport patient, open the window of car on the way if possible.

(4) 生病的密切接触者应时刻保持呼吸道卫生和进行双手清洁。在路上和医院站着或坐着时，尽可能远离其他人（至少 1 米）。

(4) All sick close contacts must keep the respiratory track healthy and both hands clean at all times. Keep far away from other persons (1m or above) when standing or sitting on the way or in the hospital.

(5) 任何被呼吸道分泌物或体液污染的物体表面都应该用含有稀释漂白剂的消毒剂清洁、消毒。

(5) The surfaces of every object polluted by the secretion of respiratory tract or body fluid of the sick close contacts should be cleaned and sterilized with the sanitizer containing the diluted bleaching agents.

10、新型冠状病毒感染的肺炎患者有什么临床表现？

10. What are the clinical manifestation of 2019-nCoV pneumonia patient?

新型冠状病毒感染的肺炎起病以发热为主要表现，可合并轻度干咳、乏力、呼吸不畅、腹泻等症状，流涕、咳痰等症状少见。部分患者起病症状轻微，可无发热，仅表现为头痛、心慌、胸闷、结膜炎、轻度四肢或腰背部肌肉酸痛。部分患者在一周后出现呼吸困难，严重者病情进展迅速。多数患者预后良好，少数患者病情危重，甚至死亡。

The clinical manifestation of the 2019-nCoV pneumonia patient is the fever, with the complications of dry cough, lacking in strength, difficulty in breathing, diarrhea, as well as the seldom symptoms of running nose, expectoration. Certain patients may have the minor disease onset symptom and may have no fever, but may feel headache, palpitation, chest distress, conjunctivitis, mild soreness in limbs, waist or back's muscular. Certain patients may get difficulty in breathing one week later and the patient with worsen disease may further worsen quickly. Most of patients may have favourable prognosis, and few patients may worsen and die.

7、新型冠状病毒感染的肺炎防控措施

7. Prevention and control measures of 2019-nCoV pneumonia

接触和飞沫预防措施：勤洗手，出门戴口罩；

Prevention and control measures for contact and droplet: wash hands frequently and wear respirator before going outside.

房间通风换气；

Ventilate every room frequently;

清洁、消毒：新型冠状病毒对热敏感，56℃热水浸泡 30 分钟、75%酒精、含氯消毒剂，氯仿等脂溶剂均可有效灭活病毒。

Keep clean and sterilized: the 2019-nCoV is very sensitive to the heat, so it can be deactivated if soaking in the hot water of 56℃ for 30 minutes or is sterilized with 75 % ethyl alcohol, chlorine-containing disinfectant or chloroform.

五、就医流程

V. Procedures of seeking for medical services

1、何时就医

1. What's the proper time for seeing a doctor?

新型冠状病毒感染的肺炎患者主要临床表现为发热、乏力，呼吸道症状以干咳为主，并逐渐出现呼吸困难，严重者表现为急性呼吸窘迫综合征、脓毒症休克、难以纠正的代谢性酸中毒和出凝血功能障碍。部分患者起病症状轻微，可无发热。多数患者为中轻症，预后良好，

少数患者病情危重，甚至死亡。如出现发热、乏力、干咳表现，并不意味着已经被感染了。

The 2019-nCoV pneumonia patient has the primary clinical manifestations of fever, lacking in strength, dry cough (respiratory symptom) and difficulty in breathing; the worsen 2019-nCoV pneumonia patient has the primary manifestations of acute respiratory distress syndrome, sepsis shock, irreformable metabolic acidosis and coagulation disorders. Certain patient may have slight onset symptoms and may have no the symptom of fever. Most of patients may have the mild symptoms and good favourable prognosis, and few patients may have worsened disease and even die. If there is symptom of fever, lacking in strength or dry cough, it is not the symptom of infection.

但如果出现（1）发热（腋下体温 $\geq 37.3^{\circ}\text{C}$ ）、咳嗽、气促等急性呼吸道感染症状；（2）且有武汉旅行或居住史，或发病前14天内曾接触过来自武汉的发热伴呼吸道症状的患者，或出现小范围聚集性发病；应到当地指定医疗机构进行排查、诊治。

However in case of (1) fever (axillary temperature: $\geq 37.3^{\circ}\text{C}$), cough, shortness of breath, or other symptoms of acute respiratory infection; (2) Traveling to Wuhan or staying in Wuhan, or contacting the patient with fever and respiratory symptoms from Wuhan within

14 days before disease outbreaks, or involving in the clustering disease in a small range, the patient must go to the appointed medical agency for examination and diagnosis.

2、就医时注意事项

2. Precautions for seeing a doctor

(1) 如果接触者出现症状，要提前选择有发热门诊的定点医院。

(1) If the close contact or contact has symptoms, please go to the appointed hospital with the fever clinic.

(2) 前往医院的路上，及就医全程应该佩戴口罩。

(2) Wear the medical respirator on the way to hospital.

(3) 避免搭乘公共交通，应该呼叫救护车或者使用私人车辆运送病人，如果可以，路上打开车窗。

(3) Avoid from taking public transportation, call the ambulance or use private car to transport patient, open the window of car on the way if possible.

(4) 生病的密切接触者应时刻保持呼吸道卫生和进行双手清洁。在路上和医院站着或坐着时，尽可能远离其他人（至少 1 米）。

(4) All sick close contacts must keep the respiratory track healthy and both hands clean at all times. Keep far away from other persons (1m or above) when standing or sitting on the way or in the hospital.

(5) 任何被呼吸道分泌物或体液污染的物体表面都应该用含有稀释漂白剂的消毒剂清洁、消毒。

(5) The surfaces of every object polluted by the secretion of respiratory tract or body fluid of the sick close contacts should be cleaned and sterilized with the sanitizer containing the diluted bleaching agents.

(6) 就医时，应如实详细讲述患病情况和就医过程，尤其是应告知医生近期的武汉旅行和居住史、肺炎患者或疑似患者的接触史、动物接触史等。

(6) Tell the doctor the disease symptoms and process of seeing doctors authentically, especially the history of traveling to Wuhan in recent time, the history of staying in Wuhan in recent time, and the history of contact pneumonia patient or suspected patient, or animal.