

創孵中心有限度開放通知

經過最新疫情發展評估和研究決定，澳門青年創業孵化中心將於 2020 年 2 月 17 日（星期一）起恢復辦公和有限度開放予會員使用。為做好復工後的疫情防控工作，保障全體人員健康和生命安全，創孵中心對個人防疫及辦公區域衛生發佈以下管理事項，敬請各會員遵守指引，共同做好日常防護工作，共度時艱。

1 防疫措施指引

- 1.1 任何人士**每天**進入中心前須完成“三部曲”：進入大堂前佩戴口罩、在保安處通過體溫監測(37.2度或以下)、作出健康申報。如未能通過以上任何一項，不能進入3樓創孵中心；
- 1.2 為避免過多人員聚集增加交叉感染的風險，中心將對孵化空間及加速器實施人流管制措施，同一時段進入中心的會員人數上限為50人，如超出上限，後抵達人士（即第51人開始）需於前台接待處取籌等候，工作人員將以補替形式，安排會員入內；為此，**敬請有意使用空間之會員務必提前報備作預先登記，以更好地節省會員時間，方便安排；會員可提前2天於網上健康申報系統上預報登記（如17號進入中心，可提前於15號作健康申報）；**
- 1.3 R09會議室、R14路演廳、G01流動會議室及G02流動會議室暫停開放直至另行通知；
- 1.4 所有預約顧問服務暫停直至另行通知；
- 1.5 謝絕會員邀請任何非會員到臨創孵中心進行參觀、會議或商業洽談；
- 1.6 建議盡量使用視頻會議，少開會，少聚集；
- 1.7 建議在工作環境上作出適當的安排，例如重新安排相關人員的工作時間及崗位，使其暫時避免在密集的空間內工作；
- 1.8 建議所有人員應儘可能減少因工作需要接觸他人的機會；
- 1.9 建議人員自備餐食，獨自就餐，避免人群聚集於公共茶水間；

- 1.10 若有身在外地的人員在地區被隔離，須即時通報創孵中心；
- 1.11 各單位應密切關注員工的身體狀況，若出現在同一工作團隊有人員相繼出現發熱、咳嗽、全身肌肉酸痛的情況，須即時通報創孵中心，立刻暫停工作並離場及延醫診治。

2 個人及公共衛生指引

- 2.1 任何進入中心的人士必須時刻佩戴口罩，注意個人衛生，尤其要經常洗手，打噴嚏或咳嗽時應用紙巾、手肘或衣衫遮掩口鼻等，以及保持場所清潔；
- 2.2 創孵中心前台配備消毒酒精搓手液供進場人士使用；
- 2.3 為保證共享孵化空間內空氣流通，所有窗戶必須打開，同時應儘量關閉空調，減低病毒傳播的機會；
- 2.4 創孵中心將做好公共衛生消毒工作，特別是對電梯按鈕、門柄、茶水間及洗手間等公用接觸設施加強清洗和消毒，會員亦應保持辦公空間清潔，及時清理垃圾，以免細菌滋生；

疫情當前，澳門青年創業孵化中心與大家共度時艱，希望會員積極配合做好疫情防控工作，能理解、支持、自覺接受檢查及如實申報健康狀況，若有相關情況，請及時與創孵中心團隊溝通。最後祝大家百毒不侵，身體健康！



澳門青年創業孵化中心

2020 年 2 月 14 日

Notice: The Centre is to Resume to Normal Office Operation and Open for Limited Use

Having assessed the latest epidemic development, the Macao Young Entrepreneur Incubation Centre will resume normal office operations and open to members for limited use starting from next Monday, 17th February 2020. In order to keep up with the epidemic prevention and to ensure the health and safety of all personnel, the Center hereby issues this management guidance regarding personal epidemic prevention and coworking space hygiene. Members are kindly requested to follow the guidelines:

1 Guidelines on Epidemic Prevention Measures

- 1.1 Everyone must complete these steps before entering the center: wear a mask before entering the lobby, pass temperature monitoring (37.2 degrees or below) at the security checkpoint, and complete a health declaration **everyday**. If you fail to pass any of the above, you cannot enter the incubation centre on 3rd floor;
- 1.2 In order to avoid too many people gathering to increase the risk of cross infection, **the centre will implement user number control**. The maximum number of members permissible at the centre simultaneously at any time points is 50. If the limit is exceeded, people who arrive later (that is, the 51st person) will need to pick up a waiting ticket at the reception desk, staff will arrange for members to enter only in the form of replacement. **For this reason, members who intend to use the coworking space must pre-register online for time saving and better coordination. Members can file an online health declaration system 2 days in advance for pre-registration (if entering the center on the 17th, they can make health declaration on the 15th at the earliest);**
- 1.3 R09 meeting room, R14 road show hall, G01 and G02 mobile meeting room are temporarily closed until further notice;
- 1.4 All consultation services are suspended until further notice;
- 1.5 The Centre is not open for non-members or guests for any kinds of visits, meetings or business

negotiations;

1.6 It is recommended to use video conferences as much as possible. Meetings and gatherings in person are discouraged.

1.7 It is recommended to make appropriate arrangements in the work environment, such as rearranging the working hours and positions of relevant personnel to temporarily avoid working in dense and confined areas;

1.8 It is recommended that all personnel should minimize the chance of physical contact with others due to their work needs;

1.9 It is recommended that all personnel prepare their own meals and eat alone to avoid too many people gathering in the pantry;

1.10 If any person is known to be quarantined elsewhere, s/he must immediately report to the centre;

1.11 All units should pay close attention to the physical condition of employees. If there are people who have fever, cough and sore muscles in the same work team, they must immediately report to the centre, suspend their work and leave for the hospital immediately for medical treatment.

2 Personal and Public Health Guidelines

2.1 Anyone who enters the center must wear masks and maintain personal hygiene at all times, in particular, wash hands frequently, cover nose and mouth with tissues, elbows or clothes when sneezing or coughing, and keep the centre clean;

2.2 Disinfecting alcohol gel is provided at the front desk of the incubation center for the visitors.

2.3 In order to ensure the internal air circulation of the centre, all windows must be opened, and air conditioning should be turned off as far as possible to reduce the chance of virus transmission;

2.4 The centre will continue to keep up its work of public sanitation and disinfection, especially to strengthen the cleaning and disinfection of public facilities such as elevator buttons, door handles, pantry and toilets. Members should also keep the centre clean and clear garbage in time to avoid

bacteria growth;

At present, the Macao Young Entrepreneur Incubation Centre is working with everyone to overcome this difficult period. We hope members will actively cooperate in the prevention and control of the epidemic, understand, support, consciously accept inspections and truthfully declare their health status. If there is any situation, please contact the Centre's Entrepreneur Services Team. Finally, we wish everyone good health and fortune!



Macao Young Entrepreneur Incubation Centre

14th February 2020