



澳門特別行政區政府  
Governo da Região Administrativa Especial de  
Macau  
衛生局  
Serviços de Saúde

疾病預防控制中心  
技術指引  
CDC (Macao SS)  
Technical Guidelines

No.: 110.CDC.NDIV.GL2020  
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**預防新型冠狀病毒肺炎 - 會議、講座、考試及同類型集體聚會的管理建議**

**Prevent Novel Coronavirus Pneumonia – Advice on the Management of Conferences, Lectures, Examinations and Similar Collective Events**

In view that population gathering and face-to-face contact are important factors for the transmission of the novel coronavirus, this guideline is formulated with an aim to reduce the risk of spreading the disease during conferences, lectures, examinations and similar collective events.

## **(I) Management of Participants**

- 1.1. Perform crowd management by limiting the capacity of the venue to 50% of the normal capacity or below.
- 1.2. Take body temperature for all individuals entering the venue and require them to submit the Macao Health Code. Decline admission of any person presenting with fever or respiratory symptoms.
- 1.3. Require all participants to wear a mask in the venue at all times whenever possible, and maintain appropriate social distance. When not wearing a mask, a minimum distance of 1 metre should be maintained from others.
- 1.4. Should there be a large number of participants, it is advised to stagger the times of participants entering and leaving the venue; if conditions allow, it is recommended to adjust the entrance-exit according to practical situation in order to avoid overcrowding at the entrance-exit.
- 1.5. Line up participants in an open space with an arm's length distance apart from each other wherever possible upon admission.
- 1.6. Arrange separate spaces for different organizations to avoid intermingling of members of different organizations as much as possible.
- 1.7. Gathering together for meals is not recommended; if this is unavoidable, keep a minimum distance of 1 metre from each other while eating, or set up a waterproof partition with at least half a meter high on the tables to prevent the spread of droplets. Disinfect all waterproof partitions with 1:100 diluted bleach solution after each meal.
- 1.8. A signage should be put up in the venue to remind participants to observe personal hygiene and not to assemble; advise assembling crowds to disperse or leave.
- 1.9. In event that a large number of participants feel unwell, notify the organizers and the Centre for Disease Prevention and Control of the Health Bureau.



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## **(II) Environmental Hygiene**

- 2.1 Increase the frequency of cleaning and disinfection of equipment and articles in the venue, particularly frequently touched surfaces and toilets;
- 2.2 A distance of at least 1 metre should be maintained between seats; clean and disinfect them with 1:00 diluted bleach solution after each use.
- 2.3 Wherever possible, avoid sharing of equipment and tools; otherwise, clean and disinfect them with 1:00 diluted bleach solution after each use.
- 2.4 Toilets should be furnished with adequate liquid soap, as well as disposable paper towels or a functioning hand dryer.
- 2.5 An appropriate supply of alcohol-based sanitizers should be made available to the public at suitable locations in the venue, particularly where toilet or hand wash facilities are inadequate
- 2.6 Reduce using air conditioner if possible; keep windows open instead to ensure good indoor ventilation. If the use of air conditioner is inevitable, normal operation of the ventilation system should be guaranteed

For more guidelines on personal hygiene, environmental cleaning and disinfection, air-conditioning and others, please visit the Special Webpage Against Epidemics: <https://www.ssm.gov.mo/PreventCOVID-19>

Centre for Disease Prevention and Control  
Health Bureau of Macao SAR Government