



# 望京SOHO新冠疫情防疫措施

## Wangjing SOHO COVID-19 Safety Measures Manual for Office Property Management



SOHO  CHINA

望京SOHO由3栋集办公和商业一体的高层建筑组成，最高一栋高度达200米。作为一个庞大的商业办公综合体，是从首都机场进入北京市区的第一个地标建筑。

Wangjing SOHO is a development comprised of three towers, the tallest of which is 200 meters in height. It is a large scale mixed-use development of commercial and office space, the first landmark architecture visible on route from Capital Airport into the downtown Beijing.

Architect:

Zaha Hadid Architects, UK

Gross Floor Area

521,000 square meters (5,610,000 square feet)

Date of Completion

2014

# 一、严控人员出入 Strict Entry Control

在返工前，物业需要收集到所有客户的员工出行轨迹记录及人员信息。例如在过去14天去过的地方，是否有发烧或者咳嗽情况，是否接触过武汉人员等信息。

Before reopening for office and commercial use, property management collects the travel history and identification information for all employees of tenants who will access the premises. Information such as travel history for the past 14 days, recent medical history of fever or cough, and contact with people from virus affected areas must be provided.





第一次进入大厦的客户须办理大楼出入证，出入证是根据政府的不同时期对疫情管控要求来下发。只对有绿色健康码和本楼客户下发出入证。

Anyone entering the building for the first time is required to apply for a building pass, which is issued according to government requirements for epidemic management. Passes are only issued to tenants who have a green health QR code.





政府推出了健康码系统，健康码是以真实数据为基础，由市民或者返工返岗人员通过自行网上申报，经后台审核后，生成属于个人的二维码，可作为出入通行的电子凭证。

The government has launched a Health QR code health system based on real data. Citizens or returning workers apply online, and after a background check is conducted, the system generates a personal QR code that can be used as an electronic entry and exit pass.



**【绿码】**

凭码通行



**【黄码】**

实施7天内隔离，连续（不超过）7天健康打卡正常转为绿码



**【红码】**

实施14天隔离，连续14天健康打卡正常转为绿码

There are three types of Health QR code differentiated by Green, Yellow and Red colors to indicate health status. The Green QR code serves as an entry and exit pass throughout the city. The Yellow QR code identifies individuals who require up to 7 days of quarantine, pending 7 days of continuous healthy status the QR will be converted to Green status. The Red QR code identifies individuals who require up to 14 days of quarantine, pending 14 days of continuous healthy status the QR code will be converted to Green status.



客户凭出入证和健康码、戴口罩、并且测温进出大厦，未戴口罩禁止进入。

Tenants who enter the building present their entry pass and Green QR code, they are required to wear a mask, and their body temperature is taken upon entry. Building entry is not permitted without use of a mask.



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访客进入须登记，出示健康码、佩戴口罩，并且测温进出大厦。

Visitors must register, present a Green QR code, wear masks, and have their temperature taken before being granted entry to the building.



体温超过37.3°C的客户禁止进入大厦，并会被带入临时隔离区观察。

Anyone whose body temperature is found to exceed 37.3 ° C is prohibited from entering the building and will be directed to a temporary isolation area for observation.



当人流量增加后，大楼入口  
安装热成像测温仪，快速测  
量体温。

A thermal imaging  
thermometer is installed at  
the entrance of the building  
to quickly measure body  
temperature. This is  
important when there is a  
larger flow of people  
entering the building.







要求客户签署疫情责任书，  
确保客户员工的健康安全，  
例如提供工作期间的口罩，  
保证办公工位有一定安全距  
离等。

Tenants are required to  
sign an epidemic  
responsibility agreement to  
ensure the health and  
safety of their employees.  
The agreement requires  
tenants to provide masks to  
employees during work  
hours and ensure a  
adequate distance between  
work stations in addition to  
other safety measures.



## 二、楼宇封闭管理 Building Entrance Management





大厦只开放4个入口及4个临时入口（11:00-15:00）统一管理进出人员，关闭其他出入口。

Only 4 entrances and 4 temporary entrances (11:00am-15:00pm) are open to enable the unified and orchestrated management of entrance and exit measures. All other entrances and exits are kept closed.



所有出入口分有证、无证通道，出入有序。

All entrances have two lines to separate building pass holders from visitors, allowing for orderly access to the building.





汽车入口设置物业人员，对进入人员进行体温检测，并对车辆的轮胎进行消毒。

Property management personnel are present at the entrance of the parking area, where they take the body temperature of entering **tenants** and visitors and disinfect the tires of entering vehicles.

快递员和外卖送餐员不能进入大楼，大楼设置集中快递区

Couriers and food delivery providers are not allowed to enter the building. The building has a centralized area where tenants and pass holders can pick up their deliveries.





### 三、公共区域消毒

### Disinfection of Public Areas



电梯轿厢、按钮每一个小时消毒一次.

Elevator cars and buttons are disinfected every hour.



大堂推拉门把手、大堂前台及检测点每两个小时消毒一次。

Lobby sliding door handles, lobby reception area and health testing stations are disinfected every two hours.

卫生间每两个小时消毒一次。

Restrooms are disinfected every two hours.





垃圾房每四个小时消毒一次。  
The refuse and compactor  
rooms are disinfected every  
four hours.





夜间采用二氧化氯泡腾片药剂，对公共区域进行全面雾状杀毒。

At night, chlorine dichloride effervescent tablet mist disinfectant is used to sanitize all public areas.



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各电梯厅配置免洗洗手液  
给客户使用.

Each elevator hall is  
equipped with hand  
sanitizer for public use.



## 四、中央空调和排水系统消毒

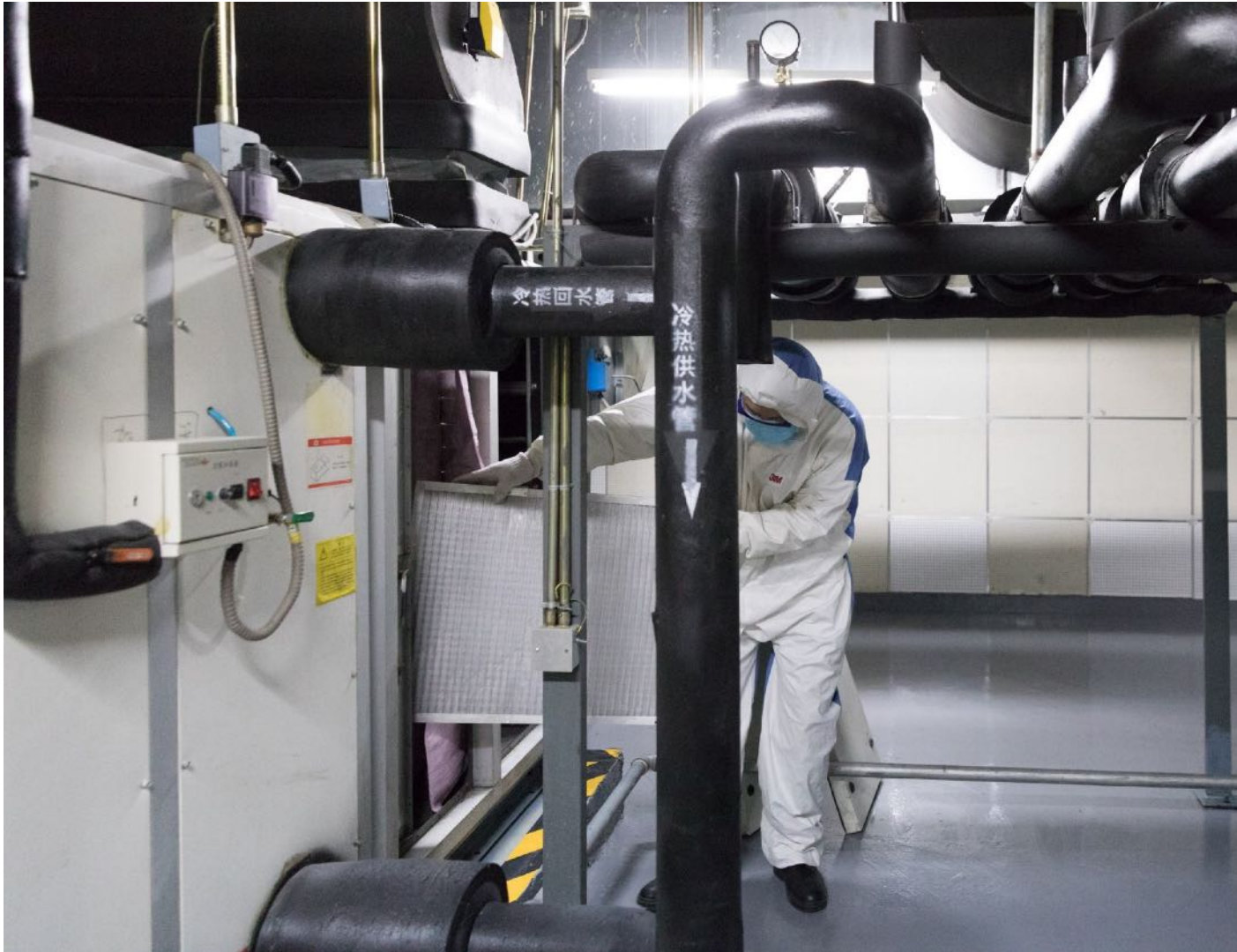
### Disinfection of Central Air Conditioning System & Drainage System



中央空调系统全新风且最大新风量运行，关闭回风阀；在室内温度可以接受的情况下，最大可能减少风机盘管的运行。

The central air-conditioning system operates with maximum fresh air volume and the return air valve is kept closed. Once the desired indoor temperature is reached, fan coil operation should be minimized.





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每周对风机盘管及空调机组的过滤器和风口进行清洗和消毒。

The filters and vents of fan coils and air conditioning units are cleaned and disinfected weekly.

设备机房每天消毒一次。  
Equipment rooms are disinfected once a day.





检查并保证排水系统水封有效, 停用中水系统, 全部改用自来水.

Check and ensure that drainage system water sealants are effective, disable the water reuse system, and use the main water supply.

地下室排水沟每天消毒一次。  
Basement drains are disinfected once a day.

## 五、其它措施 Other Measures



电梯限乘9人，并在电梯轿厢地面贴有警示线提示客户保持距离。

Elevator use is limited to 9 passengers. Warning lines are taped to elevator car floors to remind passengers to maintain social distancing.



出入口地面贴有一米安全界线提示客户进入大厦保持安全距离。

One-meter safety lines are in place at the entrance and exits of the building to remind tenants and visitors to maintain safe social distancing.



设置临时隔离区，对温度超过37.3度的客户进行隔离观察，隔离室配备应急药箱、口罩、防护服、护目镜、消毒液、酒精等防疫物资。

A temporary isolation area has been set up for tenants and visitors found to have a body temperature exceeding 37.3 °C. The isolation area is equipped with emergency medicine boxes, masks, protective clothing, goggles, disinfectant, alcohol, and other epidemic prevention materials.





通过大堂的电视显示屏对客户开展疫情防护知识的宣传，在入口张贴政府相关要求。

大楼消毒情况通过微信和微博每日向客户播报。

Information about virus prevention is provided to tenants via large screen displays in the building lobby where information about relevant government requirements is also posted.

The disinfection status for the building is shared with tenants daily on social media channels WeChat and Weibo (Chinese twitter).







已废弃防护用品集中处理:

使用过的口罩、手套、防护服等用品袋装密封，保洁人员对这些已废弃的用品统一进行消毒和清运。

Centralized disposal of discarded protective equipment:

Used masks, gloves, protective clothing and other supplies are sealed in bags. Cleaning staff sterilizes and removes these discarded supplies.



物业工作人员每日测温，须登录政府小程序填写个人身体状况，每日上午和下午两次进行测温并做好记录，工作时间内全程佩戴口罩，人流密集区着防护服作业。

Property management staff are required to have their body temperature taken and record their physical condition on a daily basis, this information is processed by a government managed software program. Staff temperature is taken and recorded twice daily, in the morning and in the afternoon. Masks are worn throughout working hours and protective clothing is used in crowded areas.

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