

企业复工复产等相关问题解答

信息来源：深圳市工业和信息化局 信息提供日期：2020-02-09 【字体：[大](#)[中](#)[小](#)】 视力保护色：

市工业和信息化局根据国家、广东省、深圳市相关文件精神，整理了企业复工复产有关问题，特公布如下，方便企业查询。企业如有进一步疑问，请向各自行业主管部门和各区（新区）咨询。

1.问：我市企业复工时间如何安排？

答：根据《广东省人民政府关于企业复工和学校开学时间的通知》（粤府明电〔2020〕6号），除涉及保障城乡运行必需、疫情防控必需、群众生活必需和其他涉及重要国计民生、供港供澳及特殊情况急需复工的相关企业以外，各类企业复工时间不得早于2月9日24时。

2.问：哪些企业可以提前复工？

答：涉及保障城乡运行必需（供水、供电、油气、通讯、公共交通、环保、市政环卫等行业）、疫情防控必需（医疗器械、药品、防护用品生产运输和销售等行业）、群众生活必需（超市卖场、食品生产、物流配送等行业）和其他涉及重要国计民生、供港供澳及特殊情况急需复工的相关企业。

3.问：企业申请提前复工需要满足哪些条件？

答：按照《省疫情防控指挥部办公室关于实施企业提前复工报备制度的通知》，本省行政区域范围内，属于粤府明电〔2020〕6号文第一条明确的涉及保障城乡运行必需、疫情防控必需、群众生活必需和其他涉及重要国计民生、供港供澳及特殊情况急需复工的企业，申请在2月9日24时前复工，应符合以下条件：（一）防控机制到位。要建立疫情防控内部责任机制和应急预案；（二）员工排查到位。企业职工健康监测措施健全，建立“一人一档”建档分类筛查机制，已有效规劝来自或去过重点疫情地区的员工留在当地暂不返粤复工；（三）设施物资到位。卫生防护用品和隔离观察场所齐备，做好口罩、测温仪、消毒水等疫情防控物资保障工作；（四）内部管理到位。每日监测员工身体状况并按规定上报情况，做好场地的通风、消毒和卫生管理及隔离区管控。按照“一报健康状况、一测体温、一戴口罩、一设隔离留观室、一致电、一开展爱国卫生运动、一次健康教育、一强化人文关怀”等“8个一”要求，建立和落实复工上岗前个人防护知识全员培训制度。

4.问：企业如何申请提前复工？

答：申请提前复工的企业，须至少提前2日向企业所在地区防疫指挥部备案，并提供提前复工备案表和疫情防控承诺书。

5.问：2月9号后复工的也需要报备吗？

答：需要。根据《深圳市新型冠状病毒感染的肺炎疫情防控指挥部办公室关于实施企业复产复工报备制度的通知》，对2月9日后复产复工企业实施报备制度。

6.问：2月9号后复工需要满足哪些条件？

答：企业在复产复工时要严格落实本企业疫情防控主体责任，严格按照《深圳市企业复工及新型冠状病毒感染的肺炎预防控制指引》落实检疫查验和健康保护措施，满足以下条件方可复工：（一）防控机制到位。企业要明确疫情防控的内部责任机制，建立疫情防控管理体系，明确主要负责人、分管负责人及部门车间班组负责人的工作职责，制定疫情防控应急预案和工作措施。

（二）员工排查到位。企业要组织对每一名员工的籍贯和14天内去向进行排查。对来自或者去过疫情重点地区的员工建立重点监控类清单，并规劝留在当地暂不返深复工，鼓励员工延迟返深上班；对来自或者去过疫情重点地区的返厂返单位员工要排查其抵深时间。按规定完善落实企业内部医学观察、自行隔离等措施，确保其隔离观察14天并经体温测量正常后方可上岗。

（三）设施物资到位。企业要准备必需的防控物资，购置快速红外体温探测仪、消毒水、口罩等疫情防控物资；企业要落实隔离场所。设置有集体宿舍的企业，要设置临时隔离场所，安排单人单间、相对独立房间作为疫区返岗人员临时隔离场所；不具备条件的企业，要按照辖区街道办事处统一安排，确定具体的隔离观察地点并向所在社区报备。

（四）内部管理到位。企业原则上要实施封闭管理，严禁无关人员进入本单位生产办公场所；企业要每日对全体上班人员进行入厂、入单位前体温检测，在入口处使用快速红外体温探测仪，对所有进入企业的人员开展体温探测，并按规定上报复产复工人员情况、重点监控类人员情况、员工健康状况等；企业要做好场地的通风、消毒和卫生管理及隔离区管控，建立和落实复工上岗前个人防护知识全员培训制度。

7.问：企业复工报备流程是怎样的？

答：企业须至少提前5日（自然日）向所在辖区疫情防控指挥部报备。报备实行分级管理，员工人数300人以上（含300）的企业，向企业所在区疫情防控指挥部备案；员工人数300人以下的企业，向企业所在街道疫情防控领导机构报备。其中，建筑、交通、水务等市管建设工程项目，由施工单位统一向市有关建设主管部门办理报备手续。各区各相关部门已根据实际情况，公开发布具体报备部门及方式。（各区各相关部门报备制度公布途径及联系方式见附表）

8.问：企业复工需要提供哪些材料？

答：企业需提供复产复工备案表、疫情防控承诺书。具体申请材料请按照各区各相关部门报备制度要求提供

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9.问：春节期间连续开工（营业）的企业需要报备吗？

答：按照《省疫情防控指挥部办公室关于实施企业提前复工报备制度的通知》要求，对春节期间处于连续生产状态的企业，应做好防控措施，并及时向企业所在地区防疫指挥部动态报告疫情防控情况。具体报告（报备）方式请按各区各相关部门报备制度办理。

10.问：若企业违反规定提前复工应怎样处理？

答：发现复工企业不符合规范情形的，企业应立即按照规范采取防控措施，不符合开工条件的，一律不得复产复工。对未经报备擅自复工的，立即责令停产。各区、各街道将加强对企业复产复工疫情防控工作的监督检查，确保企业复产复工防控措施落实到位。

附件：深圳市各区（新区，深汕特别合作区）、各街道、相关部门公布企业复产复工报备工作联系信息一览表

Answers to questions related to the resumption of business and production

Source of information: Shenzhen Bureau of Industry and Information Technology Date of provision of information: 2020-02-09 [Font: Large, Medium and Small] Vision protection color:

According to the spirit of relevant documents of the State, Guangdong Province, and Shenzhen, the Municipal Bureau of Industry and Information has organized the issues related to the resumption of production and production of enterprises. If the enterprise has further questions, please consult the respective industry authorities and the districts (new districts).

1. Q: How to arrange the resumption time of enterprises in our city?

Answer: According to the "Notice of the Guangdong Provincial People's Government on the Resumption of Work and School Start Time" (Yuefu Mingdian [2020] No. 6), except for the need to ensure urban and rural operation, the need for epidemic prevention and control, the needs of the people's lives, and other important issues of national economy Except for the relevant enterprises for Hong Kong, Macao and special circumstances that need to resume work urgently, the resumption time of various enterprises shall not be earlier than 24:00 on February 9th.

2. Q: Which companies can resume work in advance?

Answer: Involved in the protection of urban and rural operations (water supply, power supply, oil and gas, communications, public transportation, environmental protection, municipal sanitation and other industries), epidemic prevention and control (medical equipment, drugs, protective equipment production and transportation and other industries), the masses of life (Supermarkets, food production, logistics and other industries) and other related enterprises that are involved in important national economy and people's livelihood, for Hong Kong and Macao, and in special circumstances that need to resume work.

3. Q: What are the requirements for an enterprise to apply for early resumption of work?

Answer: According to the "Notice of the Provincial Epidemic Prevention and Control Command Office on the Implementation of the Enterprise's Early Return Work Reporting System", within the scope of the province's administrative area, it belongs to the first document of Yuefu Mingdian [2020] No. 6 that clearly covers the requirements for ensuring urban and rural operations. 2. Necessity of epidemic prevention and control, people's life and other enterprises involved in important national economy and people's livelihood, for Hong Kong, Macao and special circumstances, and urgently need to resume work, apply to resume work before 24:00 on February 9th, and should meet the following conditions: . An internal responsibility mechanism and emergency plan for epidemic prevention and control shall be established; (2) Staff investigation is in place. Enterprise employees' health monitoring measures are sound, and a "one person, one file" classification and screening mechanism has been established, which has effectively advised employees from or who have visited key epidemic areas to stay in the country and not return to Guangdong to resume work; (3) Facilities are in place. Hygienic protective equipment and isolation observation sites are available, and materials such as masks, thermometers, disinfection water and other epidemic prevention and control materials shall be provided; (4) Internal management shall be in place. Monitor the physical condition of employees daily and report the situation according to regulations, and do a good job of ventilation, disinfection and sanitary management of the site, and control of the quarantine area. Establish and follow the "eight one" requirements such as "reporting health status, measuring body temperature, wearing a mask, setting up an isolation observation room, unifying electricity, launching a patriotic health campaign, a health education, and strengthening humanistic care." Implement the full-training system for personal protection knowledge before returning to work.

4. Q: How can an enterprise apply for resumption of work in advance?

Answer: An enterprise applying for early resumption of work must file with the epidemic prevention headquarters in the area where the enterprise is located at least 2 days in advance, and provide an early resumption filing form and an epidemic prevention commitment.

5. Q: Do you need to report if you resume work after February 9th?

A: Yes. According to the "Notice of Shenzhen Municipality's Office of New Coronary Virus Infection Prevention and Control Headquarters on Implementing the Enterprise Resumption and Resumption Reporting System", a report system was implemented for enterprises that resumed production and resumed work after February 9.

6. Q: What conditions need to be met to resume work after February 9th?

Answer: When resuming production and resuming work, enterprises must strictly implement the responsibility of the main body of the company for epidemic prevention and control, and strictly implement the quarantine inspection and health protection measures in accordance with the "Shenzhen Enterprise Resumption and Pneumococcal Disease Prevention and Control Guidelines for New Coronavirus Infection" to meet the following conditions. Return to work: (1) Prevention and control mechanism is in place. Enterprises should clarify the internal responsibility mechanism for epidemic prevention and control, establish an epidemic prevention and control management system, clarify the work responsibilities of the main person in charge, the person in charge, and the department workshop team leader, and formulate emergency plans and work measures for epidemic prevention and control.

(2) Staff investigation is in place. The enterprise shall organize the inspection of the origin and whereabouts of each employee within 14 days. Establish a key monitoring list for employees from or visited the epidemic-stricken areas, and advise employees who stay in the area to return to Shenzhen for a while and encourage employees to delay their return to work; employees who have returned to the factory from or have visited the epidemic-stricken areas should be investigated. Its arrived in deep time. Complete the implementation of internal medical observation and self-isolation measures in accordance with regulations to ensure that they can observe and isolate for 14 days and take a post after taking a normal temperature measurement.

(3) Facilities and materials are in place. Enterprises must prepare the necessary prevention and control materials, purchase rapid infrared temperature detectors, disinfection water, masks and other epidemic prevention and control materials; enterprises must implement quarantine sites. Enterprises with collective dormitories should set up temporary isolation places, and arrange single rooms, relatively independent rooms as temporary isolation places for returnees in epidemic areas; for enterprises that do not meet the requirements, they should follow the unified arrangements of street offices in the area to determine specific details. Isolate the observation site and report to your community.

(4) Internal management is in place. In principle, enterprises should implement closed management, and irrelevant personnel are strictly prohibited from entering the production office of the unit; the enterprise should conduct daily temperature detection of all employees at the factory and before entering the unit, and use a fast infrared temperature detector at the entrance to all entering enterprises. Personnel to carry out temperature detection, and report the situation of resumption and return to work, key monitoring personnel, employee health status, etc. according to the regulations; enterprises should do a good job of ventilation, disinfection and sanitary management of the site and isolation area management, establish and implement the return to work Personal protection knowledge training system.

7. Q: What is the reporting process for resumption of work?

Answer: Enterprises must report to the epidemic prevention and control headquarters in their jurisdiction at least 5 days (natural day). The reporting is implemented by hierarchical management. Enterprises with more than 300 employees (including 300) should report to the epidemic prevention and control headquarters in the area where the

enterprise is located; enterprises with less than 300 employees should report to the epidemic prevention and control leading agency where the enterprise is located. Among them, construction, transportation, water affairs and other city-managed construction projects, the construction unit shall apply to the city's relevant construction department for registration procedures. The relevant departments of each district have publicly released specific reporting departments and methods according to the actual situation. (See the attached table for the channels and contact information for the reporting system of each district and relevant department.)

8. Q: What materials should be provided for enterprises to resume work?

Answer: The enterprise needs to provide a record of resumption and resumption of work, and an epidemic prevention commitment. Specific application materials should be provided in accordance with the reporting system requirements of each relevant department in each district.

9. Q: Do companies that start construction (business) continuously during the Spring Festival need to report?

Answer: In accordance with the requirements of the "Notice of the Provincial Epidemic Prevention and Control Command Office on the Implementation of the Enterprise's Early Return Work Reporting System", enterprises that have been in continuous production during the Spring Festival should take good precautionary measures and promptly report to the epidemic prevention headquarters of the enterprise's region Dynamic reporting of epidemic prevention and control. The specific reporting (reporting) method shall be handled in accordance with the reporting system of each relevant department in each district.

10. Q: What should I do if the company resumes work in advance in violation of regulations?

Answer: If it is found that the resumption enterprise does not comply with the normative situation, the enterprise shall immediately take preventive and control measures in accordance with the norm. If it does not meet the conditions for starting the operation, it shall not resume production. Anyone who resumes work without report shall be ordered to stop production immediately. All districts and sub-districts will strengthen the supervision and inspection of the prevention and control of the resumption and resumption of work in enterprises to ensure that the measures for prevention and control of resumption and resumption of work are in place.

Annex: List of contact information of enterprises in Shenzhen (New District, Shenzhen-Shanshan Special Cooperation Zone), various streets, and related departments