

# 广东轻工职业技术学院 新型冠状病毒肺炎防护手册

COVID-19 Pneumonia Prevention and Control  
Manual of Guangdong Industry Polytechnic



**共同抗击新型冠状病毒肺炎**  
Fighting against  
COVID-19 Pneumonia together

**国际交流与合作中心**

Center of International Exchange and Cooperation

2020.3

March, 2020

# 新型冠状病毒肺炎防护

## COVID-19 Pneumonia Prevention and Control



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# PART ONE

了解新型冠状病毒

About COVID-19 Pneumonia

新型冠状病毒肺炎防护---广轻和您在一起！

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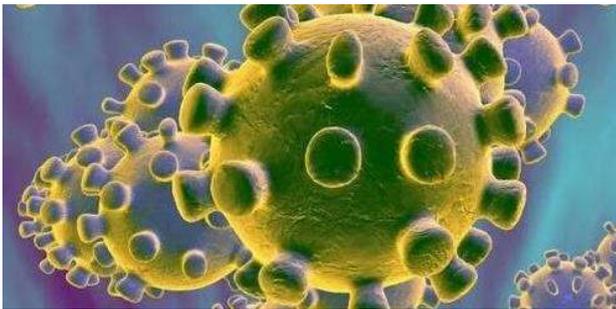
# 新型冠状病毒肺炎防护----认识病毒

## Fighting against COVID-19----About the virus

新型冠状病毒因其形态在电镜下观察类似王冠而得名。  
Novel Coronavirus is named for its crown-like appearance under electron microscope.

世界卫生组织将本次发现的新冠病毒命名为“COVID-19”，即“2019新型冠状病毒”。以下文中简称“新冠病毒”。

The WHO names the virus “COVID-19”，namely “2019新型冠状病毒” in Chinese.



新冠病毒是一大类病毒，其中一些会导致人类患病，而另一些会在动物（包括骆驼、猫和蝙蝠）之间传播。在罕见情况下，动物新冠病毒能进化并感染人类，然后在人群中传播，例如在中东呼吸综合症(MERS) 和严重急性呼吸道症候群(SARS) 中所见到的情况。

New coronaviruses are a large group of viruses, some of which cause disease in humans, while others spread between animals, including camels, cats, and bats. In rare cases, animal coronaviruses can evolve and infect humans, and then spread among humans, as seen in Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS).

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# 新型冠状病毒肺炎防护----认识病毒

## Fighting against COVID-19----About the virus

### 传播途径

#### Ways of Spreading

经呼吸道飞沫传播是主要的传播途径,亦可通过接触传播。

Respiratory droplet transmission is the main way, and can also be transmitted through contact.



### 传染源

#### Source of Infection

目前所见传染源主要是新冠病毒感染的肺炎患者。

The source of infection seen so far is mainly people infected with COVID-2019.

### 易感人群

#### Easily-infected People

人群普通易感。老年人及有基础疾病者感染后病情较重,儿童及婴幼儿也有发病。

People are all susceptible. The elderly and those with diseases are more serious after infection, and children, infants also develop the disease.

### 潜伏期

#### Incubation Period

基于目前的流行病学调查,潜伏期一般为3-7天,最长不超过14天。

Based on current epidemiological investigations, the incubation period is generally 3-7 days, with a maximum of 14 days.



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# 新型冠状病毒肺炎防护----认识病毒

## Fighting against COVID-19----About the virus



新型冠状病毒肺炎纳入乙类传染病，但国家要求对其按甲类传染病管理

COVID-19 is included in Class B infectious diseases, but the state requires that it be managed as a Class A infectious disease

甲类传染病要求 2 小时内将传染病报告卡通过网络报告，乙类传染病应于 24 小时内进行报告。

Class A infectious diseases require to be reported via the network within 2 hours, and class B infectious diseases should be reported within 24 hours.

**01** 这次的新型冠状病毒肺炎的爆发，目前看来还没有严重到甲类传染病（鼠疫和霍乱）的水平，但是公共卫生风险仍然不小，需要每个人保持足够的警惕，做好防护。

The outbreak of the COVID-19 does not seem to have reached the level of Class A infectious diseases (plague and cholera) at present, but the public health risks are still not small, and everyone needs to be vigilant and well protected.

**02** 升级为甲类管理后，上报速度会更快，信息透明度会更高。既方便医疗人员对疾病的防控，也方便大众了解最新情况，及时应对。

After upgrading to Class A management, reporting speed will be faster and information transparency will be higher. It is not only convenient for medical personnel to prevent and control diseases, but also for the public to know the latest situation and respond in a timely manner.

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# 新型冠状病毒肺炎防护---临床表现

## Fighting against COVID-19----Clinical Symptoms

### 一般症状 General Symptoms

- 01 发热  
Fever
- 02 乏力  
Fatigue
- 03 干咳  
Cough
- 04 逐渐出现呼吸困难  
Breathing Difficulty till  
dyspnea

### 严重者 Severe Symptoms

- 01 急性呼吸窘迫综合征  
Acute respiratory distress  
syndrome
- 02 脓毒症休克  
Septic shock
- 03 难以纠正的代谢性酸中毒  
Difficult to correct  
metabolic acidosis
- 04 凝血功能障碍  
Coagulopathy



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# 新型冠状病毒肺炎防护----全球疫情

## Fighting against COVID-19----Global Situation

### 新冠肺炎全球疫情形势

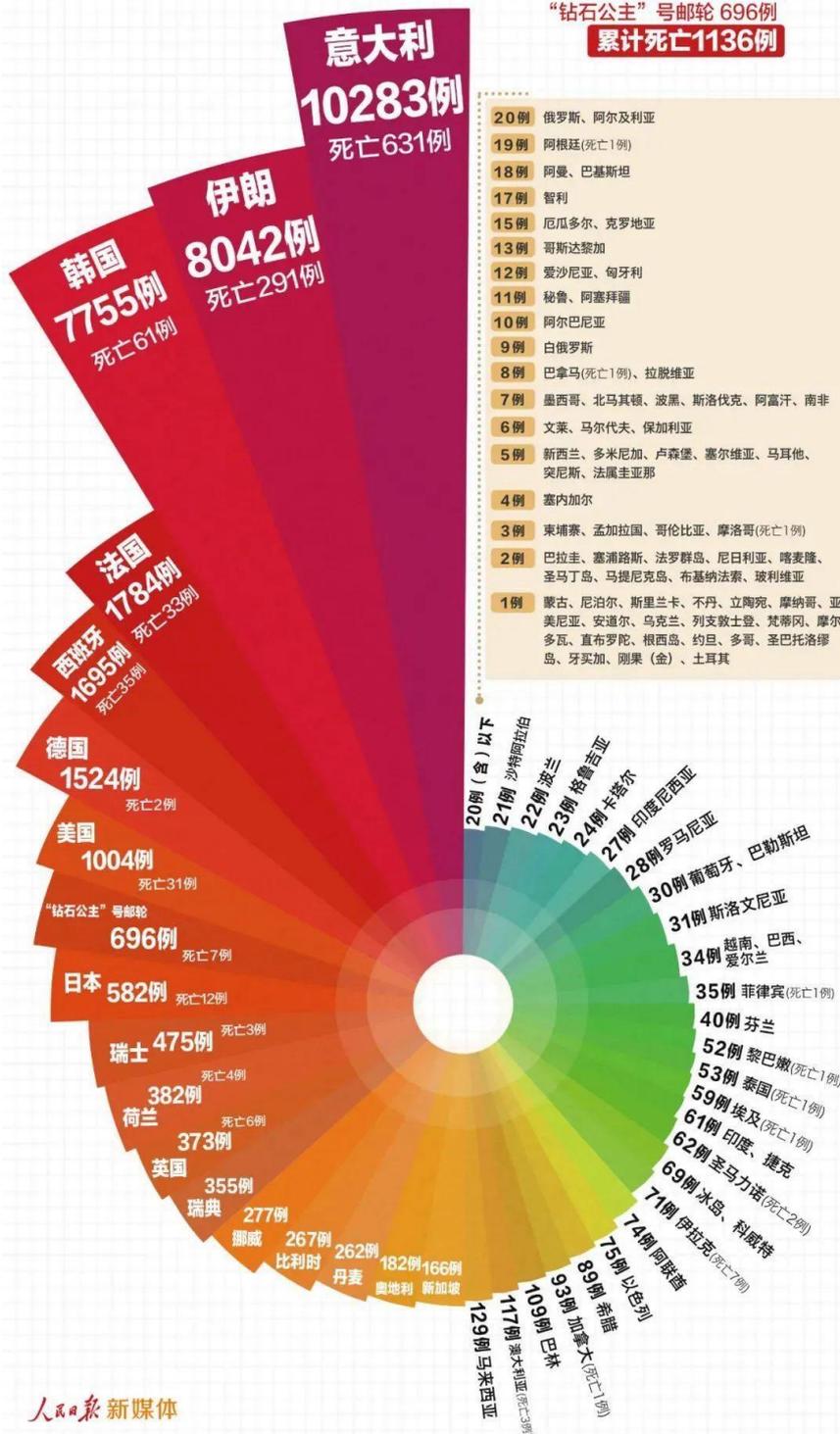
截至北京时间3月11日12时

除中国外，**114个**国家和地区

**累计确诊37449例**

“钻石公主”号邮轮 696例

**累计死亡1136例**



人民日报 新媒体

### 新型冠状病毒肺炎防护-----广轻和您在一起！

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# 新型冠状病毒肺炎防护----全球疫情

## Fighting against COVID-19----Global Situation

截至北京时间3月11日12时

Updated at 12pm, on 11th, March(Beijing time)

除中国外, **114个**国家和地区

114 countries and regions, excluding China

**20例 20 cases**  
俄罗斯、阿尔及利亚 [Russia, Algeria](#)

**19例 19 cases**  
阿根廷 (死亡1例) [Agotin \(1 death\)](#)

**18例 18 cases**  
阿曼、巴基斯坦 [Oman, Pakistan](#)

**17例 17 cases**  
智利 [Chile](#)

**15例 15 cases**  
厄瓜多尔、克罗地亚 [Ecuador, Croatia](#)

**13例 13 cases**  
哥斯达黎加 [Costa rica](#)

**12例 12 cases**  
爱沙尼亚、匈牙利 [Estonia, Hungary](#)

**11例 11 cases**  
秘鲁、阿塞拜疆 [Peru, Azerbaijan](#)

**10例 10 cases**  
阿尔巴尼亚 [Albania](#)

**9例 9 cases**  
白俄罗斯 [Belarus](#)

**8例 8 cases**  
巴拿马 (死亡1例)、拉脱维亚 [Panama \(1 death\), Latvia](#)

**7例 7 cases**  
墨西哥、北马其顿、波黑、斯洛伐克、阿富汗、南非  
[Mexico, Northern Macedonia, Bosnia and Herzegovina, Slovakia, Afghanistan, South Africa](#)

**6例 6 cases**  
文莱、马尔代夫、保加利亚 [Brunei, Maldives, Bulgaria](#)

**5例 5 cases**  
新西兰、多米尼加、卢森堡、塞尔维亚、马耳他、突尼斯、法属圭亚那  
[New Zealand, Dominica, Luxembourg, Serbia, Malta, Tunisia, French Guiana](#)

**4例 4 cases**  
塞内加尔 [Senegal](#)

**3例 3 cases**  
柬埔寨、孟加拉国、哥伦比亚、摩洛哥 (死亡1例) [Cambodia, Bangladesh, Colombia, Morocco \(1 death\)](#)

**2例 2 cases**  
巴拉圭、塞浦路斯、法罗群岛、尼日利亚、喀麦隆、圣马丁岛、马提尼克岛、布基纳法索、玻利维亚  
[Paraguay, Cyprus, Faroe Islands, Nigeria, Cameroon, Saint Martin, Martinique, Burkina Faso, Bolivia](#)

**1例 1 cases**  
蒙古、尼泊尔、斯里兰卡、不丹、立陶宛、摩纳哥、亚美尼亚、安道尔、乌克兰、列支敦士登、梵蒂冈、摩尔多瓦、直布罗陀、根西岛、约旦、多哥、圣巴托洛缪岛、牙买加、刚果(金)、土耳其  
[Mongolia, Nepal, Sri Lanka, Bhutan, Lithuania, Monaco, Armenia, Andorra, Ukraine, Liechtenstein, Vatican, Moldova, Gibraltar, Guernsey, Jordan, Togo, Saint Bartholomew, Jamaica, Congo, Turkey](#)

累计确诊37449例

37449 confirmed cases

**“钻石公主”号邮轮696例**

**696 confirmed cases in cruise ship “Diamond Princess”**

累计死亡1136例

1136 reported deaths

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# PART TWO

如何预防

How to prevent

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# 新型冠状病毒肺炎防护----如何预防

Fighting against COVID-19----How to prevent

## 个人如何预防新型冠状病毒肺炎的感染？ How to prevent the infection of COVID-19 individually?

### No. 1

尽量减少外出，尤其是不去人流密集处。  
如果出门活动，正确佩戴口罩可以有效降低感染风险。

Minimize going out, especially not in crowded places. If you go out, wearing a mask properly can effectively reduce the risk of infection.

### No. 2

适当开窗通风，加强空气流通，能有效预防呼吸道传染病。

Proper opening of windows and ventilation to strengthen air circulation can effectively prevent respiratory infectious diseases.

### No. 3

避免在未加防护的情况下接触野生或养殖动物。

Avoid contact with wild or farmed animals without protection.

### No. 4

注意个人卫生，勤洗手（用流水洗手，或者使用含酒精成分的免洗洗手液）

Pay attention to personal hygiene, wash your hands frequently (wash your hands with running water, or use a hand sanitizer containing alcohol)

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# 新型冠状病毒肺炎防护----如何预防

Fighting against COVID-19----How to prevent

## No. 5

吃热食（做饭时彻底煮熟肉类和蛋类）、喝热水，规律作息，平时注意体育锻炼和加强营养，提高自身免疫力。

Eat hot food (cook meat and eggs thoroughly), drink hot water, and work regularly. Pay attention to physical exercise and nutrition to improve your immunity.

## No. 6

尽可能避免与任何表现出有呼吸道疾病症状（如咳嗽和打喷嚏）的人密切接触。

Try to avoid close contact with anyone who has symptoms of a respiratory illness such as coughing and sneezing.

## No. 7

如果出现咳嗽、胸闷、发热、气促等呼吸道感染症状，及时到医疗机构就诊外，自觉佩戴口罩，减少传染给他人的机会。

If you have symptoms of respiratory tract infections such as cough, chest tightness, fever, shortness of breath, etc., go to a medical institution in time with a mask to reduce the chance of transmission to others.

## No. 8

咳嗽或打喷嚏要用纸巾或手肘捂住口鼻。

Cover your mouth and nose with a tissue or elbow for coughing or sneezing.

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# 新型冠状病毒肺炎防护----如何预防

## Fighting against COVID-19----How to prevent

- 01** 在咳嗽或打喷嚏后  
After coughing or sneezing
- 02** 在照护病人时  
When looking after a patient
- 03** 在制备食品之前、期间和之后  
Before and after cooking food
- 04** 饭前  
Before meals
- 05** 便后  
After toilets
- 06** 手脏时  
When hands are dirty
- 07** 在处理动物或动物排泄物后  
After handling animals or animal waste



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# 新型冠状病毒肺炎防护----七步洗手法

Fighting against COVID-19----Seven Steps to wash hands



**掌心对掌  
心搓擦**

Rub palm to  
palm



**掌心对手  
背搓擦**

Rub the  
palm against  
the back of  
another  
hand



**手指交错  
搓擦**

Stagger  
fingers to  
rub



**两手互握  
搓指背**

Hold the  
fingers of  
each hand to  
rub



**拇指在掌中  
转搓擦**

Thumb palm  
rubbing



**指尖在掌  
心搓擦**

Rub  
fingertips in  
the palm



**掌心与手  
腕搓擦**

Rub palm  
and wrist

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# 新型冠状病毒肺炎防护----如何预防

## Fighting against COVID-19----How to prevent

### 01

公共场所工作人员要自行健康监测，若出现新型冠状病毒肺炎的可疑症状（如发热、咳嗽、咽痛、胸闷、呼吸困难、轻度纳差、乏力、精神稍差、恶心呕吐、腹泻、头痛、心慌、结膜炎、轻度四肢或腰背部肌肉酸痛等），不要带病上班。

Workers in public places are required to monitor their health. If there are suspicious symptoms of COVID-19 infection (such as fever, cough, sore throat, chest tightness, dyspnea, mild anorexia, fatigue, slightly worse spirits, nausea, vomiting, diarrhea, headache, palpitation, Conjunctivitis, mild sore limbs or back muscles, etc.), do not go to work.

### 02

若发现新型冠状病毒肺炎的可疑症状者，工作人员应要求其离开。

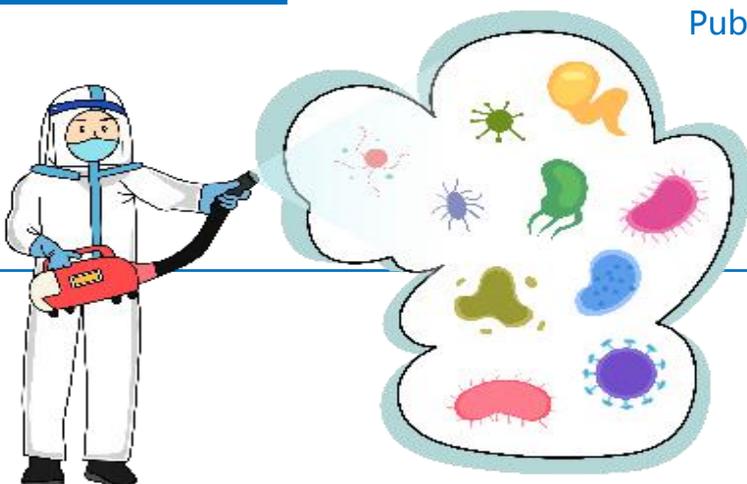
If suspicious symptoms of COVID-19 infection are found, one should be required to leave.



### 03

公用物品及公共接触物品或部位要定期清洗和消毒。

Public facilities and items or parts should be cleaned and disinfected regularly.



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# 新型冠状病毒肺炎防护----如何预防

## Fighting against COVID-19----How to prevent

04

保持公共场所内空气流通。保证空调系统或排气扇运转正常，定期清洗空调滤网，加强开窗通用换气。

Keep air circulation in public places. Ensure that the air-conditioning system or exhaust fan operates normally, clean the air-conditioning filter regularly, and strengthen general ventilation through windows.

05

洗手间要配备足够的洗手液，保证水龙头等供水设施正常工作。

Toilets should be equipped with sufficient hand soap and ensure the normal operation of water supply facilities such as faucets.



06

保持环境卫生清洁，及时清理垃圾。

Keep the environment sanitary and clean up the garbage in time.



07

疾病流行地区，公众应尽量减少前往公共场所，尤其避免前往人流密集和空气流通较差的地方。

In disease-endemic areas, the public should try their best to avoid going to public places, especially to places with dense crowds and poor air circulation.



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# PART THREE

正确佩带口罩

Wear a Mask Correctly

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# 新型冠状病毒肺炎防护---口罩如何选择

## Fighting against COVID-19 ----How to choose a mask

### 一般人群 Ordinary People



建议普通民众、公共交通司乘人员、出租车司机、环卫工人、公共场所服务人员等在岗期间佩戴口罩，建议使用医用外科口罩，有条件且身体状况允许的条件下，可佩戴医用防护口罩。

It is recommended that ordinary people, staff on the public transportation, taxi drivers, sanitation workers, service personnel in public places, etc. wear masks while they are on duty. Medical surgical masks are recommended. Medical protective masks can be worn if conditions permit.

### 特殊人群 Special Groups

可能接触疑似或确诊病例的高危人群，原则上建议佩戴医用防护口罩（N95及以上级别）并佩戴护目镜。某些心肺系统疾病患者，佩戴前应向专业医师咨询，并在专业医师的指导下选择合适的口罩。

High-risk groups who may contact with suspected or confirmed cases are recommended to wear medical protective masks (N95 and above) and goggles. Some patients with cardiopulmonary diseases should consult a professional physician before wearing, and choose a suitable mask under guidance.



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# 新型冠状病毒肺炎防护----正确佩戴口罩

## Fighting against COVID-19 ----Wear a mask correctly



先看产品外包装上的标识，产品性能需要符合YY0469-2011。

Look at the logo on the packaging, it should comply with the standard YY0469-2011.

医用外科口罩分3层，外层有阻水作用，可防止飞沫进入口罩至里面；中层有过滤作用，口罩的细菌过滤效率应不小于95%；近口鼻的内层用以吸湿。

Medical surgical masks are divided into 3 layers. The outer layer has a water blocking effect to prevent droplets from entering the mask. The middle layer has a filtering effect. The bacteria filtering efficiency of the mask should be not less than 95%. The inner layer near the mouth and nose is used to absorb moisture.



外层  
the outer layer



中层  
the middle layer



内层  
the inner layer

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# 新型冠状病毒肺炎防护----正确佩戴口罩

## Fighting against COVID-19 ----Wear a mask correctly



- 01 鼻夹侧朝上，深色面朝外（或褶皱朝下）。  
The side of the nose clip is facing up and the dark side is facing outward (or the folds are facing down).



- 02 上下拉开褶皱，使口罩覆盖口、鼻、下颌。  
Unfold the mask to cover your mouth, nose, and jaw.



- 03 将双手指尖沿着鼻梁金属条，由中间至两边，慢慢向内按压，直至紧贴鼻梁。  
Press the metal strip of the nose clip with two finger tips from the middle to the sides slowly until it is close to your nose.



- 04 适当调整口罩，使口罩周边充分贴合面部。  
Adjust the mask properly to make it fully fit your face.

- 适当调整鼻夹，使鼻夹充分贴合鼻梁部位。  
Adjust the nose clip properly to make it fully fit your nose.



- 检查调整口罩，使口罩、鼻夹、耳线充分贴合面部。  
Check and adjust the mask to make the mask, nose clip and ear strip fully fit your face.



- 丢弃口罩，请注意丢弃至专用垃圾桶，并做好防护处理。  
Discard the used mask to the special trash bin and take proper measures.



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# 新型冠状病毒肺炎防护----正确佩戴口罩 Fighting against COVID-19 ----Wear a mask correctly



无论是哪种类型的口罩，使用时效都是有限的，一定要定期更换，最好每2至4小时更换一次。口罩被分泌物弄湿或弄脏，防护性降低，建议立即更换。

All types of mask have limited time for use and should be changed regularly, preferably every 2 to 4 hours. When the mask is wet or soiled by secretion and has low protection, it should be changed immediately.

**新型冠状病毒肺炎防护-----广轻和您在一起！**  
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## PART FOUR

食品安全五大要点

Five Points on Food Safety

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# 新型冠状病毒肺炎防护----食品安全

Fighting against COVID-19 ----Food Safety

**拿食物前要洗手，  
准备食品期间需要经常洗手。**

**Wash your hands before  
touching the food.**

**Wash your hands often during  
the preparation of food.**



多数微生物不会引起疾病，泥土和水中及其动物和人身上常常能找到许多危险的生物。手上、抹布尤其是切肉板等用具上可携带这些微生物，稍经接触污染食物并造成食源性疾病。

Most microorganisms do not cause disease. Many dangerous organisms are often found in soil and water, as well as on animals and humans. These microorganisms can be carried on the hands, rags, especially on cutting boards, etc., and they can contaminate food and cause foodborne illness after a little contact.



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# 新型冠状病毒肺炎防护----食品安全

Fighting against COVID-19 ----Food Safety



## 生熟分开

## Seperate the raw and the cooked food

生的食物，尤其是肉、禽和海产食品及其汁水，可含有危险的微生物，在准备和储存食物时可能会污染其他食物。

Raw food especially meat, poultry, seafood and its juice may contain dangerous microorganisms. Preparing and storing theses food may contaminate other food.



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### 彻底做熟

### Cook food thoroughly



适当烹调可杀死几乎所有的微生物。研究表明，烹调食物到达70摄氏度可有助于确保安全食用。需要特别注意的食物包括肉馅、烤肉、大块的肉和整只禽类。

Proper cooking can kill almost all microorganisms. Studies have shown that cooking food to 70°C can help ensure safe eating. Foods that require special attention include meat fillings, grilled meat, chunks of meat and whole poultry.





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## 保持食物的安全温度 Keep the safe temperature of food

如果以室温储存食物，微生物可迅速繁殖。把温度保持在5摄氏度一下或者60摄氏度以上，可使微生物生长速度减慢或停止。有些危险的微生物在5摄氏度以下仍能生长。

If food is stored at room temperature, microorganisms can multiply quickly.

Keeping the temperature below 5°C or above 60°C can slow or stop the growth of microorganisms. Some dangerous microorganisms can still grow below 5°C.



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## 使用安全的水和原材料 Use safe water and materials



原材料，包括水和冰，可被危险的微生物和化学  
品污染。受损和霉变的食物中可形成有毒化学物  
品。谨慎的选择原材料并采取简单的措施如清洗  
去皮，可减少危险。

Materials including water and ice, can be  
contaminated by dangerous microorganisms  
and chemicals. Damaged and moldy food can  
form toxic chemicals. Careful selection of  
raw materials and simple measures such as  
washing and peeling can reduce the risk.



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