

國立勤益科技大學

防治嚴重特殊傳染性肺炎

NATIONAL CHIN-YI UNIVERSITY OF TECHNOLOGY
PREVENTION OF NOVEL CORONAVIRUS (2019-NCOV)

個人衛生手冊

Personal Hygiene Handbook



國立勤益科技大學

NCUT
National Chin-Yi University of Technology

校園防疫小組 編製

Compiled by NCUT Epidemic Prevention Unit

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1 認識嚴重特殊傳染性肺炎 LEARN ABOUT 2019 NOVEL CORONAVIRUS

一、什麼是冠狀病毒 What is the coronavirus

冠狀病毒（Coronavirus [CoV]）為具外套膜的病毒，潛伏期為2至12天（平均7天），但若曾前往流行地區或曾接觸疑似新型冠狀病毒感染之病人，目前仍維持需健康監測14天。

Coronaviruses are zoonotic, meaning they are transmitted between animals and people.

The incubation period is 2~12 days (Avg. 7 days). If you ever visit areas with high incidence of the virus or has close contacts with coronavirus patients, CDC requires you to receive 14 days of quarantine period to monitor health status.

二、傳播途徑 How it spreads

飛沫或接觸傳染為主。

Most often, spread from person-to-person happens among close contacts (about 6 feet). Person-to-person spread is thought to occur mainly via respiratory droplets produced when an infected person coughs or sneezes, similar to how influenza and other respiratory pathogens spread.

三、臨床表現與嚴重程度 Symptoms & complications

人類感染冠狀病毒以呼吸道症狀為主，包括鼻塞、流鼻水、咳嗽、發燒等一般上呼吸道感染症狀。另外也有少部分會出現較嚴重的呼吸道疾病，如肺炎等。

Common signs of infection include respiratory symptoms, fever, cough, breath shortly & difficultly. In some more severe cases, infections can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death.

四、預防方式 Protect yourself

目前未有疫苗可用來預防冠狀病毒感染。預防措施與其他呼吸道感染相同，包括勤洗手、配戴外科口罩，儘量避免出入人潮擁擠、空氣不流通的公共場所，且避免接觸野生動物與禽類。

There is currently no vaccine to prevent 2019-nCoV infection. CDC always recommends everyday to take preventive actions to help prevent the spread of respiratory viruses, including:

- ★ Avoid contact with animals and birds.
- ★ Avoid close contact with people who are sick.
- ★ Avoid to get into crowded and indoor public places without fresh air.
 - ★ Avoid touching your eyes, nose, and mouth with unwashed hands.
 - ★ Wear mask.
 - ★ Stay home when you are sick.
 - ★ Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
 - ★ Frequently clean and sterilize touched objects and surfaces with using a regular household cleaning spray or wipe.

個人防護怎麼做

Protecting Yourself from the Coronavirus

面對中國武漢肺炎 協助防疫可以怎麼做

平時養成這些習慣

量體溫、以肥皂勤洗手

減少觸摸眼鼻口

盡量不要到人多擁擠的公共場所

若出現發燒、咳嗽或呼吸急促症狀

務必在家休息，不要到公共場所

如有必要外出，例如：就醫

務必戴口罩、肥皂勤洗手

並妥善處理口鼻分泌物

There is currently no vaccine to prevent 2019-nCoV infection. The best way to prevent infection is to avoid being exposed to this virus. However, as a reminder, CDC always recommends everyday preventive actions to help prevent the spread of respiratory viruses, including:

- Avoid contact with animals and birds.
- Avoid close contact with people who are sick.
- Avoid to get into crowded and indoor public places without fresh air.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wear mask.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Frequently clean and sterilize touched objects and surfaces with using a regular household cleaning spray or wipe.

戴口罩的時機

When to put on a mask

有政府 · 請安心

其實您
不用一直戴口罩

身體健康、戶外運動 都不用戴口罩

甚麼時候戴？

出入醫院者、
有發燒
或呼吸道症狀者、
免疫較差者
要戴口罩

近距離、密閉空間
長時間接觸人群
可考慮配戴口罩



衛生福利部 廣告

中央流行疫情指揮中心 2020/02/02

- Don't put on a face mask all the time.
- People in good health and outdoors sports don't need to put on mask.
- When to put on a face mask:
Go to the hospital, people with fever, respiratory disease, and people with poor immune system should put on face masks.
- People who are close to each other in a confined space or in contact for a long time can consider wearing face mask.

教你正確戴口罩

How to properly put on a mask

正確戴口罩4步驟



中央流行疫情指揮中心 關心您

2020/02/01

衛生福利部疾病管制署
TAIWAN CDC 告

4 steps to properly put on a face mask

- **OPEN** - Open the packing bag and check whether the mask is damaged
- **WEAR** - Extend the mask to fully cover mouth, nose and chin
- **PRESS** - Press the metallic strip over nose bridge
- **Fit** - The mask should fit snugly over the face

洗手5時機及正確洗手步驟

When and How to Wash Your hands



Wash Your Hands Often to Stay Healthy

- **Before** eating food
- **Before** and **after** caring for someone at home who is sick with vomiting or diarrhea
- **After** using the toilet
- **After** blowing your nose, coughing, or sneezing
- **After** seeing doctor

Follow Five Steps to Wash Your Hands the Right Way

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.

2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.

3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.

4. Rinse your hands well under clean, running water.

5. Dry your hands using a clean towel or air dry them.

洗手7字訣~教你如何正確搓洗

7 Steps of Hand Washing

抹上肥皂，手心、手背、手指利用洗手7字訣，正確搓洗至少20秒。

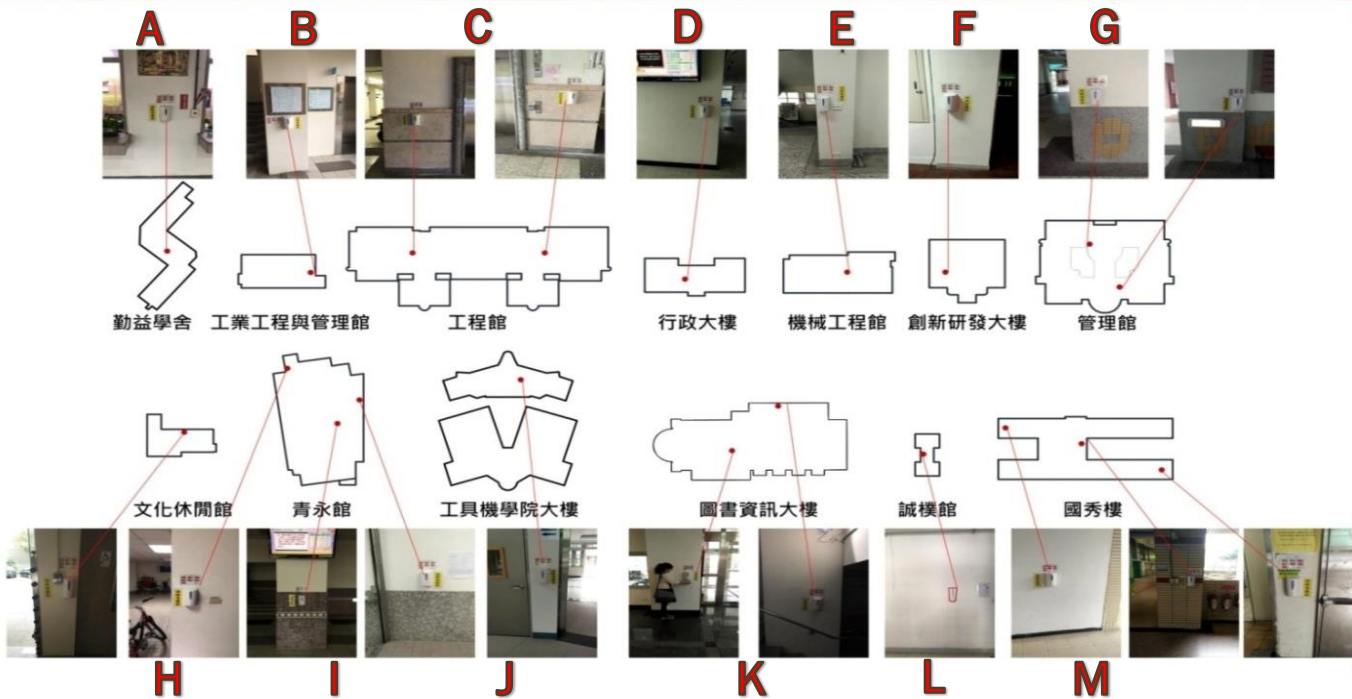


1. Rub palms together
2. Rub the backs of both hands
3. Interface fingers and rub hands together
4. Interlock fingers and rub the backs of fingers of both hands
5. Rub each thumb clasped in the opposite palm
6. Rub finger tips in opposite palm
7. Rinse off your hands under water

本校酒精自動噴霧機位置圖

Automatic Ethanol Sprayer Sites at NCUT

75% ethanol can disinfect the new coronavirus pollution effectively. The automatic ethanol sprayers have been installed, providing hand disinfection. locations are as follow.



自動噴霧消毒機安裝位置圖

Automatic sprayer location

A: NCUT dormitory

B: Industrial Engineering and Management building

C: Engineering building

D: Administration building

E: Mechanical and engineering building

F: Research & development building

G: Management building

H: Cultural and leisure building

I: Qing-Youn building

J: Machine tool building

K: Library

L: Chen-Pu hall

M: Guo-Xio building

使用酒精之注意事項

Notes on Ethanol Use

75%酒精雖然可以有效消毒新型冠狀病毒所致之污染，但因酒精極易燃燒，因此使用酒精消毒時，請特別注意下列事項：

75% ethanol can effectively disinfect the pollution caused by the new coronavirus, but it is **easy to BURN**. Therefore, when using alcohol for disinfection, please pay special attentions :

- 1、使用酒精時要**注意通風**，並且遠離高溫物體，避開火源。
- 2、**不建議使用酒精對衣物等進行噴灑消毒**，如遇明火或靜電，可能會發生燃燒。
- 3、**要謹慎儲存酒精**，遠離火源，不要放置在兒童易於觸及的場所。




1. When using alcohol, pay attention to ventilation and keep away from high temperature objects and fire sources.
2. It is not recommended to use ethanol to spray and disinfect clothes. In case of contact with fire or static electricity, burning may occur.
3. Store ethanol carefully. Keep away from fire, and keep it out of the reach of children.

教您環境如何消毒

Way to Disinfect the Environment

含氯漂白水泡製方式

- 市售含氯漂白水 (以次氯酸鈉濃度為5%，即5,000,000 ppm計算)
 - ✓ 配製一般環境或常用物品消毒所需之500 ppm消毒水，需將漂白水進行100倍稀釋
 - ✓ 配製分泌物、嘔吐物或排泄物污染之物品或表面消毒所需之1,000 ppm消毒水，需將漂白水進行50倍稀釋

使用時機	漂白水	清水	稀釋後濃度
	 1瓢：約20 c.c.	 1瓶：約1,250 c.c.	
一般環境或常用物品消毒	免洗湯匙 5 瓢 (100 c.c.)	大瓶寶特瓶 8 瓶 (10公升)	500 ppm
分泌物、嘔吐物或排泄物污染之物品或表面消毒	免洗湯匙 10 瓢 (200 c.c.)	大瓶寶特瓶 8 瓶 (10公升)	1,000 ppm

疾病管制署

TAIWAN CDC

送給臺灣

TAIWAN CDC

Ways to prepare bleaching water

Commercial chlorine bleach (base on concentration 5% or 5000000 ppm of sodium hypochlorite)

*To prepare bleaching water for 500 ppm environmental or objects disinfection, the bleaching water must be diluted 100 times.

*To prepare bleaching water for 1000 ppm contaminated objects disinfection, the bleaching water must be diluted 50 times.

防疫小叮嚀

Health and Safety Tips against the Coronavirus

一、落實個人衛生習慣:

1. 肥皂勤洗手，不握手
2. 咳嗽時正確戴口罩
3. 返家先更衣、沐浴

I. Implement personal hygiene habits:

1. Wash hands frequently without shaking hands with soap.
2. Wear mask correctly when coughing
3. Change clothes and bathe before returning home

二、提升自我免疫力小方法：

1. 均衡飲食
2. 充足睡眠
3. 適度運動
4. 保持心情愉悅

II. Ways to improve self immunity :

1. Balanced diet
2. Get enough sleep
3. Moderate exercise
4. Keep in a good mood

三、若您有發燒或身體不適狀況，請立即佩戴口罩，主動聯繫防疫窗口：

III. If you have a fever or ill symptoms, please wear a mask immediately and contact :

1. 校內：

校安專線：04-23928053
 衛保組：2362、2363
 進修學院：7855
 進修推廣部：7027

1. NCUT Campus:

Campus Security Center: 04-23928053
 Division of Health Care: 2362, 2363
 College of Continuing Education: 7855
 Office of Continuing & Extension Education:
 7027

2. 衛生福利部防疫專線1922

2. CDC HotLine 1922