

Procedures for All Staff during COVID-19

COVID-19 期間所有員工守則

Arriving at Villa Cathay 到達華宮時

Wait in the lobby to be screened for symptoms
在大堂等待接受症狀檢查

Please arrive 5-15 minutes
before shift starts.
請提前5-15分鐘來到華宮。



If taking public transit to work,
please change your clothes and shoes
before starting your shift.

若乘公共交通工具上班，
請帶一套乾淨的衣服
及鞋子在上班前更換。



During Work 上班時

When in close proximity with residents (within 2m)

You **MUST** wear: 在接觸長者時，必須戴上：

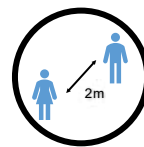
Mask 口罩

Gloves 手套

Goggles/Face shields
面罩或眼罩



Wear a mask if you are
less than 2M away from another person (staff).
若您和別人的距離少於兩米，請戴上您的口罩



Wash Hands When... 請常洗手

BEFORE

putting on a face mask, face shield / goggles

每次戴上口罩，面/眼罩前



AFTER

removing face mask, face shield / goggles

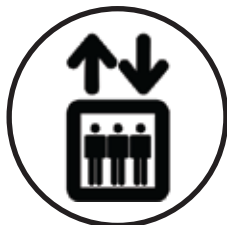
每次除下口罩，面/眼罩後

Wearing a new pair of gloves
每次穿手套前



Maintain a 2 metre physical distance 與其他人員保持2米距離

In the Elevator
在乘電梯時



Taking Breaks/Having Meals
在小休或進餐時



When you cannot maintain 2 metre physical distance, please wear a mask!
當您不能與其他人員保持兩米距離時，請戴上口罩！