



The Hebe Haven Yacht Club Limited 白沙灣遊艇會
10.5 Miles, Hiram's Highway, Pak Sha Wan, Sai Kung, N.T. Hong Kong
香港 新界 西貢 白沙灣 西貢公路 10 哩半
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24 January 2020

Dear Member,

The Club is fully aware of the outbreak of pneumonia epidemic caused by a Corona virus in China and widely spread in Hong Kong. As a caring Club, our first and foremost concern are our Members' safety and the staff's wellbeing.

To tackle the possible widespread of this new Corona virus, the Club is trying our utmost effect to keep the Club safe. We are taking the necessary pre-cautionary measures including the following:

- Automatic alcohol gel dispensers have been placed in around the Club.
- Members coming through the main gate are strongly advised to take the temperature measurement at the Security Guard Hut.
- Stringent hygiene on Food & Beverage Area and Operations Area.
- All Kitchen staff **have** to wear a face mask and gloves while working at F&B Area; and **have** to perform the daily body temperature measurement to ensure they are fit to work at the Club.
- All doorknobs and handles are being cleaned and sterilized regularly.
- All staff are advised to wear a face mask and perform the daily body temperature measurement. All staff are advised to pay attention to personal hygiene and use the disinfectant hand rub regularly within the Club.
- Updated information about the Club's preventive measures on notice board, intranet, etc.

At this critical time, may we take this opportunity to request that any member may have or suspects having upper respiratory infection symptoms, such as fever, stuffy nose, cough and/or sore throat, seeks medical attention urgently with good rest at home until you are fully recovered.

We wish all Members and your family have a healthy and prosperous Chinese New Year!

Yours sincerely,

Rene Verhulst

General Manager

The Hebe Haven Yacht Club Limited





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尊貴的會員：

本會所全面關注到最近有關新型冠狀病毒肺炎之疫情。基於疫情在香港迅速廣泛傳播，作為商界展關懷企業一員，本會所首要及最關注的事項是保障會員的安全及員工之福祉。

為應對這種新型冠狀病毒有可能持續爆發的疫情進程，本會所積極確保使用會所設施之安全性，包括以下本會採取必要的預防措施：

- 於會所範圍各處設置自動酒精潔手液；
- 強烈建議所有會員在通過保安主閘時進行溫度測量；
- 餐飲部、營運部及會所公共地方採取嚴謹衛生措施；
- 所有廚房部門員工在餐飲區工作時必須配戴口罩和帶手套，並必須進行日常體溫測量以確保員工適合工作；
- 所有閘口、門把手和扶手進行定時清潔及消毒；
- 勸籲所有員工佩戴口罩並進行日常體溫測量；建議各員工注意日常個人衛生，並在會所內定時使用消毒潔手液。
- 有關會所應對疫情之最新消息及預防措施，將於會所告示板、內聯網等更新發佈。

在此關鍵時期，本會所特此謹請閣下如有或懷疑患有上呼吸道感染症狀，例如發燒，鼻塞，咳嗽和 / 或喉嚨痛等徵狀，請立即尋求專業醫療意見，並於家中休息直至完全康復。

祝願閣下闔家於金鼠年新年進步，健康快樂！

此致

白沙灣遊艇會總經理

霍豪思 謹啓

2020 年 1 月 24 日