

Guidelines for community social workers in health emergencies on conducting the social health and epidemic prevention service of COVID19 case identification

I-YOU-SHE Community Development Center, Chengdu

Funded by SANY FOUNDATION

February, 2020

Statement

Founded in 2009, I-YOU-SHE Community Development Center (I-YOU-SHE) is a 5A social organization registered in Civil Affairs. The organization is committed to the development of urban communities with the mission to “collaboratively construct communities that enjoys greater happiness”, and to cultivate community social capital via participatory approach, promoting community development.

This document was created by personnel who volunteered to get involved and negotiated jointly.

I-YOU-SHE, which managed the development process of this document and set rules promoting fairness during the negotiation, did not participate directly in the writing, or independently evaluate and verify the accuracy and completeness of information or the effectiveness of judgements given.

I-YOU-SHE will not be liable to update relevant information if there is any change in the law or the theory and practice on which the document was based, and it also has no right or intention to supervise or compel anyone to follow what is written in the document.

I-YOU-SHE’s issuing this document does not necessarily indicate that it is providing professional or other kinds of service to any individuals or groups, nor it is fulfilling any obligation to any individuals or groups.

When managing a specific situation, users should base on their own independent judgements or turn to experts for advice if necessary.

The document is copyrighted by I-YOU-SHE Community Development Center, Chengdu.

The document is funded by SANY Foundation. The content only represents the author’s point of view, not that of SANY Foundation.

This file is distributed in accordance with the Creative Commons licensing agreement, licenses of which are: byline, non-commercial use, and no derivative works.

Preface

In 2020, mainland China has witnessed the outbreak of COVID19, followed by more than 30 provinces launching the first-level response to major public health emergencies, with different parties actively mobilized to play their professional roles in the battle against the epidemic.

The management of public health emergencies is divided into two systems: professional epidemic prevention system and social epidemic prevention system. Professional epidemic prevention system depends on administrative mobilization to assign experts, doctors and medical resources, and so to improve treatment. As social epidemic prevention system is community-based and people-oriented, such works are carried out as managing households, mediating community relations and stabilizing community moods, so as to enhance community conformity and curb the spread of disease.

As one of the governance bodies of community and an important part in serving both urban and rural communities in the system, social organizations play an active role in assisting social epidemic prevention. In January, 2020, I-YOU-SHE Community Development Center joined in the epidemic prevention and control work in Chengdu province, and more than half of its employees were involved in the work. Relying on its own advantages, the organization actively explored household screening, social psychological services, community building etc. , and gave full play to the social workers' professional knowledge and skills. Moreover, I-YOU-SHE provided community epidemic prevention support services with humanistic care for residents, and met the needs of residents during the epidemic prevention period, promoting a harmonious community atmosphere and the development of social epidemic prevention work.

In order to share the experience with more social organizations and provide support for social epidemic prevention, I-YOU-SHE arranges some guidelines for community social workers in health emergencies on conducting the social health and epidemic prevention service, including suggestions on medical screening, mental health service and community building, which are based on practical experience and through behavioural research method. We hope to provide reference for community social workers and play an effective role in the public health work.

The guidelines are inevitably imperfect, so we welcome all communities and social workers to point out any insufficiency which we will try to improve accordingly.

As we respect intellectual property, we have marked all the sources of reference in the guidance.

Contents

Abstract	1
1、 Background	1
2、 Objects	2
3、 Main contents	2
4、 Tasks and key points of work	4
5、 Review and summary	10
6、 Tools.....	11

Guidelines on conducting community epidemic screening

Abstract

Based on the practical experience of I-YOU-SHE public service team, the guidelines describe how the forefront social workers actively responded to the first level emergency response of major public health emergencies initiated by Sichuan province, and how they locked on the source of infection and cut off the transmission channel. They summed up their tasks and key points, which provide practical references for following similar events.

1. Background

Faced with the sudden outbreak of COVID19, Sichuan province launched the first level emergency response of major public health emergencies on January 25th. Government clearly stated “ to conduct a comprehensive screening of the individuals returning Sichuan from badly hit areas, along with grid management in compliance with laws and regulations”, “ to effectively identify the source of infection before cut off the transmission channels, and strictly prevent the secondary transmission of imported cases, and absolutely avoid the outbreak of epidemic”.

Because of the need of social prevention and control work, the front-line community workers, who should have enjoyed a happy Spring Festival holiday, returned to work immediately on the first day of the new year and got involved in a tense epidemic prevention and control work. Due to the huge number of communities, large population and various enterprises and institutions, it became tricky that how to quickly and effectively organize community workers, volunteers and other relevant units to work together, to check input data, carry out education about epidemic prevention and control, make sure enterprises and institutions had closed their business, delayed work and resume work reasonably in accordance with relevant regulations, and effectively limit the spread of the epidemic in the community.

In the face of this situation, Chengdu I-YOU-SHE Community Development Center reacted immediately and mobilized more than 80 public service staff from the South Railway Station Street, Cujiao Street and Jinhuaqiao Street to join in the community screening work.

From January 24th to February 13th, 1,781 people who had cooperated with staff and police got examined, and there were 52,848 times of visit to households, 10,031 times of telephone inquiry, 13,750 times of random visit.

At last, 172,902 people in total were checked, 39,006 pieces of leaflets were issued, and there were 3,600 times of investigation, 284 times of hotel visits and 1,404 times of home visits. 1,294 vehicles, 87 training institutions, 60 schools, 11 nursing homes, 36 public and business places were all checked. There were 133 telephone calls to enterprises

noting the reworking conditions, 43 banners were hung for publicity, 20 courtyards were safeguarded, 73 people received care and assistance offline, and 1,980 people were served online.

Pic 1: visiting community

Pic 2: discouraging gatherings

Pic 3: applying for access cards

Pic 4: door-to-door screening

It is the experience gained after checking 13 communities, including those located at the South Railway Station Street, Cuiqiao street and Jinhuaqiao street, that gave birth to the guidelines. We hope the guidelines will be able to provide practical references for communities and social organizations that are doing COVID19 case identification or for following similar events.

2. Objects

The social workers, the “two committees” (Community Party branch committees and community residents committees), which are involved in the epidemics prevention and control work, and social organizations, property management companies, self-governance organizations, police, volunteers and other people who help in the community screening.

III main content

This guideline aims to fulfill the job requirements of community workers by providing good practice, to promote community screening and to facilitate high-quality outcomes. The main contents of it include: defining the task of community screening, describing the key points of the tasks and providing assistive tools for it.

A good practice is to use the knowledge, skills and auxiliary tools during the community epidemic prevention and screening so that the works can be done and expected outcomes and social value can be produced. However, it doesn't mean that all the contents below can be applied to all screening works, because any experience has its limits.

Working phrases	Tasks
Screening individuals entering the community	<p>Holding the community deployment meeting over epidemic prevention; Allocating medical supplies and making sure all staff acquire the epidemic prevention measures; Preparing the required information for door-to-door screening; Releasing the agenda of the community screening Carrying out door-to-door screening; Reporting the collected result to higher authorities; Handing over the work details of the day; Organizing and holding a summery meeting of the day's work; Executing the door-to-door checks; Organizing and holding a summery meeting of this working phrase;</p>
Popularizing the policies and mobilizing the epidemic prevention	<p>Holding the deployment meeting; Organizing the training of volunteers; Preparing related materials; Checking and making up for the incompleteness of the imported data; Following up on key population groups; Popularizing the policies or information about the epidemic prevention; Checking the delay of production resumption; Checking the closure of all entertainment places; Discouraging any gathering verbally; Responding to the residents' help requests Reporting and summarizing the working data and contents of the day; Repeating the daily routine; Organizing and holding a summery meeting of this working phrase;</p>
Preventing and controlling the spread of the epidemic in community	<p>Holding the work deployment meeting of the third phase; Training volunteers and preparing materials; Following up on key population groups; Popularizing the policies or information about the epidemic prevention; Assisting the street office to evaluate the re-opening conditions of businesses and catering industry; Applying quarantine to resident compounds; Screening the registered information about the returning individuals; Discouraging any gathering verbally; Responding to the residents' help requests; Monitoring the health conditions of low-income residents; Reporting and summarizing the working data and contents of the day; Organizing and holding a summery meeting of this working phrase;</p>

Phrases	Main Tasks	Subtasks	General description	Input	Output
Screening individuals entering the community	Holding the community deployment meeting over epidemic prevention	Introducing the requirements from the higher authorities	Precisely understanding and noting down the requirements in the deployment meeting; Being familiar with and interpreting related documents; The community secretary Holding a meeting;	Requirements of epidemic prevention from higher authorities; Relevant documents and reference materials	The form of work division; Emergency mechanism of epidemic prevention and control
		Uniting the thought on the epidemic prevention	Community secretary correctly introducing the importance of the epidemic prevention and control; Clearly stating the requirements and key points of the community epidemic prevention and control; Stimulating team work by the characteristics of the staff;		
		Confirming the tasks of the community	Screening all imported data; Providing residents with access for help;		
		Confirming the number of available workers	Collecting and organizing the basic data and information about “the two committees”(the communist party branch committee and the community resident committee), community workers, social organizations, police, property managements, autonomous teams and the number of available volunteers;		
		Setting the divisions of work	Establishing task force charged with joint community epidemic prevention and setting a director for each group; see more in annex 1: <i>Specialized Mode of Joint Community Prevention</i> Organizing the information about the range of the community and the number of resident compounds, courtyards, families, population and all kinds of business units; Setting networks by which directors of field inspection groups are to be assigned; Setting follow-up groups based to the		

			number of available staff; Reducing the changes of personnel and responsibilities of the follow-up groups		
		Establishing an emergency mechanism of the epidemic prevention and control	Seeing more in annex 2: <i>Emergency Mechanism of the Community Epidemic Prevention and Control</i>		
	Allocating medical supplies and making sure all staff acquire the epidemic prevention methods.	Collecting and refilling medical supplies	Collecting medical supplies that are allocated by the street office; contacting supply manufacturers for individual purchase; contacting third-party donors and collecting donated supplies;	the number of required supplies; reference materials	Supplies for epidemic prevention; The knowledge and methods of self-protection for inspectors
		Preparing to allocate medical supplies to inspectors	Masks, gloves, disinfectant, medical alcohol, protection suits and goggles		
		making sure all inspectors acquire the epidemic prevention methods;	See more details in annex 3: <i>Protection manual for front-line inspectors</i>		
	Preparing the required information for door-to-door checks	Printing register forms	Making the register forms based on the official example issued by the higher authorities	The working requirements from higher authorities; reference materials	The register forms; notice about the agenda of community screening
		Writing and printing the notice about the agenda of community screening	Avoiding complaints from residents caused by unnotified visits; see more details in annex 4: <i>Notification of Community Screening</i>		
		Writing and printing the work list of doo-to-door screening	Making sure all inspectors finish their job and avoiding rework; see more details in annex 5: <i>Task List of Household Screening</i>		The working list of door-to-door screening; Q&A Guide on doo-to-door screening
		Writing and printing Q&A Guide on doo-to-door screening	Making sure all inspectors start their job after being familiar with the working content, see more details in annex 6: <i>Q&A Guide on Household Screening</i>		

Phrases	Main Tasks	Subtasks	General description	Input	Output
Screening individuals entering the community	Preparing relevant documents for door-to-door screening	Writing and printing the documents of epidemic prevention needed in phrase 1	<p>The knowledge of pneumonia caused by the novel coronavirus, transmitting routes and methods of epidemic prevention (see more in the relevant official documents, if there isn't, <i>Annex 7 Information about Coronavirus Disease 2019 (COVID-2019)</i> shall prevail;</p> <p>The requirements of Chengdu and Sichuan province (see more in the documents issued by higher authorities);</p> <p>Providing social access to mental health counselling (see more in <i>Annex 8 Mental Health Counselling Hotlines during the COVID-19 Outbreak</i>);</p> <p>Building contact with medical resources (see more in <i>Annex 9 Information on COVID-19 related medical resources</i>) ; setting Wechat groups for each community, resident compound and building</p>	The working requirements of higher authorities; References	Information about epidemic prevention; Notifications
		Writing and printing the notice of unattended visit	Leaving the community contact information (see more in Annex 10)		
	Popularizing the agenda of the community screening	Updating online notices	Getting familiar with online access to the community (see more in Annex 4: <i>Notification of Community Screening</i>)	References	Online notification of screening agendas
		Telephoning the property management and autonomous teams to notify the working agenda	Establishing the contact information list of each property managements and autonomous teams; Posting agendas		
	Executing the door-to-door screening	Contacting property managements and autonomous teams	Stressing the importance and necessity of epidemic prevention; Requiring property managements and autonomous teams involving in the screening	Participants (members of the two committees/community works/volunteers/policemen and policewomen/ members of property managements and autonomous teams)	Posting notification of screening agendas to designated places
		Posting notifications about the screening	Bulletin boards, gates of resident compounds, elevator shafts		

		Screening residents with epidemic symptoms	Participants: 2 people per team; 1 member of the two committees/community works/volunteers/police + 1 member of property managements/autonomous teams; See more details of screening in Annex 6: <i>Q&A Guide on Household Screening</i> ; Clearly filling out the register forms Assisting property managements and autonomous teams and Setting up Wechat groups (of resident compounds and buildings)		
		Screening businesses	Participants: 2 people per team; 1 member of the two committees/community works/volunteers/ property managements/autonomous teams + 1 policeman/policewoman; See more details of screening in Annex 6: <i>Q&A Guide on Household Screening</i> ;	Participants (members of the two committees/community works/volunteers/policemen and policewomen/ members of property managements and autonomous teams)	Residents, businesses, hotels/B&Bs, register forms for suspected cases, information of suspected cases
		Screening hotels and B&B	Participants: 2 people per team; 1 member of the two committees/community works/volunteers/ property managements/autonomous teams + 1 policeman/policewoman; See more details of screening in Annex 6: <i>Q&A Guide on Household Screening</i> ;		
		Report the information about suspected cases	Collecting and reconfirming the information of suspected cases and reporting them to community secretary, street resident office and community health care center; According to the inspection result, taking the next step according to the prescribed procedure		

Phrases	Main Tasks	Subtasks	General description	Input	Output
Screening individuals entering the community	Reporting the collected result to higher authorities	Interpreting the reporting media, subject, requirements of filling the forms and time of reporting; Organizing the data and reporting it	Information teams organizing the working data of the day; Reporting by the requirements, for different departments have each own forms and reporting time	official example and requirements issued by the higher authorities	Forms of working data
	Handing over the work of the day	Handing data over property management or autonomous teams	The time of handover: the moment of changing shift The content of handover: register forms which show unattended visits, subjects of intensive watch and the right way of filling out the form	Staff of property managements and autonomous teams	The contents of handover
	Organizing and holding a summery meeting of the day's work	Summarizing the status of all teams	The Community secretary organizing the meeting on the work of the day The head of each team summarizing their status	The staff of the "two committees"/community workers/volunteers	Brief report of the day's work
		Checking the progress	Distributing the workload of each day for the overall community tasks		
		Summarizing the experiance of success	/		
		Sorting out the existing difficulties	/		
		putting forward Suggestions	Teams innovating or Comparing and analyzing the working methods of other communities		
		Reviewing the progress of the day's work	/		
	Clarifying the agenda of the next day	Clarifying directors, specific workloads and standards			
	Executing the door-to-door screening	Executing the door-to-door screening till no one is left behind	Same as above	/	/
	Organizing and holding a summery meeting of this working phrase;	Praising the hard work of all staff	Community secretary holding a meeting and motivating the staff	/	Records of the summary meeting
		Summarizing the status of current phrase	Knowing whole community tasks of the first phrase; Organizing the list of unattended visits in phrase 1		
Reviewing and summarizing the function of the working mechanism		Reviewing, summarizing and putting forward suggestions			

		Reviewing and summarizing the teamwork	Directors of each team Reviewing, summarizing and putting forward suggestions		
		Summarizing the experience of success	/		
		Sorting out the existing difficulties and putting forward Suggestions	Allowing staff to appropriately vent their emotion Guiding the staff to convert from being trapped to providing suggestions or solutions		

Phrases	Main Tasks	Subtasks	General description	Input	Output
Popularizing the policies and mobilizing the epidemic prevention	Holding the community deployment meeting over epidemic prevention;	Clarifying the working contents of the second phrase	Checking and making up for the incompleteness of the imported data; Following up on key population groups; Popularizing the policies and information; Checking the delay of production resumption; Checking the closure of all entertainment places; Discouraging any gathering verbally; Responding to the residents' help requests;	The requirements of higher authorities	/
		Confirming the numbers of available workers	Scaling up the community committee and autonomous teams; Enlarging the number of volunteers; Higher authorities sending people to the lower division and social organizations	/	/
		Clarifying the division of the work	Applying the teamwork principle, pairing experienced works and freshmen; Precisely understanding the methods of screening and recording, avoiding leaving the freshmen alone	/	The form of the division of work
	Organizing the training of volunteers;	Establishing the data base of volunteers	Confirming the background, personal information and capability of volunteers Suggesting them buy insurances to reduce the risks	/	Log sheet of volunteers
		Carrying out epidemic prevention training	The training contents: introduction of the epidemic, the contents and requirements of the community works, measures on epidemic prevention, disciplines, Introducing the working skills and requirements of each task; Allocating the workloads according to the capabilities of each volunteer	/	Training of the volunteers
		Preparing the	Organizing the list of supplies	Preparing working materials according to	Working

	relevant materials	Preparing supplies according to the list	phrase 2 and making a comprehensive list	requirements	
		Checking the status of the supplies			
	Checking and making up for the incompleteness of the imported data	Assisting property management and autonomous teams in screening	The staff members should be the same as the previous phrase	Data of the previous phrase	The data chart after filling in the vacancies
		Carrying out the second door-to-door screening			
		Carrying out telephone screening			
	Following up on key population groups;	Securing the supply of daily necessities	Property managements and community being assists, contacting the third-party resources	Following up all staff	The progress of quarantining the key population groups
		Monitoring health condition	1 member of community health care center + 1 member of the two committee + 1 policeman/policewoman		
	Popularizing the policies and information about epidemic prevention	Posting information about epidemic prevention	Posting documents as the higher authorities requires	The requirements of higher authorities	Popularizing the measures of field visits
		Hanging banners			
		Innovating the methods of popularization	Doing loop playback broadcast at the gates of resident compounds, broadcasting in the compounds, using mobile stereos to broadcast, making jingles, and using drones to broadcast		
	Checking the delay of production resumption	Carrying out Telephone inquiries	industry and business directory of the district (enterprises, shops, education institutions, state-own enterprises and construction fields)	industry and business directory	The status of the delay of production resumption in the district
		Carrying out Field visit checks	Participants: 1 community worker + 1 member of the two committees/police + 1 director; Asking for the information about business and property managements in field visits		

Phrases	Tasks	Sub-tasks	General description	Input	Output	
Informing the policies and stimulating the epidemic prevention	Checking the closure of all entertainment places	Field visit and inspection	Participants: 1 member of the two committees / community worker + 1 policeman/policewoman + 1 director; acquiring the location of the hidden mahjong parlors; Encouraging residents to supervise and reporting each other	Industry and business directory	Closure of all entertainment places in the district	
	Discouraging gathering verbally	Field visit to public places, such as parks, squares etc. Discouraging any gathering verbally when found	Participants: 1 member of the two committees/ 1 community worker + 1 policeman/policewoman. Requirement: Using good communication methods to understand the gathering places in the community	Places where people gather in the community	No gathering in public places	
	Responding to the residents' request for help	Handling residents' help requests	Knowing precisely the needs of residents and dealing with them as best as the community can; Turning to the third parties for help if there is any need that cannot be fulfilled;	Communicating clearly with third parties, and clarifying the concrete contents of the requests; inspectors of the door-to-door screening section docking with the residents;	Help requests directly from residents or from third parties	Records of handling Residents' requests
		Following up with third parties for help				
	Reporting and summarizing the working data and contents of the day	the same as the previous phrase	/	Templates and requirements issued by higher authorities	The form of the working data	
	Reporting and summarizing the working	the same as the previous phrase	Information team writing the brief report of the community epidemic prevention of the day	/	The brief report of the day's work	

	data and contents of the day				
	Repeating the daily routine	Continuing community mobilization until the end	The main points of work: the same as the previous phrase	/	/
	Organizing and holding a summary meeting of this working phrase	the same as the previous phrase	/	/	The minutes and summary of the meeting
Preventing and controlling the spread of the epidemic in community	Holding the work deployment meeting of the third phrase	the same as the previous phrase	Focuses: Following up on key population groups, informing the knowledge of epidemic prevention, Verifying the condition of the resumption of work, carrying out the quarantine of Community / Courtyards, registering the information of the returning individuals, discouraging gathering verbally, handling residents' requests, Monitoring the health condition of the people in extreme difficulty.	The requirements of the medical screening issued by the higher authorities	Minutes of the meeting
	Training volunteers	the same as the previous phrase	/	/	The register form of volunteers ; the training of volunteers
	Preparing for supplies	the same as the previous phrase	/	Working requirements	Materials in place
	Following up on key	the same as the previous phrase	/	List of quarantined individuals	Progress of key

	population groups			and staffs who tracking their conditions	population groups
--	-------------------	--	--	--	-------------------

Working Phrases	Working Tasks	Sub-tasks	General description	Input	Output
Communities prevent epidemic spread	Popularizing the policies or information about the epidemic prevention	the same as the previous phrase	/	Requirements from the higher authorities	Informing the measures of the actual practice
	Assisting the street office to evaluate the re-opening conditions of businesses and catering industry	Sending application forms to property management companies	The street offices taking the main responsibilities with the assistance of communities Businesses parts: property management carrying out pre-checking, Community confirming signatures; street office rechecking the signatures; the relevant department of street office dealing with the opening of catering businesses with the assistance of Volunteers for Annexes	Requirements from the higher authorities	the work resumption of businesses and catering industry
		Assigning staffs to monitor office buildings			
		Checking the condition of the resumption of work			
	Applying quarantine to resident compounds	Making and issuing temporary entrance cards	Contacting the advertisement companies to make a temporary entrance cards according to the requirements from the higher authorities	Temporary entrance cards, registration forms, thermometer guns	The record of the appliance of entrance cards; the registration forms
		Monitoring communities and courtyards	Supervising the practice of the quarantine; Measuring body temperature of out-going residents and passengers in the vehicles; registering the information of the individuals returning from outside the city		
	Screening the registered information about the returning individuals	Checking and filling any missing data	Inspectors of the previous phrase following up with the residents	screening and monitoring staffs	Registered information of individuals returning the region
Registering at gates		Participants: 1 member of property management / autonomous group + 1 community worker / two committees' member + 1 policeman/policewoman			

Discouraging any gathering verbally	the same as the previous phrase	/	Gathering places in the community	No crowd gathering
Responding to residents' help requests	the same as the previous phrase	/	Help requests directly from residents or from third parties	Records on handling residents' requests
Monitoring the health conditions of low-income residents	Monitoring the health condition of the people in extremely difficulty daily	Inspectors of early screening and Care and assistance center; Establishing the name list of people in extreme difficulty	Name list of people in extreme difficulty	Monitoring File Form
Reporting and summarizing the working data and contents of the day	the same as the previous phrase	/	Templates and requirements submitted by higher authorities	The forms of working data to be submitted
Organizing and holding a summary meeting of this working phrase	the same as the previous phrase	/	The members of the two committees / community workers / volunteers participate	The brief working report of the day

			d in the work of the day	
Organizing and holding a summary meeting of this working phrase	the same as the previous phrase	/	The members of the two committees / community workers / volunteers participated in the work of the day	minutes of the Work summary meeting

V .Review and summary

This work guideline reviews and sorts out the various work contents from the initiation of the first-level emergency response in Sichuan Province, and it divides the community screening work into screening individuals returning the community, informing policies to mobilize epidemic prevention, and preventing the spread of covid-19 in communities according to time.

In order to assist the community workers to clarify their ideas, work contents and work process, we organized the public data of the screening work and summarized the tasks, key points and assistive tools of the following districts: he South Railway Station Street, Tuqiao Street, Jinhuaqiao Street, and Yulin East Road Community in Wuhou District. We hope that it can provide examples for the community screening works and experience for similar health emergencies in the future.

Through the reflection on the community screening works, we can summarize the key points of future public health emergencies: one is to apply quarantine to resident compounds; the other is door-to-door checks and the registration of individuals returning the community and the grasp of the population flow in the area. The third is to inform the epidemic information in accordance with the requirements from higher authorities and to mobilize the residents of the community to protect themselves, and to strive for the cooperation of all relevant parties in the community; the fourth is the safety and protection of the community workers.

The work tasks and key points in this guideline cannot represent all the works carried out in communities. There may be some inconsistencies with the actual situation of the community, and there are also shortcomings and deficiencies, so we are open for suggestions.

VI. Assistive tools

Assistive tools are the various templates, checklists, charts, decision boards, speeches, and other materials that community inspectors help them with at work. The following are the required assistive tools.

in the description of the general work points in Part IV above:

Annex I: 《Specialized Mode of Joint Community Epidemic Prevention》¹

《specialized mode of joint community prevention of xx community》		Coordination and Command Group		
		Leader: Community Secretary		
		Assistant: 1		
Information Analysis and Publicity Group	Data Statistics and Summary Group	Field Inspection group	Quarantine and Support group	Logistics Support group
1 group leader (community director)	1 group leader (Report Specialist)	1 group leader (security and joint prevention)	1 group leader (Civil Social Worker)	1 group leader (Finance)
Analysis Specialist 1	1 technical specialist	2 deputy team leaders	medical Volunteers	1 distribution assistant
1 publicity Specialist	1 Statistics processing Specialist	Gate service post	Volunteered supplies buyer	
1 publicity matrix	Volunteers are acceptable	Business service post	Volunteered mental consultant	
Volunteers for Annexes		Building service post		
		Emergency service post		
		guidance service post		

Elaborations			
Position Title	Personnel	Responsibility	Delivery standard
Coordination Command Group	Director: Community Secretary 1 assistant	1.coordinate the overall deployment of work 2. Organizing daily deployment meetings 3. Organizing daily review meetings	Holding a co-ordination meeting everyday at 9:00a.m.-9:30a.m; assistants recording the meeting and

		<p>4. gathering team leaders to standardize the working measures and forms and to improve the working contents</p> <p>5. Cooperating with various working groups to work directly with relevant departments.</p>	<p>giving feedbacks; establishing the coordination group to supervise and coordinate the progress; holding the daily review meeting from 17:00-18:00 to confirm the excellent measures and correct mistakes</p>
--	--	--	---

1. Source: Zhou Lingxu. 《Special Work Mode on Joint Community Prevention of COVID-19》 (EB/OL) .Chengdu new Jiyuan Social Work Service Center official WeChat public account,2020-02-11. Copyright belongs to the author.

Elaborations			
Position Title	Personnel	Responsibility	Delivery standard
Information Analysis and publicity Group	<p>Team leader: community director;</p> <p>team members</p> <ol style="list-style-type: none"> 1. An Information Processing Specialist 2. An analysis Specialist 3. workers of the property management company of each resident compound 4. WeChat Group Administrators of Each Building (3) 	<p>Receiving official documents and work requirements and updating the latest working standards daily;</p> <p>Updating the information about epidemic prevention every morning and evening, making it a brief report of epidemic prevention</p> <p>Updating the measures of epidemic prevention daily</p> <p>Building a publicity matrix (WeChat group).</p> <p>Supervising properties managements, housekeepers every day and responding to public questions in communities in order to reduce public panic</p>	<ol style="list-style-type: none"> 1. Releasing the information about community epidemic prevention every morning 2. helping property managements in standard response 3. Posting the morning report of epidemic prevention at 9:00a.m. everyday 4. Releasing noon news at 1:00 pm 5. Releasing the community communication of epidemic prevention 6. Responding to the feedbacks and questions from residents in the group

Elaborations			
Position Title	personnel	responsibility	Delivery standard
Statistics and analysis group	<p>1 group Leader: A member of the two committee</p> <p>Team members: 1-2 statistic processing technician(s)</p>	<p>Summarizing the data of door-to-door visits, volunteer services and supply consumption, etc.</p> <p>Summarizing and reporting forms from all departments</p>	<ol style="list-style-type: none"> 1. Developing a standardized data processing form or tool 2. Completing the summery of all data before 18:00 every day
Field Inspection group	<p>1 group leader: A member of the two committees</p> <p>Team members 1 deputy leader, responsible for contacting volunteers, Volunteers for Annexes, homeowner</p>	<ol style="list-style-type: none"> 1. doing a comprehensive screening to the residents 2. supervising inspection carried out by the property managements and making a comprehensive record on the visitors 	<ol style="list-style-type: none"> 1. setting a door-to-door screening team and an entrance screening team 2. managing the information of volunteers and starring the standardized training 3. screening the data well

	association and the managers and housekeepers of all resident compounds	3.recording and summarizing the relevant data 4. forming 5 particular groups, where guards, business circles, annexes, inspection and supervisions and reserve endorsement are involved.	4. smoothing the moods of residents well 5. informing the public of necessary knowledge well
--	---	---	---

Elaborations			
Position Title	personnel	responsibility	Delivery standard
Quarantine and Support group	<p>Team leader: one member of the two committees</p> <p>Team member: 1 social worker 1 physician Several property managements staff 1 psychological consultant Volunteers are acceptable (online)</p>	<p>Managing the individual cases of self-quarantine well</p> <p>Coordinating the supply aids, phycological aids and medical aids of the quarantined people</p> <p>Updating the information of the people discharged from quarantine</p> <p>Recording the work data and statistics well</p>	<p>1. establishing Wechat groups altogether</p> <p>2. Summarizing the shopping list of each family at 9:00pm every evening</p> <p>3.volunteers gathering together at 9am the nest day buying supplies for each family and charging them separately</p> <p>4. workers of property managements delivering supplies after 11am; beginning online social services and psychological consulting in Wechat group from 10am to 7pm</p> <p>5. The team leader, the physician and other doctors coming to record the basic health condition</p>
Logistics Support group	Team Leader: Community Finance	Donating supplies well;	1. summarizing the requested supplies

	director Team Members Buyers and delivery men	Buying supplies Looking for necessary supplies such as masks, thermometer and sanitizers; Delivering supplies quickly	at 9am everyday 2. responding to any need of supplies of any department in 30mins 3. making a record of the consumption of supplies at 5pm everyday
--	---	---	---

Annex 2 emergency mechanism for community epidemic prevention

1. establishing 3 levels of inspection mechanism on basic level

In order not to spread the infection, workers of each resident compound and annexes are not allowed to contact with individuals with epidemic symptoms without instructions. They must report the information immediately and wait for the professional.

Establishing inspection mechanism at gates: guards and securities need to register the information of the people entering the compounds and report to the directors of the resident compound and Volunteers for Annexes in 10 minutes, once spotting an individual comes from Wuhan or has suspected fever. The Volunteers for Annexes must inform the director of the community in time and report to the street residents office after verifying the information with the worker on duty.

Establishing nearby recording mechanism: each autonomous team, resident compound committee and property management need to put more importance on informing residents the knowledge of epidemic prevention, mobilizing neighbourhoods to report to the guards if a relative comes back from Wuhan. They should encourage residents to seek medical care in hospital once having suspected fever, and to report to the director of the resident compound. The director must report to the Volunteers for Annexes in 10 minutes.

Establishing emergency mechanism of community: each Volunteer for Annexes and worker on duty need to report to the director in 10 minutes after receiving the report of the epidemic, and they need to enter the reported location with the director of the community to verify the information (avoiding face-to-face talking) and to report to the street residents office. The director needs to organize a field visit to the location, report the situation to the street residents office and other relevant departments and initiate emergency mechanism of community.

2. establishing an emergency mechanism of joint epidemic prevention

An emergency mechanism of joint epidemic prevention needs to be established with neighbour communities and a unity need to be formed to deal with emergency. During the spring festival, Dongyu community, Yubei community, Nijiaqiao community and Qingchundao community established an emergency response team, each assigning a liaison to communicate with. Once an epidemic situation

occurred in a community, it should contact the liaisons of other communities, and the liaisons should coordinate the staffs and social strength of their districts to reinforce it. In this way, available human resources in the work of epidemic prevention during the spring festival increased a lot.

3. establishing a patrol-and -report mechanism

Everyday a patrol staff need to be assigned to make contact with each resident compound under the leadership of the director of the community, who cannot leave Chengdu city. The patrol information needs to be reported 3 times a day to directors (9am, 1pm and 10pm), two of which is to reported to the street residents office.

4. establishing informative tracing and responding mechanism

An information inspection team is to be established, which organizes the Volunteers for Annexes to play a leading role in the two-way tracking of all the information in the area. While this team tracking the progress of all departments and health care center, it also tracks two times the health condition of the objects of epidemic prevention as well as their families and the status of the community warning system, and report the information to the directors. Staffs are to be assigned to establish a information conveying team, which directs the Volunteers for Annexes to make and update written summery of all the information about screening and to convey the process to director group at an appropriate time. the tone of relevant information needs to be unified by the director of the team before it is reported to Yulin street office. A coordinate team needs to be established to be responsible for online and offline coordination and communication of the leading group, police stations, communities, streets and health care centers.

5. establishing an emergency logistic mechanism

The community office needs to prepare emergency supplies such as, masks, gloves, flashlights, thermometers, sanitizers and Chinese medicine, etc. in case of emergency. Specialized buyers can save their time buying a small amount of supplies by only reporting to the director of the community and not undergoing the governmental procedure. Each director of resident compound needs to assign volunteers specialized in assisting the purchase. The allowance of the volunteers will temporarily come from the community.

The mechanism above will be adjusted and amended in the real practice.

Yulin East Street communist branch office, street residents office

January 22, 2020

Annex 3: Protection Manual for Frontline Inspectors¹

As we have been successively conducting community screening over the country, staffs (civil servants, property management personnel, community staff, and their families)

¹ Sally. *Announcements about the Screening (EB/OL)*. (chungxiangxiang). 27/01/2020.

who are appointed to the frontline must read the manual carefully. Please remember that protecting yourselves is also protecting your families!

I. Guide for Frontline Inspectors

General principles of protection:

1. Do not expose your body; 2. Timely disinfection.

1. Mask

- 1) N95 masks and surgical masks are the most useful ones, but if you don't have any, others are of some use, too. So, wear any mask you have.
- 2) Wear a mask if you have to go outside.
- 3) Distinguish the inside and outside and up and down of masks, i.e., the light surface is the inside of masks, which is close to mouth and nose, and the dark surface is the outside of masks; the metal strip (nose clip) side is the upside of masks. When wearing disposable medical masks, fully unfold folded surface, and cover mouth, nose and lower jaw entirely, then compress nose clip, so that masks and face are closed with each other. Wash hands before wearing medical masks and avoid touching the inner side of masks while wearing masks to reduce masks pollution risk.



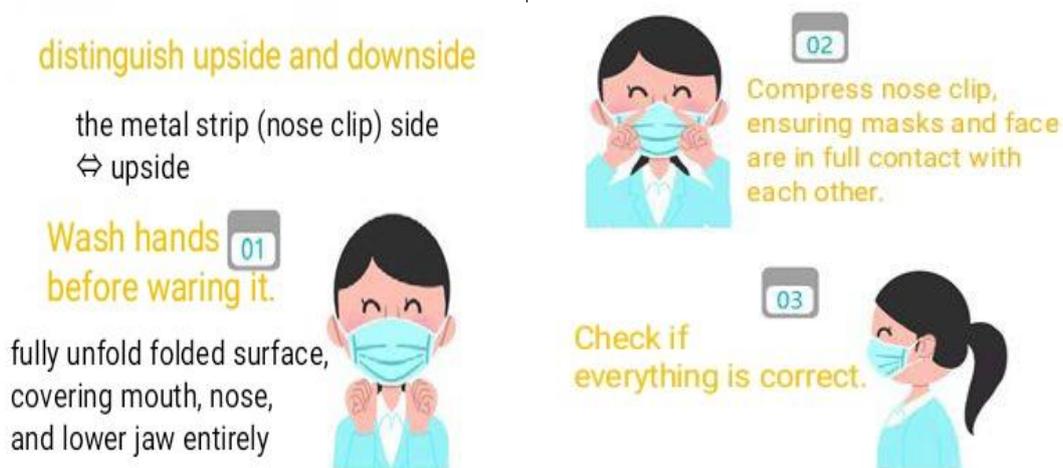
Wear medical masks correctly

Distinguish the inside and outside

according to the wrinkle

downward ⇔ outside upward ⇔ inside





(Image: WestChina_Hospital: “Can I go out happily if I’m wearing a mask?” “Please wear it correctly!” the infection control experts said.)

- 4) Replace masks every 4 hours; avoid wearing reversely, and even both sides.
- 5) Replace it if it is damp, damaged, contaminated during wearing, or if you are having an obvious difficulty in breathing.
- 6) Do not use the mask again once it is taken off and discard it in the trash can. Disinfect or wash hands before and after touching the mask.

2. Eye/face Protection

- 1) Goggles and protective masks are the most useful ones, but if you don’t have any, please wear the glasses you have.
- 2) Wear goggles, protective masks or glasses if you have to go outside.
- 3) Wearing glasses or masks can effectively protect faces from viruses because people always touch their faces unconsciously (helmet, windshield, plain glass spectacles, sunglasses, swimming goggles are optional).

3. Hand Protection

- 1) Disposable gloves are the most useful ones, but if you don’t have any, please wear other gloves you have.
- 2) Wear gloves if you have to go outside.
- 3) Medical disposable gloves, disposable plastic gloves, dishwashing gloves, industrial cotton gloves, leather gloves and other common gloves are useful and optional.
- 4) To avoid inconvenience to work, thick cotton gloves are not recommended. So it’s better to wear fitting gloves.
- 5) Don't take the gloves off in any public place, whether you are on a subway, a bus or anywhere else (offices, banks, hospitals, others’ houses and so on), because you can’t see if he or she is a virus carrier or not.
- 6) Replace gloves every day and wash them carefully. Don’t wear damp gloves.

- 7) Be careful when washing gloves because dirty gloves are also a source of virus. To avoid dirty water splashing on the face or anywhere in the house, don't wash gloves under faucets directly, instead, soak them in disinfectants.
- 8) Never touch your face or eyes with your hands, no matter how itchy they are.
- 9) If you have to take off gloves, you must disinfect or wash your hands carefully before putting them back on.
- 10) Be careful of the doorknobs. It is best to open and close the door with your elbows and shoulders.
- 11) Never touch the doorknobs without gloves. Otherwise, disinfect or wash hands immediately. If someone in your family is ill, clean the doorknobs regularly. Similarly, be careful of everything that can be held in hand such as banisters, tables, mobile phones, toys, laptops, etc.

4. Coat

- 1) Protective suits and white gowns are the most useful ones, but if you don't have any, please wear long coats or raincoats.
- 2) Wear a protective suit, a white gown, a long coat or even a raincoat (to the knee or ankles) if you have to go outside.
- 3) Zip up or button up the coat, otherwise it is useless.
- 4) The coat can protect the internal clothing from contamination. Don't leave it randomly, instead, disinfect it with alcohol and hang it in a ventilated place as soon as you get home.

5. Head Protection

- 1) Disposable surgical caps are the most useful ones, but if you don't have any, please wear other caps you have.
- 2) Wear a cap if you have to go outside (disposable surgical caps, peaked caps, etc.
- 3) A cap can prevent hair from being polluted effectively. Women should wear their hair up and then the cap. Don't wearing loose hair, otherwise your cap becomes useless.
- 4) Don't leave the cap randomly, instead, disinfect it with alcohol and hang it in a ventilated place as soon as you get home.
- 5) Discard the disposable surgical cap after disinfection.

6. Always Carry Disinfectants.

- 1) 75% alcohol, 84 disinfectant, hand sanitizer.
- 2) Always carry 75% alcohol, 84 disinfectant, hand sanitizer, etc. if you have to go outside.
- 3) It is more convenient to put the disinfectants in a spray bottle.
- 4) Disinfect hands and materials between two households.
- 5) Always be aware of disinfection and don't be careless.

II. Announcements about the Screening

1. Don't Enter Any House.

Don't enter people's houses. Everything of the screening should be done at the door and make sure to keep a certain distance from each other because you may be a source of pollution after contacting with so many people.

2. Keep a Certain Distance.

Wait more than one meter away from the door after knocks. People may not be wearing masks when they open the door, so close contact is not allowed.

3. Disinfect Supplies and Materials in Time after Transfer.

Disinfect pens and hands before giving materials to others.

4. Remind People to Wash Hands.

Remind people to wash their hands and disinfect the materials just received after closing the door.

III. What to Do When You Get Home

1. Disposable Items

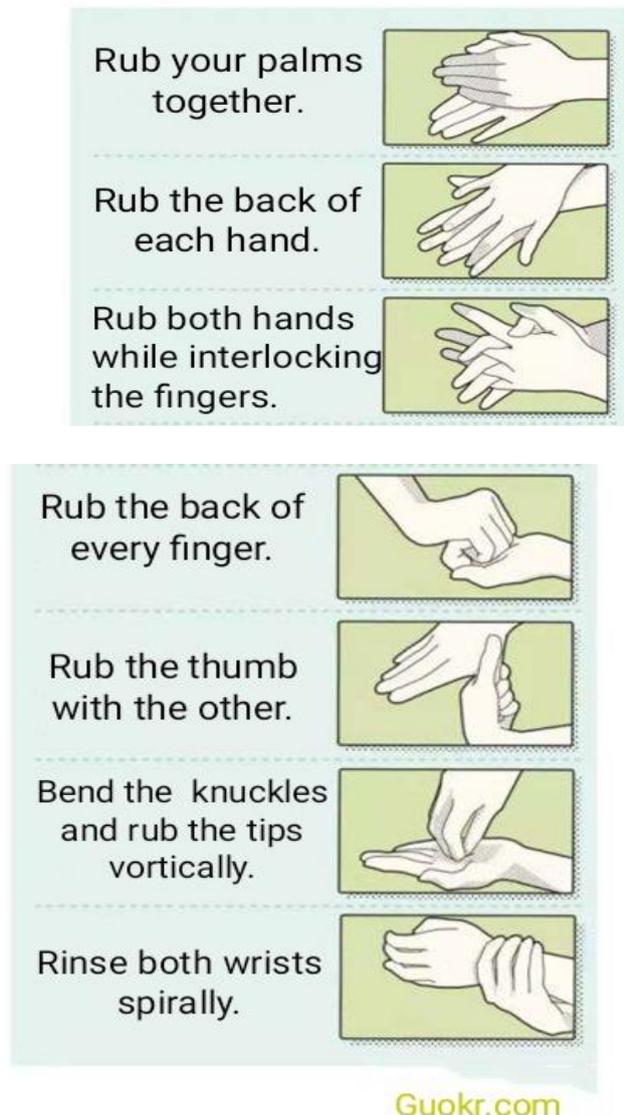
Disinfect disposable items such as masks, gloves and caps, wrap them in a garbage bag, and then throw it outside the door.

2. Reusable Items

Disinfect reusable items such as coats, glasses, caps, mobile phones, keys, shoes and pants and then put them in a ventilated place.

3. Seven-step Hand-washing Method

Seven-step Hand-washing Method



(Image: Guokr.com)

4. Take a shower and get changed in time.

Don't contact with your families especially kids and elderly until you get these four things done because they have extremely poor immunity. No hugging, kissing, sharing a cup or a meal, etc.

Annex 4: Notice of Community Screening

NOTICE

Dear friends in the community,

Happy New Year! Due to the COVID-19 outbreak, we will initiate Sichuan first-level public health emergency response in accordance with the regulations and laws. To better target the source of infection, cut off transmission routes, provide better epidemic prevention, and thus try the best to protect people's health and safety, we will screen for COVID-19 by examining those who comes back from more serious areas. In order to pinpoint the source of infection, to cut off the route of transmission and avoid imported cases, secondary transmission and the coronavirus outbreak, we will implement grid management in accordance with the regulations and laws.

Therefore, the community will then carry out the door-to-door screening work immediately. Thank you for your understanding and cooperation. Contact us if you have any questions or suggestions.

To provide better epidemic prevention, joint efforts of all of us are needed. So please remain aligned to the rules, take some useful preventive measures, and never take it lightly.

XX Community

TEL: XXX-XXXXXXXX

22/03/2020

Annex 5: Task List of Door-to-door Screening

- 1) Check and see if the materials are complete.
- 2) Contact with property companies or autonomous teams, and discuss the screening work and confirm companions.
- 3) Put up notices about epidemic screening at the gate, bulletin board, and in the lifts.
- 4) Fill out the registration forms while carrying out door-to-door screening work.
- 5) Summarize the screening work with the property companies and autonomous teams every day after work and transfer the registration materials.
- 6) Attend the review meeting every day.

Annex 6: Q&A Guide on Door-to-door Screening

- 1) Hello, I'm a member of XX Community. My name is XX. (If he or she is a foreigner, ask if he or she can speak the native language or English.)
- 2) To meet the epidemic prevention and control needs, we will register information and check the residents living in this house.
- 3) What is your name? May I know your nationality (for foreigners)?
- 4) How many people live in this house?
- 5) Do you or any of your family members return from more serious areas within two weeks? (If yes, ask for more details about when and how and so on.)
- 6) Have you or your families ever contacted with returnees from more serious areas within two weeks? (If yes, ask for more details.)
- 7) Have you or your families contacted with confirmed patients or suspected cases? (If yes, ask for more details.)
- 8) Recently, do you or your families have cough, fever, fatigue and other symptoms? (If yes, ask for more details.)
- 9) Please read the publicity materials carefully. Please contact us if you have any requests.
- 10) Thank you for your cooperation.

Annex 7: Information about COVID-19

Learn information about COVID-19 from the article *How to Prevent coronavirus infection? Read this article! Including a list of 197 hospitals with fever clinics in Chendu* posted by West China Hospital, Sichuan University on its official WeChat account, as shown below:

新型冠状病毒咋个预防？就看这一篇！内附成都197家发热门诊医疗机构名单

四川大学华西医院 1月20日

How to Prevent coronavirus infection? Read this article! Including a list of 197 hospitals with fever clinics in Chendu

West China Hospital, Sichuan University

January 20

深圳市卫生健康委员会
深圳市疾病预防控制中心

Picture Source:

Shenzhen Municipal Health Commission

一图读懂

“武汉肺炎” 新型病毒怎么防？

[How to Prevent Coronavirus Infection](#)

Annex 8: Mental health Care Access during the Epidemic

The contents of the list below are collected publicly and comprise Chendu’s mental health resources available during the COVID-19 outbreak. There data may be incomplete and does not include all the mental health services in Chendu. We are sorry if the services you need are not included in the list.

1.Free mental health counselling of The Fourth People’s Hospital of Chengdu

Hotline: 96008 (24 hours);

Online appointment by QQ: 3177808621 (8:00-12:00, 14:00-17:00)

2.“COVID-19 related psychological intervention hotline and online consultation” of West China Hospital, Sichuan University:

Hotline: 028-85422114 (press 4 for COVID-19 related consultation, 9:00-21:00)

3.“Care Campaign” mental health services against COVID-19 of Chengdu Social Care Assistance Center:

Hotline: 028-87371612

Contact: Wang

4.COVID-19 related mental health hotline of Chengdu Hi-tech Zone:

Hotline: 028-85337950

5.Social organization mental health consultation group of Wuhou District:

Hotline (WeChat): 13658053432

Contact: Yin Li

6.Campaign against COVID-19 of Shuangliu District:

Hotline: 028-61910513(9:00-18:00)

17380463806(9:00-18:00)

15378193785(9:00-18:00)

Period: Feb.5-29, 2020

7.Sub-district Social Care and Assistant Centre of Wuhou District:

South Railway Station- Yulin Sub-district Social Care Assistant Centre:

Hotline(WeChat): 19934468557

Wangjiang Road Sub-district Social Care and Assistant Centre:

Hotline(WeChat): 19934467212

Jiangxi Street-Hongpailou Sub-district Social Care and Assistant Centre:

Hotline(WeChat): 19934465685

Jitaoqiao-Jinyang Sub-district Social Care and Assistant Centre:

Hotline(WeChat): 19934465275

Huaxing - Cujin Sub-district Social Care and Assistance Center:

Hotline(WeChat): 19934464553

Jinhuaqiao-Cuqiao Sub-district Social Care and Assistant Center:

Hotline(WeChat): 19934465112

Annex 9: Information on epidemic-related medical resources

Reminder

Dear community residents:

At present, the novel coronavirus pneumonia is spreading. In order to get an early detect, early treat and a better prevention of the disease, please seek medical assistance in the community health center in time if you have symptoms of fever, cough, fatigue etc.

Tel: XXXXXXXXX (community health service center)

XXX (the contact)

The List of 197 Medical Institutions with Fever Clinics in Chengdu		
District (City) County	Name of Organization	Address
Tianfu New District	Chengdu Tianfu New	No.97, Zhengbei Upper Street, Huayang

	District People's Hospital	Sub-district, Tianfu New District, Chengdu
	Sichuan Gem Flower Hospital	No.26, Tongji Lane, Huayang Sub-district, Tianfu New District, Chengdu
Hi-tech Zone	Chengdu Integrated TCM&Western Medicine Hospital	No.18, Wanxiang North Road, Hi-tech Zone, Chengdu
	Chengdu Hi-Tech Boli Hospital	No.1, Gaopeng East Road, Hi-tech Zone, Chengdu
	Chengdu High-tech Pukang Hospital	No.13, Shenxianshu North Road, Hi-tech Zone, Chengdu
	University of Electronic Science and Technology of China Hospital (Qingshuihe Campus)	No.2006, Xiyuan Avenue, Hi-tech Zone (West Zone), Chengdu
	Chengdu Shang Jin Nan Fu Hospital	No.253, Shangjin Road, Hi-tech Zone(West Zone), Chengdu
	Sichuan Provincial Fourth People's Hospital	No.57 Chengshou East Street, Chengdu
	Chengdu Second People's Hospital	NO.10, Qingyun South Street, Jinjiang District, Chengdu
	Public Health Clinical Medical Center of Chengdu	No.377, Jingming Road, Jinjiang District, Chengdu
	PLA Western China Air Force Hospital	No.317 Shunjiang Road, Jiuyan Bridge, Jinjiang District, Chengdu
	Sichuan Jinxin Women&Children Hospital	No. 66, Jingxiu Road, Jinjiang District, Chengdu
	Sichuan Electric Power Hospital	No.17 Dongfeng Road, Jinjiang District, Chengdu
	Sichuan Provincial People's Hospital Friendship Hospital	No.96 Shangshahepu Street, Jinjiang District, Chengdu

(Learn more about the list in the article *How to Prevent coronavirus infection? Look at this article!* Attached with list of 197 hospitals with fever clinics in Chendu posted on the official WeChat account of West China Hospital, Sichuan University.)

成都市定点收治新型冠状病毒感染的肺

炎

List of designated hospitals in Chengdu

医疗机构名单

成都市公共卫生临床医疗中心

成都市锦江区静明路377号

Public Health Clinical Medical Center of Chengdu
No. 377 Jingming Road, Jinjiang District, Chengdu

成都医学院第一附属医院（新都

成都市新都区宝光大道278号

The First Affiliated Hospital of Chengdu
Medical College(Xindu)

No. 278 Baoguang Avenue, Xindu District,
Chengdu

(Learn more about the list in the article *Can masks ensure your health? Expert: First, you should wear your masks correctly* posted on the official WeChat account of West China Hospital, Sichuan University)

Annex 10: Notice of Unattended Visit

Notice of Unattended Visit

Dear residents:

I'm a social worker of XX community. Today, we came to register information and check the residents living in this house. Because you families are not at home at the time, please contact the community timely when you return. Let's work together to curb the spreading of the epidemic.

Tel :XXX (community office)

XXX(staff)

XX Community

DD/MM/YY

Project Members

1. Meng Jing, Member of IYouShe, Director of Wuhou District Project Office

As content expert, Meng is responsible for summarizing epidemic prevention experience, writing the first draft and revising it.

2. Wang Jing, Member of IYouShe, Director of Cuqiao Sub-district Project Office

As content expert, Wang is responsible for providing screening work materials based on the previous practice and giving feedback.

3. Chen Lianbin, Member of IYouShe, Director of South Railway Station Project Office

As content expert, Chen is responsible for providing screening work materials based on the previous practice and giving feedback.

4. Liang Li, Member of IYouShe, Director of Nanzhan Community of Huochenanzhan Sub-district Project Office

As content expert, Liang is responsible for giving feedback based on the previous community screening practice.

5. Xie Mi, Member of IYouShe, Director of Tongzilin Community of Huochenanzhan Sub-district Project Office

As content expert, Xie is responsible for giving feedback based on the previous community screening practice.

6. Zeng Anxiu, Member of IYouShe, Director of Jinguan New Town Community of Huochenanzhan Sub-district Project Office

As content expert, Zeng is responsible for giving feedback based on the previous community screening practice.

7. Cui Yingjie, Member of IYouShe, Project Director of Pidu District

As content expert, Cui is responsible for assist in sorting out work experience, collecting materials and modifying content.

8. Deng Mei, Member of IYouShe, Deputy Director of IYouShe and Director of Community Development Practice Research Institute

As process expert and content reviewer, Deng is responsible for making rules to coordinate the team work, and reviewing and revising content from the perspective of action research and practical work.

9. Yang Jiajia, External Consultant, APTD(Associate Professional in Talent Development)

As methodology expert, Yang is responsible for providing methodology support and tools for summarizing experience, and revising the draft logically.

Introduction to IYouShe

Established in 2009, Chengdu IYouShe Community Development Center is a 5A social organization registered in civil affairs. Focusing on urban community development, IYouShe takes “cultivating happier communities” as its mission, and accumulates community social capital through residents participation. At present, AYouShe has formed four coordinated business sectors: public service, community development, comprehensive family support and supporting business, and it has always be the pursuit of the organization. The service areas in Chingdu cover Jinjiang, Chengdu Hi-tec Zone, Wuhou, Chenghua, Shuangliu, Wenjiang, Longquanyi, Xindu and Xinxin regions. There are more than 260 employees, with professional background covering social work, sociology, anthropology, psychology, public management, art, etc. Through years of hard work, IYouShe has become a comprehensive social organization, which serves the urban community development by providing practical and supportive services.

Tel: 028-86958150

Official WeChat Account:



Introduction to Sponsor:

Beijing Sany Foundation (Sany Foundation for short) was registered in Beijing Municipal Civil Affairs Bureau on December 31, 2013. It takes promoting a science-based approach to public welfare as its mission, and carries out projects in theoretical research, active support and public advocacy. Sany Foundation is committed to building and promoting "scientific public welfare" theoretical system, encouraging professional and efficient public welfare practice and cultivating and enhancing public awareness, so as to improve public welfare efficiency, promote scientific development of China’s welfare, and help build a society full of vitality, goodwill and trust.

Acknowledgement

The compiling of the series of guidelines for community social workers in participation in social epidemic prevention of public health emergency has finished. Thank you all for your participation.

Thanks for Beijing Sany Foundation, which attached great importance to the community role during the epidemic prevention and control. The foundation launched emergency supportive plan to help IYouShe carry out practical work and summarize experience, and contributed to the social epidemic prevention and control.

Thanks for the support offered by Chongqing Dimensions Art Center. As cooperative organization, it helped project research and development. Thanks for IYouShe Art and Social Innovation Laboratory for providing intellectual support for the project R&D.

Thanks for Professor Li Jiayuan at epidemiology and health statistics department, West China School of Public Health, Sichuan University, Professor Yang Yunlin at social sports department, Chengdu University of Technology, designer Hu Yanzi, Shao Lihua, and artist Chen Jianjun for providing professional help.

Finally, thanks for all colleagues of IYouShe, who worked in the front line of epidemic prevention. It is your practical work that provides rich and vivid experience which constitutes the most important part of this guideline!

协力构建更具幸福感的社区

For Happier Communities



