

# Technical Guideline for COVID-19 Prevention and Control in Production and Management Units of Imported Articles

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## I. Scope of application

In order to standardize and guide the production and operation units of imported goods and their employees to do a good job in the prevention and control of COVID-19 epidemic and prevent the spread of Coronavirus from abroad to domestic through logistics channels, this guide is formulated for the production and operation units of imported goods and for their key sectors of production and operation.

This Guideline is applicable to COVID-19 pollution prevention and control of imported items from abroad to our country (except for cold-chain items) for processing, loading and unloading, transportation, storage and sales of each sector. For the COVID-19 prevention and control of imports of cold-chain items of production and business operation entities will be reference to Notice on the Issuance of Technical Guidelines for the Prevention and Control of COVID-19 in the Production and Operation of Cold Chain Foods (Zongfa (2020) No. 245 Note of joint prevention and control mechanism launched by National Health Commission of the People's Republic of China). For the use of disinfectants with reference to Notice About Print and Distribute Disinfectant Use Guide Announced by the General Office of the National Health

Commission (Supervision Letter of [2020] no. 147, by the General Office of the National Health Commission). Attention should be paid to confirm the disinfection effect in low temperature environment.

## II. Requirements for control of imported articles

### (1) Source control.

Production and business operation entities shall strengthen the whole process control to the imported items, initiatively ask to goods suppliers for supply license, certificate of entry quarantine inspection of goods, nucleic acid testing report, preventive disinfection certificate and other related security and epidemic prevention information. If above all documents is not complete, goods do not conform to, or fails to provide the certificate of eligibility, it is not allowed for storage, processing and marketing. If the importer or the owner of the goods entrust the third-party logistics company to provide transportation, storage and other services, when the goods are delivered to the third-party logistics company, the importer or the owner of the goods should initiatively provide the information needed for the relevant goods of its safety and epidemic prevention to the third-party logistics company. Imported goods that have entered the domestic storage, sale, processing section but have not obtained the nucleic acid testing negative report and disinfection certificate, production and business operation entities shall implement the main body responsibility, choose isolated area that may not cause pollution to other items for temporary storage, and need to complete the nucleic acid detection and preventive disinfection as soon as possible. After it has obtained a nucleic acid testing negative report and disinfection certificate, it can be allowed for warehouse storage, processing and marketing.

The production and business operation entities shall establish a whole-process tracing system for imported goods, and record the names of employees who are in direct contact with the goods in the stages of entering the factory, warehouse, production and processing sections. Do

incoming inspection record, release material records, factory sales records and flow records, faithfully record of purchasing items name, specification, quantity, supplier name, address, contact information, using record, record the final product name, quantity and products buyers name, address, contact information, so that sourcing and going can be traced back. Ensure that once the risk source of imported goods is found, the whole chain of entry, logistics and stores can be traced.

(2) Control of loading, unloading, storage and transportation process.

1. Imported goods should be separated from other goods as far as possible in the transportation of goods. If they cannot be separated, preventive disinfection shall be carried out for the imported articles and other articles associated with them.

2. In the process of loading, unloading and transporting imported goods, personnel shall not open the package and directly touch the goods without authorization.

3. The production and business entities of imported goods shall strengthen the warehousing inspection of imported goods before unpacking the goods in the warehouse and storing them in the warehouse, and strictly implement the "five inspections" (check the customs declaration formalities of imported goods, check the certificate of inspection and quarantine, check the product origin and specification and quantity, check the nucleic acid test report, check the purchase & sales ledger and disinfection record). Check the appearance of the goods and the integrity and quantity of the packaging. Once the goods with damaged packaging are found, an isolation area shall be set up immediately to avoid close contact with personnel, and contact the local disease control department to sample the damaged parts in time. After the nucleic acid test report is negative and preventive disinfection has been carried out, those goods can be stored in the warehouse.

4. The warehouse shall record the entry and exit of imported goods, and the relevant entry and exit inspection data and records shall be kept for future reference.

(3) Control of production and processing process.

In the process of processing imported articles, the operation rules shall be strictly followed, and the disinfection and quarantine of articles, packaging and raw materials shall be strengthened.

1. The production and business operation entities shall contact the local disease control department to sample the inner package and contents of the imported goods after opening the outer package. Except for the circumstances that the shelf life is short after opening the package or the production process has special requirements, the production and processing shall be carried out after passing the nucleic acid test and carrying out preventive disinfection. For items that cannot be tested for nucleic acid and prophylactic disinfection, the overall protection of the production and processing personnel shall be evaluated and confirmed according to the requirements of the territory.

2. The equipment used before and after production and processing should be placed separately and properly kept to avoid cross-contamination. Each shift shall effectively clean and disinfect all used equipment and appliances after the completion of production and processing.

#### (4) Control of sales operation process.

1. Strengthen nucleic acid testing of imported goods and inspection of relevant certificates of preventive disinfection to prevent imported goods that do not meet the requirements from entering the market.

2. For imported goods that need to be sold with opened outer package, nucleic acid testing shall be conducted on the inner package and its contents. The sampling quantity shall be in accordance with the relevant provisions on nucleic acid testing regulations of local articles, and they can be sold only after passing the nucleic acid test. When conditions permit, preventive disinfection of the inner packaging is encouraged.

3. Improve the traceability management to ensure that the source and destination of all imported goods entering and out of the sales section can be traced.

#### (5) Emergency disposal of positive nucleic acid test samples.

Periodic test for nucleic acid should be carried out in the workplace of the production and management units of imported articles. Once received notification there are positive samples of COVID-19 nucleic acid detection, import goods production and business operation entities should rapidly start the emergency plan in advance for this unit, under the professional guidance, according to the local requirements in a timely manner to close

temporary storage, harmless disposal of related items, carry out disinfection of the working area with nucleic acid detection and personnel health inspection. When handling the related items, it is necessary to avoid spilling or leakage during transportation, and the personnel involved in the cleaning and transportation of the items should make good personal protection. Organize traceability investigation of samples of imported items affected by the epidemic, timely coordinate cross-provincial information notification, strengthen traceability management of imported items affected, and minimize the risk of the spread of the epidemic.

### III. Requirements for the Management and Control of Employees

The production and business units involved in the processing, loading and unloading, transportation, storage and sales of imported goods should adjust and update the health management system of employees according to the prevention and control requirements of COVID-19 epidemic, implement the prevention and control measures of it, formulate the emergency response plan of COVID-19 epidemic, promptly handle and report the epidemic situation, and effectively prevent the spread of COVID-19.

(1) General requirements.

1. Health registration of new employees. Production and business entities of imported goods shall register the itinerary and health status of the newly employed employees within 28 days, establish health cards for the newly employed employees, and keep track of the staff turnover and health status. Employees who have lived in overseas and domestic high-risk areas shall be managed according to the requirements of the territory. New employees are encouraged to voluntarily undergo nucleic acid testing before employment. In case of fever, dry cough, fatigue and other symptoms, the employee should immediately take the initiative to report, and promptly seek medical advice.

2. Daily health monitoring of employees. Imported goods production and business operation entities shall strengthen the administration of personnel in and out and health monitoring, establish staff health status ledger and risk contact information reporting system. Imported goods production and operation entities should set temperature measuring points at the entrance, to carry out the registration, body temperature measuring, disinfection, check the

health kit, such as implementing "green code" system to be on work. Units with conditions can organize front-line staff to carry out nucleic acid test regularly. At least once every 7 days, the staff and their family members living together in key epidemic areas (including overseas) and the contact history of middle and high risks areas and the entry population should be checked. The person who is absent from work due to illness shall voluntarily report the reasons for his absence and his health condition, and the production and business operation entities shall keep the records well. Implementate staff dormitory and food catering management, reasonably arrange staff work shifts, implementate "one-meter line" safety distance, reduce staff close contact.

3. Registration and management of visitors. Try to reduce the entry of visitors into the production and business area. If it is really necessary to enter, it is necessary to inquire about their work units, health status, information of contacting with the people in the epidemic area and so on, implement the registration, temperature measurement and other measures, and take personal protection (such as wearing a mask) in accordance with the requirements, before allowing them to enter. Visitors who have lived abroad or in medium-high risk areas at home shall be managed according to the requirements of their territories. The guard on duty, staff pass by and the driver should avoid unnecessary contact when vehicles entering or leaving the production and business area.

4. General requirements for personal protection.

(a) The production and business entities of imported goods should distribute sufficient personal protective items that meet the protection requirements to the employees, and equip them with collection facilities for discarded personal protective items and facilities for washing and disinfection work clothes. Employees should properly wear masks, gloves and work clothes when working. They shall keep the work clothes clean and tidy, wash them regularly and disinfect them when necessary. They shall not take the work clothes out of the workplace. Wash hands when gloves are not on and between glove changes to avoid secondary contamination of protective equipment.

(b) pay attention to personal hygiene. Cover your mouth and nose with a tissue or elbow when sneezing or coughing. Don't spit everywhere, and pay attention to hygiene when sneezing. Try to avoid touching mouth, eyes and nose by hands.

(c) strengthen hand hygiene. After handling imported goods, or after hands touched shelves, handrails and other public goods, to wash hands in time with hand sanitizer or soap in the flow of water, or with alcohol hand sanitizer, disinfectant and disinfectant paper towels for disinfection.

5. Return of employees. According to the staff registration and health records in the production and operation area, timely track the treatment and rehabilitation status of employees with abnormal health condition, physical discomfort, suspected or infected with COVID-19, and scientifically evaluate whether they meet the conditions for returning to work after their recovery. If the symptoms of the confirmed case of COVID-19 resolve and two PCR nucleic acid tests are negative at least 24 hours apart, the isolation can be lifted and the employee can return to the work. For cases that cannot be tested, the isolation can be lifted and returned to the work at least 14 days after the symptom subsided. Employees who are close contacts of a confirmed case of COVID-19 should also comply with the above control requirements before returning to work.

6. Strengthen the publicity of prevention and control knowledge. Carry out various forms of health education, guide employees to master the knowledge and skills related to the prevention and treatment of COVID-19 and other respiratory infectious diseases, develop good hygiene habits and strengthen self-protection awareness. The production and business entities of imported items shall, under the guidance of the health departments, organize professional training on the correct wearing of protective materials for their personnel at high-risk working areas, and conduct regular inspections to ensure that the key protective measures are implemented in place.

## (2) Protection requirements for personnel in key posts.

In addition to the general requirements of personal protection, front-line employees of high-risk positions should also do the following personal protection work:

1. In the process of loading, unloading, transportation and processing of imported goods, personnel should wear work clothes, caps, masks, gloves, etc. all the time, and wear goggles and screen when necessary to avoid frequent contact of the surface of the goods and touching of the mouth, eyes and nose by hand. If the gloves and masks get wet, soiled or damaged during the operation, they should be replaced immediately, and wash their hands and face immediately after the operation. loaders, drivers and other front-line workers who have been

engaged in the loading, unloading and transportation of imported goods for a long period of time shall have a nucleic acid test every 7 days; For short-term or temporary employees, a nucleic acid test should be performed at the end of each work assignment.

2. In the process of production and processing of imported goods, a safe distance of at least 1 meter shall be maintained between employees. The feasible measures include: setting workbench only on one side of the production line, dislocation production or assembling baffle plate in the middle of the production line to prevent employees from facing each other; Strictly limit the number of employees and exclude all non-essential personnel; Divide employees into working groups or teams with less communication and interaction between them.

3. Reasonably control the number of customers entering the sales area of imported goods to avoid gathering and crowding. The distance between people should be kept at least 1 meter and the distance between people should be increased moderately in the confined space. Especially in crowded areas, such as service desks and cashier counters, ground markers can be used to guide customers to line up orderly and keep a distance; Set glass screens at cashiers and counters encourage the use of non-contact payments to reduce contact.

(3) Emergency treatment of persons with abnormal health conditions.

Imported goods production and business operation related areas once found or suspected abnormalities in COVID - 19 cases people, must implement the measures of non-proliferation for inside, and prevention and control for outside, cooperate with related departments to carry out epidemiological investigations, close contact tracing management, disinfection work to the infected area, carry out nucleic acid detection and sampling the personnel assigned processing work area, activities area and its processed items. If there is an air conditioning and ventilation system, it should be cleaned and disinfected at the same time, and it can be re-used after passing the evaluation. According to the severity of the epidemic, the working area will be temporarily closed, and production and operation will resume after the epidemic is under control.

#### **(IV) Requirements for disinfection of facilities and environment**



(1) transportation facilities.

Drivers should wash their hands or disinfect the delivery documents before transferring or submitting them, preferably in disposable containers and packaging materials. Recycling containers should be cleaned and disinfected regularly. It shall ensure that the interior of the transport vehicles, loading tools and containers is clean, non-toxic, harmless, odorless and pollution-free, and carry out preventive disinfection on a regular basis. Before and after the vehicle carries a batch of imported goods, the steering wheel, door handle, button, handrail, mobile equipment and other surfaces that are likely to be contaminated by the virus should be thoroughly disinfected in time.

(2) storage facilities.

Clean and disinfect warehouse environment and shelves every week. Disinfect the working tools after each shift.

(3) production and processing sites.

1. Natural ventilation is preferred in ordinary factory areas, and mechanical ventilation can be supplemented if conditions are not available. For confined factory area, shall keep the indoor air circulation and the air conditioning system safety. The air conditioning and ventilation system shall be inspected, cleaned and disinfected regularly to ensure clean and safe operation. Full equipped sewers should be available and kept open.

2. Increase frequency in raw material processing each section of the production workshop environment, storage warehouse the disinfection of the high-risk areas, to make a thorough cleaning and disinfection to the environment at the end of the per shift work, especially strengthen the production and processing personnel frequent contacted various operating table, surfaces (such as door knobs, switches, tool handles, phone, etc.), crowded environment cleaning and disinfection.

(4) Place of sale operation.

1. Various surfaces, handles (such as door handles, refrigerator handles, storage equipment handles, cart handles, etc.) and buttons (such as calculators, electronic weighing devices buttons, etc.) that are frequently touched by personnel should be cleaned and disinfected regularly.
2. The processing tools of imported goods should be kept clean and sanitary. Rinse with clean water after each use, dry and set aside. Complete disinfection once a day.
3. After the operation is completed every day, the operation area shall be thoroughly disinfected. Surface such as ground and wall that may be polluted can be sprayed or wiped with chlorine disinfectant to disinfect. The frequency of cleaning and disinfection should be increased in medium-high risk areas. Cleaning supplies such as mops and rags should be used in separate areas to avoid cross-infection. Clean them in time after use and disinfect them regularly.
4. Warning. A sign at the entrance asks customers without wearing a mask, customers of abnormal or unwell, or have suspected COVID-19 symptoms, not to enter the store. Health management of entry personnel according to the requirements of the territory. Announced or posted notices in the retail areas of imported goods (shops, stores, supermarkets) regularly to remind customers to keep their distance and clean their hands in time.
5. Equip with hand washing and disinfection facilities. Ensure that in workplace hand-washing facilities are properly provided or equipped with quick-drying hand disinfectants; If possible, it can be equipped with induction function hand disinfection facilities.