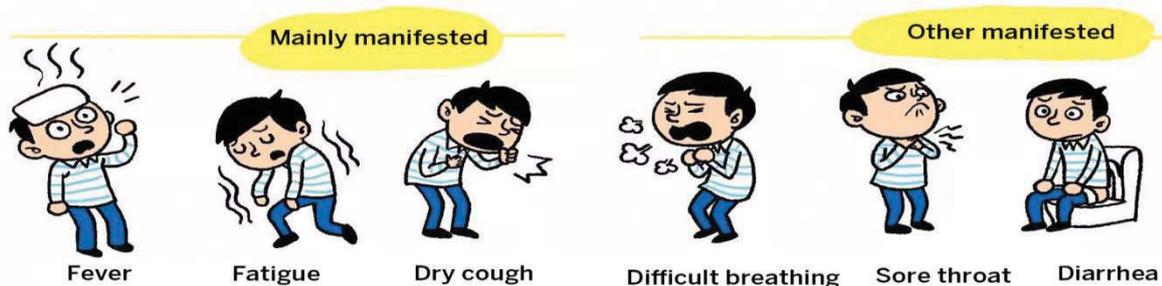


## Guidelines for Avoiding the Novel Corona-virus Infection

The onset of pneumonia caused by the Novel coronavirus is mainly manifested by fever, which can be combined with symptoms such as mild dry cough, fatigue, difficult breathing, diarrhea, whilst symptoms such as runny nose and sputum are rare. Some patients may have mild onset symptoms and no fever, only headache, palpitation, chest tightness, conjunctivitis, mild sore limbs or lower back muscle pain. Some patients experienced dyspnea after one week, and in severe cases, the disease can progress rapidly.

### New coronavirus is mainly manifested



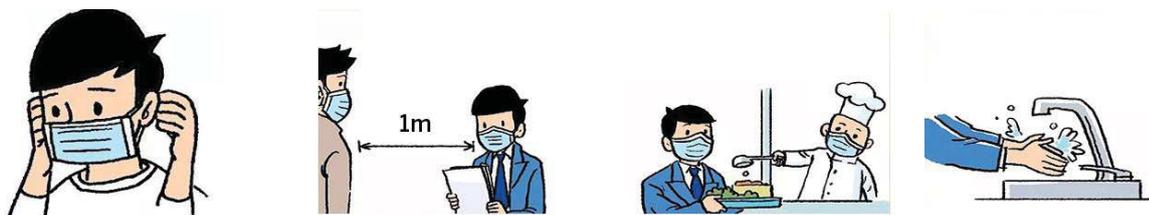
Most patients have a good prognosis, with a few patients becoming critically ill. The epidemic has been fierce, various of Incubators and Accelerators should be united, strengthen their confidence, and work through this period of time with a scientific spirit together.

LUZOPTO community provides the following practical guidelines for your implementation in work.

#### Before Work

##### A. Inform

1. Wear protective masks and gloves properly;
2. Try not to touch your head and face with your hands, especially your eyes
3. When using public transportation minimize touching of supplies on board;
4. Keep a certain distance from others;
5. Wash your hands as soon as possible after reaching your destination;
6. Private cars should undergo necessary disinfection checks at home.



## B. Disinfection and cleaning

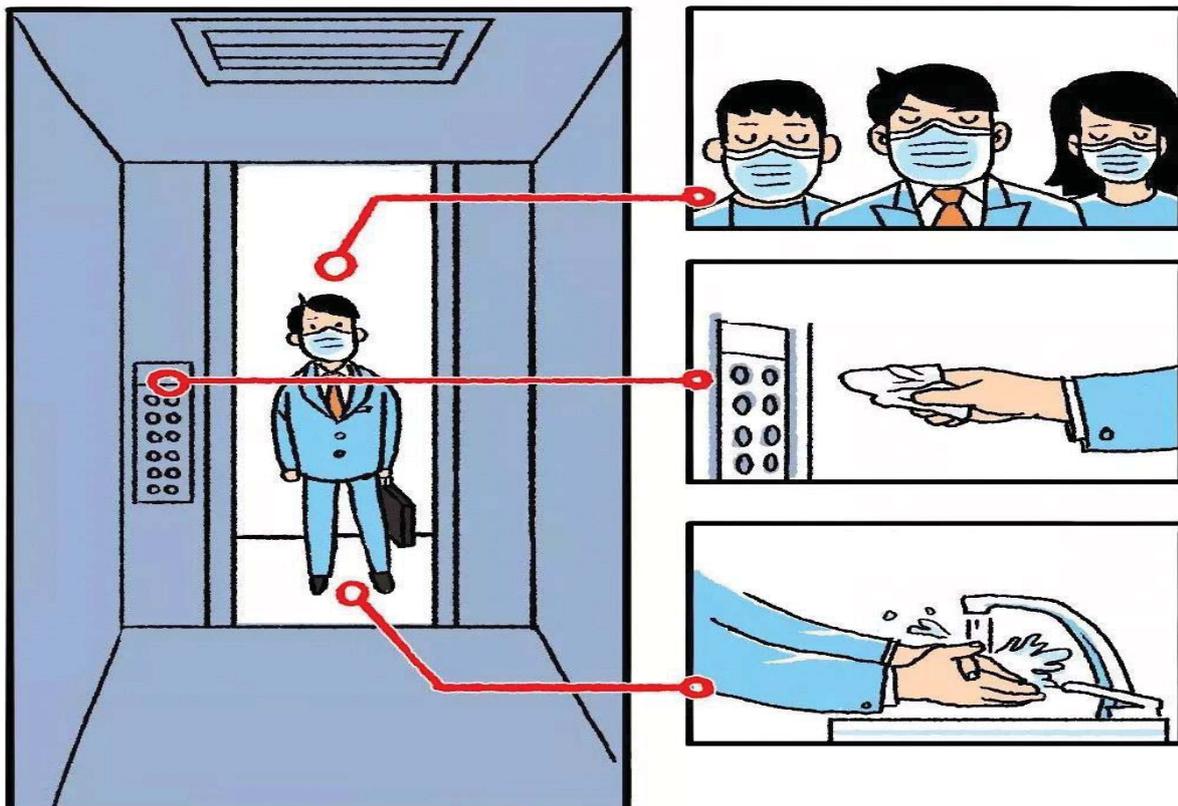
### 1. Internal cleaning and disinfection (any one of the following)

- 1) Chlorine-containing disinfectant such as 5% 84 Disinfectant
- 2) Alcohol-containing disinfectant such as 75% alcohol (do not use pure alcohol)
- 3) Surfactant-containing disinfectant such as detergent
- 4) Disinfectant containing hydrogen peroxide

### 2. Key disinfection areas (all the following)

- 1) Public area door handle, elevator button, elevator interior, corridor
- 2) Office floor
- 3) Table and chair surface
- 4) Computer keyboard and mouse
- 5) Toilet

### 3. Do not use central air-conditioning system.



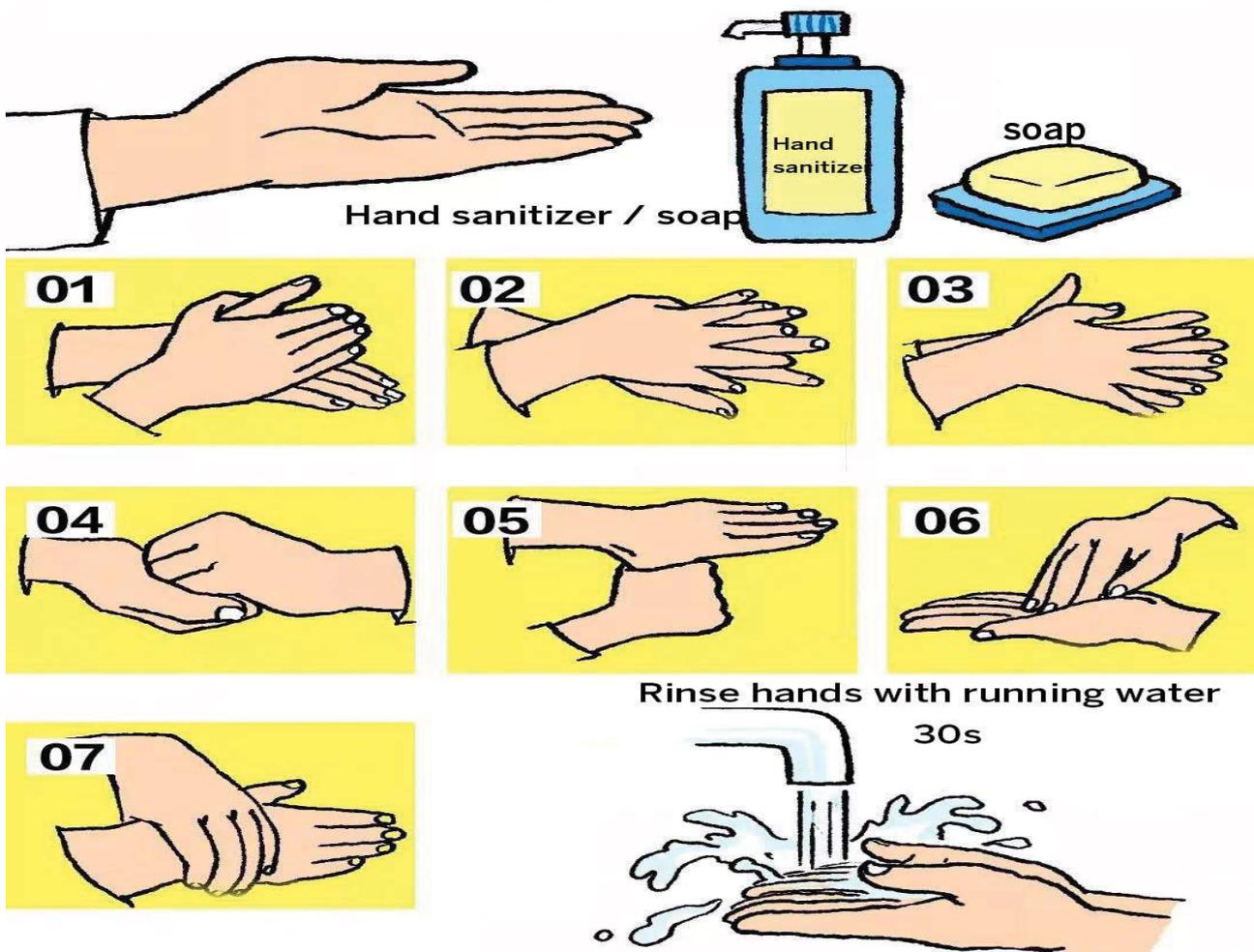
## C. Inspection

1. Ask all entering personnel if they have relevant contact history in the area of the outbreak (if any, report immediately and retain record)
2. Check the temperature of all entering personnel (no entry if above 37.2 °C)
3. Register and check the identity information and contact information of all visitors.

## During Work

1. Keep the office staff more than 1 meter apart, and keep wearing protective masks to avoid close contact.
2. Maintain indoor ventilation once every 2 hours to maintain air circulation.
3. Reduce and avoid centralized meetings and shorten the meeting time as necessary.
4. In principle, avoid centralized meals, strengthen disinfection of dining areas, tableware must be disinfected strictly.
5. Clean the reception area in time after receiving guests, and wash and disinfect your hands in time.
6. Reduce the frequency of going out to work.
7. Set up a special collection of discarded masks in the office area, and collect and destroy them at fixed points.
8. Once you find suspicious conditions such as fever, don't being panic, take quarantine measures immediately (take them to a well-ventilated separate room and wait), and report and manage them in a timely manner
9. Avoid high-intensity work and overtime to keep employees healthy.
10. Focus care for frail employees with basic diseases (chronic diseases such as hypertension and diabetes, liver and kidney function diseases, pregnant women and elderly people over 60 years old), try to arrange for them to rest or work at home during the epidemic.

**Clean the reception area in time after receiving guests, and wash and disinfect your hands in time.**



## After Work

Please clean and disinfect the office again in time.