

台北市向晴家園防疫整備期計畫

Taipei City Hsiang-Jing Shelter COVID-19 Prevention Plan

新型冠狀病毒/COVID-19 迅速傳播，在世界各地造成前所未有的嚴重威脅。

在台北向晴家園/少女中長期安置庇護場所裡，我們必須有確實的防疫工作，才能不只是保護少女的人身安全，還能做到需要保護少女的健康。

向晴家園的防疫工作分為整備期和應變期，目前為整備期間，正進行的事項，大致有以下：

COVID-19, an unprecedentedly serious threat to every part of the world, is spreading rapidly.

The Taipei City Hsiang-Jing Shelter, a place traditionally focused on ensuring the safety of its residents, must now take on solid prevention measures to ensure their health as well.

Prevention work at the shelter has been divided into two stages, a preparation stage and a response stage. We are currently in the preparation stage, which includes the following:

1. 進行工作人員和服務對象防疫/感染訓練，當中包含讓全部的人了解疫情現況，了解最新資訊，以及手部衛生、呼吸道衛生/咳嗽禮節，環境全面清潔消毒、疑似個案轉介送醫流程等感染管制措施。

1. We are carrying out **infection-prevention training for our employees and residents**, which includes informing them on the status of the outbreak, giving them the latest updates, **teaching them about proper hand/respiratory tract hygiene and cough etiquette**, comprehensive **cleaning/disinfection of the shelter**, a procedure for getting medical assistance for those suspected of having contracted the virus, etc.

2. 工作人員健康管理：(1)配合疫情每日早晚進行工作人員體溫紀錄，紀錄中包含了解有無上呼吸道感染、類流感症狀監視，並有異常追蹤輔導機制。(2)有限制發燒或照顧工作中，準備飲食之衛生規範，並訂有工作人員確實知悉發燒或呼吸道感染必須請假的規則。

2. Health management for **employees**: 1) Every morning and evening, employees have their temperature taken and recorded. They are also to record whether they have any upper respiratory tract infection or flu-like symptoms, and there is also an abnormality tracking and guidance mechanism in place for them. 2) Standards have been established for the sanitary preparation of food, and employees with fevers or respiratory tract infections are not to come to work.

3. 服務對象健康管理：每日早晚進行服務對象量體溫紀錄，每次量體溫都關心有無呼吸道感染、類流感等症狀監視，並有異常追蹤及處理機制。下課後回到家園，進行體溫紀錄和消毒後，先沐浴再用餐，用餐座位區隔一公尺，取餐時配戴口罩。

3. Health management for **residents**: Every morning and evening, residents have their temperature taken and recorded. At such time, they are asked about whether they have any upper respiratory tract infection or flu-like symptoms, and there is also an abnormality tracking and management mechanism in place for them. Upon returning to the shelter from school, they have their temperature taken/recorded and have to wash/disinfect their hands. They are then required to take a shower before dining. While getting their food, they must wear masks, and while dining, they must sit at least one meter apart from each other.

4. 環境清潔：工作人員每天早晚全面消毒家園，以正確配置漂白水濃度(500PPM)，且保持環境清潔與通風。

4. Keeping the shelter environment clean and disinfected: The whole shelter is disinfected every morning and evening with a bleach-water solution of 500PPM. The shelter is kept clean and well-ventilated.

5. 防疫機制之建置：

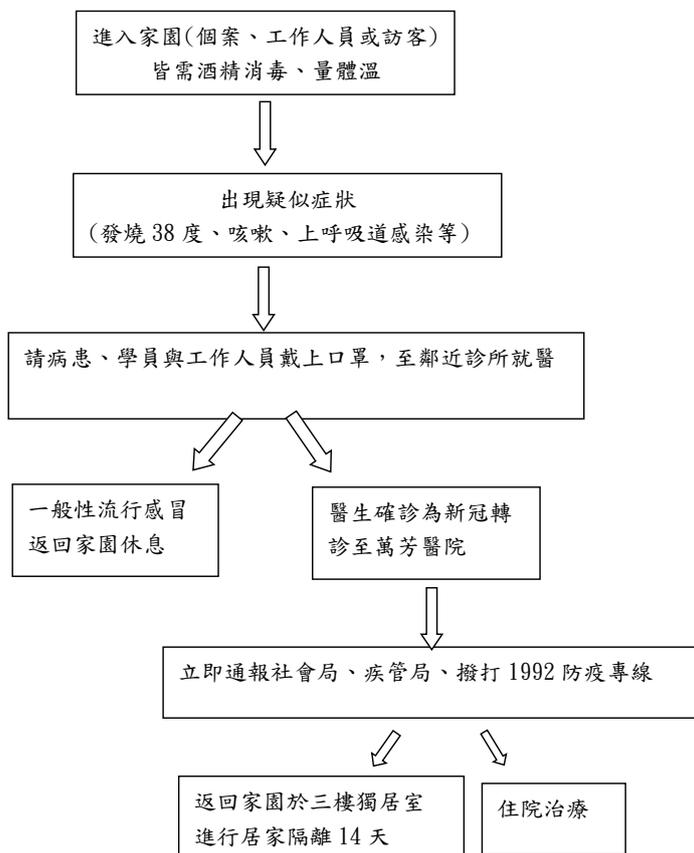
- (1) 確實掌握機構內工作人員與服務對象是否符合具 COVID-19 感染的風險，該等人員勿至中途之家上班。
- (2) 中途之家張貼出入處、各個洗手檯與佈告欄宣導 COVID-19、手部衛生、呼吸道衛生、咳嗽禮節及流感疫苗接種相關資訊，提醒工作人員、服務對象、家屬及訪客注意。
- (3) 工作人員落實手部衛生，遵守洗手 5 時機與正確步驟。
- (4) 洗手用品充足、皆在使用期限內。
- (5) 落實加強訪客管理，只要是進出中途之家的人皆須量體溫、手部清潔、及接受詢問 TOCC(旅遊史、職業別、接觸史及是否群聚)並留紀錄備查。當中若有疑似，則限制不被允許進入中途之家，改為視訊或電連方式處理。
- (6) 限制符合具 COVID-19 條件，EX：具國際旅遊疫情等級，第二三級旅遊史等，或有發燒咳嗽等呼吸道症狀的訪客探訪。
- (7) 有充足口罩量提供給工作人員和發燒、疑似呼吸道感染之人使用，並教導正確配戴。
- (8) 工作人員於照顧服務對象時，全程配戴口罩。

5. Prevention mechanism:

- (1) Everyone is to remain alert for any employees or residents who might be considered COVID-19 infection risks. Employees who become infection risks are not to come to work.
 - (2) Information on COVID-19, hand/respiratory tract hygiene, cough etiquette, and flu immunization is to be posted at the entrance, every sink, and bulletin boards at the shelter as a reminder to employees, residents, family members of residents, and visitors.
 - (3) Employees are to implement proper hand hygiene by washing their hands at the “five designated times” (such as after using the restroom), and they must follow the proper hand-washing steps while doing so.
 - (4) A sufficiency of hand-washing products that have not reached their expiration dates is to be ensured.
 - (5) Increased visitor management: Anyone who enters the shelter must have their temperature taken, wash their hands, answer questions about their TOCC (travel history, occupation, individuals they have been in contact with, and clusters/groups they have been in contact with), and have related information recorded. Anyone who is suspected of being infected will not be permitted to enter the shelter and will be asked to conduct any necessary communication/business with those in the shelter online or by phone.
 - (6) Those who meet COVID-19 risk conditions will not be permitted to enter the shelter. This includes, for example, those who have traveled to countries with Level 2 or Level 3 warnings, or those who have a fever, a cough, or respiratory tract symptoms.
 - (7) There is to be a sufficient quantity of masks for employees and anyone who has a fever or seems to have a respiratory tract infection, and proper use of these masks is to be taught.
 - (8) Whenever working with the residents, employees are to wear masks.
6. 感染預防處理：依規定執行人口密集機構傳染病監視通報及群聚事件通報。
7. 有發現疑似 COVID-19 個案之處理流程，包括通知相關單位、安排照顧人力、使用個人防護設備、與他人區隔空間、安排個案就醫等流程。
8. 已預備妥當一個樓層且有獨立空間提供疑似感染者暫留或具感染者留置，留置期間由值班人員確實配戴防疫護目鏡、外科口罩、手套、防護衣帽，為隔離對象送餐與提供任何服務，(因有教育訓練，目前工作人員已清楚知悉對感染風險者知悉採取適當隔離防護機制)。

6. Infection prevention: In accordance with regulations for densely populated organizations, reports on COVID-19 monitoring and related group incidents are to be issued.
7. For those who are **suspected** of having contracted COVID-19, the procedure is as follows: notify related agencies, arrange for caregivers to provide needed services, use personal protective equipment, isolate the suspected individual from spaces used by everyone else, and arrange for medical care.
8. We have prepared a whole floor with independent spaces at the shelter for those suspected/confirmed to have contracted COVID-19. Employees are to wear protective medical goggles, surgical masks, and protective gowns/caps while providing meals and any other services to **isolated/quarantined residents**. (Since we have provided our employees with related training, they are already clear on isolation and protection measures to be taken when working with those who may be infected.)

向晴家園疑似新冠病患轉介送醫流程



Procedure for Persons Suspected of Having Been Infected

Anyone who enters the shelter must have their temperature taken and wash their hands with hand sanitizer.

If an individual has suspicious symptoms (fever of 38°C+, cough, upper respiratory infection, etc.) and is suspected of being infected with COVID-19, then...

...everyone at the shelter must put on masks, and the individual with the symptoms must visit a nearby medical clinic.

Return to the shelter and rest if the sickness is found to be the flu or common cold.

Those confirmed to have contracted COVID-19 will be transferred to Wanfang Hospital.

Immediately report to the Social Welfare Dept. and call 1922 (CDC hotline).

Upon returning to the shelter, individuals are to stay in the studio room on the third floor for 14 days of at-home isolation.

Treatment at the hospital.

➤ 個案、工作
客皆須每天
消毒且記

人員、訪
量體溫、
錄。
➤ 落實自
主管理。
➤ 家園每

天早晚二次消毒，使用漂白水消毒(漂白水與水比例為 1 公升：5 公升)。

- 工作人員陪同學員就醫時需戴上口罩，就醫返園後工作服更換送洗，並使用 75%酒精將雙手消毒。
- 與病患接觸前後應依正確步驟洗手，並戴上口罩、手套及穿上隔離衣、護目鏡，以減少交互感染的機會。
- 防疫諮詢專線 [1992](tel:1992)
- Residents, employees, and visitors must have their temperature taken and recorded and must wash/disinfect their hands before entering the shelter every day.
- Everyone must properly manage their health.
- The shelter is to be disinfected every morning and evening with a 1:5 bleach-water solution.
- Employees must wear masks when they take residents to medical care facilities. Upon returning to the shelter, they must remove their clothing and wash it immediately, and they must disinfect their hands with a 75% alcohol solution.
- Before and after making contact with an infected person, hands should be washed (following all steps for proper hand-washing), and a mask, gloves, hospital gown, and goggles should be worn to reduce the chance of

已註解 [M1]: 1922

已註解 [滅威環2R1]:

cross-contamination.

➤ For prevention information, call 1922.

臺北市向晴家園應變期間計畫:

應變團隊組織架構與權責

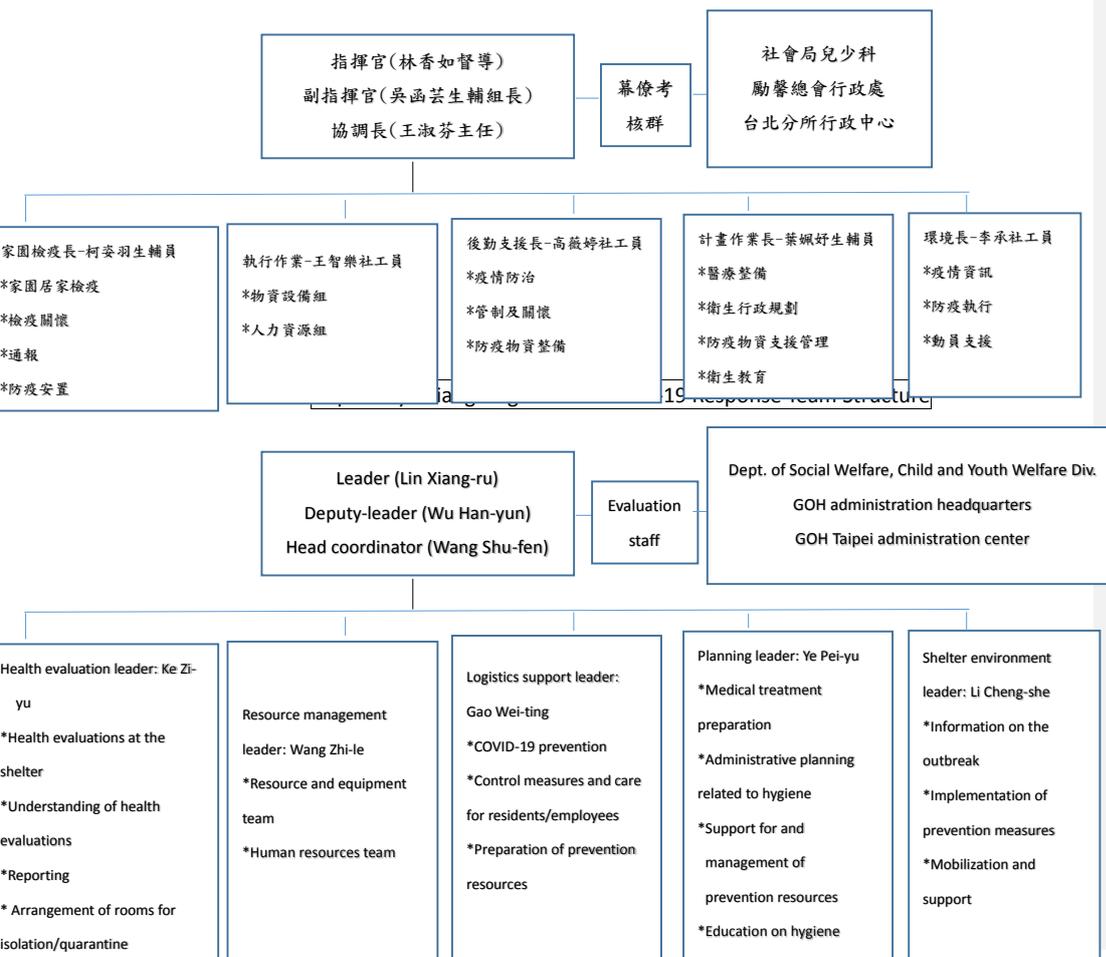
(一) 應變團隊組織架構圖，明定指揮官、各任務分組及任務分工。

Taipei City Hsiang-Jing Shelter COVID-19 Response Plan:

Response team structure and responsibilities:

1. The response team structure chart below designates positions of authority and divisions and responsibilities of each subsidiary team.

臺北市向晴家園因應嚴重特殊傳染性肺炎疫情小組架構圖



一、資源盤點

- (一) 盤點向晴家園有 12 名照顧人力(含生活照顧人力及社會福利服務人力)。
- (二) 盤點向晴家園住宿式機構可用 18 床數。
- (三) 規劃家園之 3 樓為集中場所，提供安置，或協助無力照顧未確診之健康服務對象緊急安置服務對象等。
- (四) 已完成盤點家園內之個人防護裝備存量。
- (五) 盤點本園個人防護裝備存量。

本園每日盤點法定防疫物資儲備量(防護衣、隔離衣、護目鏡、手套、一般醫療口罩)：統計截至 109 年 3 月 16 日止，除一般醫療口罩庫存量低於安全量，其餘 4 項符合安全儲備量。

List of Human and Material Resources

1. 12 caregivers (including daily-living caregivers and those providing social welfare services) work at the shelter.
2. 18 beds are available at the shelter.
3. The third floor of the shelter is to be used as an emergency residence for residents who need to be isolated/quarantined (but have not been confirmed to be infected with COVID-19) at the shelter.
4. The quantity of personal protective equipment in stock at the shelter has already been counted.
5. Personal protective equipment in stock at the shelter:
The five forms of protective equipment (protective gowns, hospital gowns, goggles, gloves, and medical masks) designated by law for the shelter are to be counted daily: As of March 16, 2020, the quantities of all forms of protective equipment (except medical masks) at the shelter complied with safety standards.