

Contingency Plan for Covid-19 of National Taitung University

- Adopted at the 1st meeting of the pandemic prevention team on Feb.3, 2020.
- Amended in accordance with the sixth interim meeting of the Pandemic Prevention Working Group on May 28.
- Amended as notified by the Ministry of Education on June 1, 2021.
- Amended in accordance with the letter of the Taitung County Health Bureau on July 9, 2021.

I. Goal

In view of the expansion of the severe and special infectious pneumonia caused by the new coronavirus infection in mainland China, in order to maintain the health and safety of our students and faculty and staff, and to cooperate with the relevant laws and measures of the government's pandemic prevention unit to handle the pandemic, the National Taitung University has specially formulated contingency plan for Severe Pneumonia with Novel Pathogens.

II. Reference Frame

1. Infectious Disease Prevention and Control Act
2. School Health Law
3. Severe Pneumonia with Novel Pathogens (Covid-19) related response guidelines
4. Taiwan Education Comprehensive (5) Letter No. 1100003458 dated January 19, 2021, Ministry of Education.

III. Organization and Work of Pandemic Prevention Team(PPT)

A. Organization of Pandemic Prevention Team (PPT)

Tasks are organized during the pandemic prevention period, and relevant pandemic prevention measures are based on the needs of the plan, and all units must cooperate in handling them. The pandemic prevention team (PPT) is commanded by the president, and the vice president of administration serves as the convener. Other members include academic vice presidents, first-level administrative supervisors (chief secretary, dean of Academic Affairs, dean of student affairs, R&D director, dean of general affairs, director of library and information center, dean of industry-academe collaboration and advancement, director of sports and health center, director of teaching development center, director of personnel office and director of accounting office) and first-level academic supervisors (dean of the college of science and engineering, dean of the college of humanities, dean of the teachers college, director of the general education center, director of the teacher training center, director of the Austronesian cultural center, director of aboriginal education and social development research center, and director of the eastern Bio-economic center). Meetings would be held to discuss possible contingency measures, if necessary. The work responsibilities and various communication methods of each member of the PPT are shown in the following table.

Table1: Organization of Pandemic Prevention Team

Title	Person in Charge	Work Duties	Communication Methods
Commander in chief	President	Direct all work related to the emergency response to Covid-19 on campus.	Office TEL : 089-517300 FAX : 089-517316 E-mail : president@nttu.edu.tw
Chairperson	Vice President of Administration Junhua Wei	Overall planning of various pandemic prevention work, coordinate and integrate the action suggestions of various units, and complete the various action plans of this working group.	Office TEL : 089-517301 FAX : 089-517316 E-mail : wei7@nttu.edu.tw
Vice Chairperson	Chief Secretary Zhichang Ke	Coordinate the school's news releases on Covid-19, track and monitor the implementation of various units, and serve as the spokesperson.	Office TEL : 089-517303 FAX : 089-517316 E-mail : ccke@nttu.edu.tw
Executive Secretary	Director of the Centre Yunqi Ye	Comprehensively manage and supervise the school's Covid-19 prevention matters, and the update and maintenance of the Covid-19 prevention zone information	Office TEL : 089-518227 FAX : 089-518240 E-mail : scanker1981@nttu.edu.tw
Committee member	Vice President of Academics and Dean of Teachers College Lailiang Jun	In accordance with the relevant pandemic prevention regulations of our school, supervise the implementation of pandemic prevention measures of the departments and programs affiliated with Teachers College.	Office TEL : 089-517510 FAX : 089-517517 E-mail : chunn@nttu.edu.tw
Committee member	Dean of the College of Humanities Yufen Li	Cooperate with the relevant pandemic prevention regulations of the school, supervise the implementation of pandemic prevention measures of the departments and centers of the School of Humanities.	Office TEL : 089-517630 FAX : 089-517634 E-mail : att9@nttu.edu.tw
Committee member	Dean of the college of science and engineering Zhuochun Hu	In accordance with the relevant pandemic prevention regulations of our school, supervise the implementation of pandemic prevention measures of the departments and centers of the School of	Office TEL : 089-517488 FAX : 089-517509 E-mail : cchu@nttu.edu.tw

Title	Person in Charge	Work Duties	Communication Methods
		Engineer.	
Committee member	Dean of Academic Affairs Zhongming Liang	Coordinating measures for safe school attendance and remediation of schoolwork, suspension of classes, remedial classes and resumption of classes.	Office TEL : 089-517320 FAX : 089-518267 E-mail : liangcm@nttu.edu.tw
Committee member	Dean of Student Affairs Huangjia Hong	Control the information of students' absence from class, coping with infectious diseases in student dormitories, psychological counseling for students in (self-) isolate/quarantine, and other related matters.	Office TEL : 089-517350 FAX : 089-517352 E-mail : leisure@nttu.edu.tw
Committee member	Director of R&D Fengguo Huang	For domestic and foreign exchanges of teachers and students, control or manage their health status, class attendance status, understand the reasons for sick leave, handle students' requests for leave for suspected cases, and conduct self-health management in accordance with the pandemic situation.	Office TEL : 089-517440 FAX : 089-517448 E-mail : fkhuang@nttu.edu.tw
Committee member	Chief of General Affairs Nengmu Shi	Comprehensively manage and supervise campus environmental management matters.	Office TEL : 089-517380 FAX : 089-517382 E-mail : sanwood@nttu.edu.tw
Committee member	Director of the Teaching Development Center Xu Liqun	Cooperate with the school's relevant pandemic prevention regulations and implement pandemic prevention measures.	Office TEL : 089-517337 FAX : 089-517343 E-mail : lchsu@nttu.edu.tw
Committee member	Director of Library and Information Center Mingzhe Xie	Comprehensive management and developing of online supplementary lesson methods and online teaching for the pandemics in school, and technical support for the establishment of a "cloud health management system" for the pandemic.	Office TEL : 089-517120 FAX : 089-518125 E-mail : hmz@nttu.edu.tw
Committee member	Dean of Industry-Academe Collaboration and	Coordinate the pandemic response of the Taitung campus and its affiliated	Office TEL : 089-352252 FAX : 089-351433 E-mail : klhsieh@nttu.edu.tw

Title	Person in Charge	Work Duties	Communication Methods
	Advancement Kunlin Xie	venues.	
Committee member	Director of General Education Center Meili Guo	In accordance with the relevant pandemic prevention regulations of our school, supervise the implements of pandemic prevention measures in the center.	Office TEL : 089-517490 FAX : 089-517494 E-mail : kuo@nttu.edu.tw
Committee member	Director of Teacher Training Center Qianlong Wang	In accordance with the relevant pandemic prevention regulations of our school, supervise the implements of pandemic prevention measures in the center.	Office TEL : 089-517430 FAX : 089-517486 E-mail : wcl@nttu.edu.tw
Committee member	Director of South Island Cultural Center Jiang Bin	In accordance with the relevant pandemic prevention regulations of our school, supervise the implements of pandemic prevention measures in the center.	Office TEL : 089-348009 FAX : 089-348003 E-mail : bien@nttu.edu.tw
Committee member	Director of aboriginal education and social development research center Tongxin Xiong	In accordance with the relevant pandemic prevention regulations of our school, supervise the implements of pandemic prevention measures in the center.	Office TEL : 089-360045 FAX : 089-360045 E-mail : hsing@nttu.edu.tw
Committee member	Director of the Eastern Center for Bioeconomics Junlin Li	In accordance with the relevant pandemic prevention regulations of our school, supervise the implements of pandemic prevention measures in the center.	Office TEL : 089-352265 E-mail : clee@nttu.edu.tw
Committee member	Director of Personnel Wenjing Zhuang	Manage the matters of faculty and staff ask for leave (including entry-exit information notification health affairs team) and develop manpower planning and backup measures during the pandemic prevention period.	Office TEL : 089-517450 FAX : 089-517458 E-mail : chuanwt@nttu.edu.tw
Committee member	Director of Accounting Office Xuefang Lin	Raise funds for the prevention and treatment of Covid-1919.	Office TEL : 089-517460 FAX : 089-517473 E-mail : snow3@nttu.edu.tw

Title	Person in Charge	Work Duties	Communication Methods
Consultant	Group leader Yuxian Chen	The Chief Nursing Chief Nursing Officer of Mackay Memorial Hospital Taitung Branch, with the professional experience for the SARS pandemic prevention serves as the school's Covid-19 related matters consultant.	Office TEL : 089-517342 FAX : 089-517363 E-mail : lucychen@nttu.edu.tw
Consultant	Assistant professor Zijing Zeng	Specializing in cancer epidemiology, chronic disease epidemiology, health service management, health policy, public health, and indigenous health research, serves as the school's Covid-19 related matters consultant.	Office TEL : 089-346218 FAX : 089-517363 E-mail : maggie824@nttu.edu.tw

B. Division of Responsibilities for Pandemic Prevention of Different Units

Unit	Person in Charge	Work Duties
Secretariat	Senior Secretary	<ol style="list-style-type: none"> 1. Comprehensively manage the administrative work of the pandemic prevention team meeting. 2. Forward various pandemic prevention information. 3. Develop press releases based on the laexamination information on pandemic prevention in our school.
Sports and Health Center-Health Affairs Division	Section leader	<ol style="list-style-type: none"> 1. Formulate pandemic prevention measures related to infectious diseases. 2. Control the development of the pandemic and formulate emergency response plans. 3. Collect the pandemic investigation, medical treatment, quarantine, tracking and reporting of all units to report and report to the health unit and the campus safety center of the school. 4. Public health education. 5. Cooperate with the pandemic investigation of health units.
Academic Affairs Office-Campus Safety Center	Director	<ol style="list-style-type: none"> 1. Collect the campus pandemic situation and handle it in accordance with the campus safety and disaster prevention and rescue report. 2. Ensure of executing notification operations and assist in various control measures of the pandemic.
School Affairs Office-Psychological Counseling Section	Section leader	<ol style="list-style-type: none"> 1. Implement psychological counseling to reduce the panic mentality of students and parents. 2. Appropriate counseling for students who are under quarantine and students who are affected by pandemic control.

Unit	Person in Charge	Work Duties
Academic Affairs Office-Life Counseling Section	Section leader	<ol style="list-style-type: none"> 1. Pay attention to the attendance of students and understand the reasons for sick leave. 2. Handle students' requests for leave for suspected cases. 3. Planning work for the student dormitory related to infectious diseases.
Academic Affairs Office-Academic Affairs Section	Section leader	<ol style="list-style-type: none"> 1. In accordance with the recommendations of the Central Pandemic Command Center and the standards stipulated by the Ministry of Education, the school will announce the school's suspension of classes and plans for resumption and make-up classes, as well as the response measures for suspected cases found in various examinations of the school. 2. Measures to respond to suspected cases found in various examinations of the school. 3. Arrange ill teachers to substitute for lessons, plan and carry out remedial teaching for students who are ill or receive home isolation. 4. Ask the teacher to care about the absence and health of the students. 5. The contingency method of courses or examinations if the school is suspended due to the pandemic.
Research and Development-International Affairs Center	Director	<ol style="list-style-type: none"> 1. Responsible for picking up mainland students after entering the country. 2. Be informed the time when Hong Kong and Macau students return to school.
General Affairs Office-Environmental Safety Section	Section leader	<ol style="list-style-type: none"> 1. Be informed the health management, tracking and health education of faculty and staff. 2. Regularly monitor carbon dioxide indicators in classrooms or large lecture halls.
General Affairs Office-General Affairs Section	Section leader	<ol style="list-style-type: none"> 1. Coordinate environmental cleaning and disinfection, and conduct school-wide disinfection work in a timely manner according to the pandemic situation. 2. Purchase and preparation of disinfection equipment. 3. Cooperate with environmental audits of health units. 4. Disinfection and handling of waste in isolated areas.
Personnel office	Secretary	<ol style="list-style-type: none"> 1. In accordance with the regulations announced by the Central Pandemic Command Center, assist faculty and staff in handling attendance management. 2. Assist in keeping track of the entry/exit of the

Unit	Person in Charge	Work Duties
		country information of faculty and staff at any time, and immediately notify the health affairs Section. 3. Develop manpower planning and backup measures during the pandemic prevention period.
Accounting office	Section leader	Review the reporting of various funds required for the prevention and treatment of Covid-19.
Library and Information Center-Technical Service Group	Section leader	Established a pandemic cloud health management system.
College/Department/Institution/Degree Program	College/Department/Institution/Degree Program Director, College Assistants, Assistants/Centre Administrative Specialists, Assistants	<ol style="list-style-type: none"> 1. The daily leave status of students in each class should be grasped. 2. Responsible for the weekly environmental disinfection of classrooms and department offices. 3. The teacher monitors the number of students in the class who ask for leave on a daily basis, and should keep in touch with parents at any time to understand the reasons for the students' asking for leave and related symptoms. 4. Assist in recording classes and activities of teachers and students, and pandemic investigation. 5. Large-scale activities are listed or suspended. 6. Relocate the classrooms of general education courses for large classes or change them to outdoor classes. 7. Cooperate with the relevant pandemic prevention measures of the Health Affairs Section, and immediately report to the Pandemic Notification Center of our school if an infected or suspected case is found. 8. Strengthen the promotion of preventive measures against Covid-19. 9. Supervise students to measure their body temperature every day and fill in the body temperature to log in to the system. 10. Keep abreast of the entry/exit of the country information of the students of each department and notify the health affairs Section immediately.

C. The School's Pandemic Prevention Contact Window

Services	Unit	Person in Charge	Communication Methods
School's external contact window	Secretariat	Senior secretary Meizhen Chen	TEL : 089-517304 E-mail : chenmg@nttu.edu.tw

Services	Unit	Person in Charge	Communication Methods
Study at ease related	Academic affairs office-registration Section	Section leader Qiyong Song	TEL089-517327 E-mail : jean@nttu.edu.tw
Curriculum related	Academic affairs office-academic affairs Section	Administrative Assistant Peifang Xie	TEL : 089-517325 E-mail : peifang@nttu.edu.tw
Emergency relief bursary related	Academic affairs office-guidance and counseling section	Section member Jianwei Zeng	TEL : 089-517376 Email : waynetseng1208@nttu.edu.tw
Off-campus accommodation rent subsidy	Academic affairs office-school safety center	Major, Military Instructor Jialing Hong	TEL : 089- 517828 E-mail: lovely@nttu.edu.tw
Accommodation related	Academic affairs office-guidance and counseling section	Administrative section chief Qifang Zeng	TEL : 089-518261 E-mail : kunsang@nttu.edu.tw
Counseling related to mental and physical conditions 身心狀況輔導相關	Academic affairs office-guidance and counseling section	Psychologist Shuyi Xia	TEL : 089-517880 E-mail : summerlab@nttu.edu.tw
Environmental cleanliness related	General affairs office-General Affairs Section	Section leader Shichang Huang	TEL : 089-517407 E-mail : bt0214@nttu.edu.tw
Restaurant hygiene management related	Sports and health center-general affairs section	Section leader Minghao Wu	TEL : 089-518249 E-mail : k106@nttu.edu.tw
Health education related	Sports and health center	Nurse Jiazhen Miao	TEL : 089-517358 E-mail : a5722659@nttu.edu.tw
	Sports and health center	Nurse Yiqing Huang	TEL : 089-517417 E-mail : yi@nttu.edu.tw
The list of students from mainland, Hong Kong, Macao and	R&D office-international affairs center	Administrative Assistant Yaqin Wu	TEL : 089-517873 E-mail : yaya1024@nttu.edu.tw

Services	Unit	Person in Charge	Communication Methods
overseas and entry/exit of the country related			
Accommodation related	Academic affairs office-guidance and counseling section	Administrative section chief Qifang Zeng	TEL : 089-518261 E-mail : kunsang@nttu.edu.tw

D. Pandemic Prevention Response Team (PPRT)

Since the members of the school's pandemic prevention team are the first-level supervisors and the number of people is large, it is not easy to hold meetings. In the case of fighting the pandemic, the school needs to have immediate combat capability to respond to the rapid changes of the pandemic, and to respond to the flexible adjustment and rolling correction of the pandemic prevention work in a timely manner. On May 28, 2011, at the sixth interim meeting of the Severe Pneumonia with Novel Pathogens Pandemic Working Group, it was decided to establish a pandemic prevention and response team (PPRT).

The main purpose is to discuss the school's response to supporting measures in time, so that all units can follow and cooperate with them. The pandemic prevention and response team members consist of mainly 5 members as the principal.

The core members are the convener of the pandemic prevention team, Junhua Wei (vice president of administration), the deputy convener, Zhichang Ke, (secretary of the director), the Executive Secretary, Yunqi Ye (director of Sports and Health Center), and the expert consultant, Yuxian Chen (section leader) and the relevant authority and responsibility unit directors to discussion related topics.

After the PPRT meeting resolution is approved by the president, it will be announced on the school website and also on the Line group of the school's Covid-19 team, so that the members of the pandemic prevention team will be informed in time and sent to the pandemic prevention team for review.

E. Campus Pandemic Prevention Work Project and Responsible Unit

1. During the pandemic prevention period, the campus is open and restricted in rolling adjustments according to relevant regulations. Visitors and tourists entering the campus must take temperature measurements and fill in the National Taitung University Infectious Disease Prevention (TOCC) Evaluation Form (Table 1) or the school registration system (Attachment 13). Forehead temperature $\geq 37.5^{\circ}\text{C}$ is forbidden to enter the campus. Quarantine personnel are set up at the entrance and exit of the library to monitor body temperature, and forehead temperature $\geq 37.5^{\circ}\text{C}$ is forbidden to enter the library. During the pandemic prevention period, all participants in various meetings in the school must receive temperature measurement and alcohol disinfection at the entrance. And according to the development of the pandemic situation, the method of holding meetings will be adjusted in a rolling manner.

2. Investigation on The Traveling History of Faculty And Staff
 - (1) Before and after the beginning of semester, each department office and personnel office will investigate the travel history of faculty and staff students and submit them to the Health Affairs Section of the Sports and Health Center for record.
 - i. Faculty and staff: the Section of Environment and Occupational Safety and Health of the General Affairs Office is in charge, and co-organized by the Personnel Office.
 - ii. Students: the Health Affairs Section of the Sports and Health Center is in charge, and co-organized by the Office of Student Affairs as well as the degree programs (mentors, administrative assistants) of the colleges and affiliated departments.
 - iii. The Health Affairs Section of the Sports and Health Center will report to the Ministry of Education daily in accordance with regulations (yalan@mail.moe.gov.tw), and also notify the secretary office (hcchen@nttu.edu.tw).
 - (2) All students, faculty and staff who come to or return to Taiwan via foreign countries
 - i. If you have a history of inbound and outbound travel, you need to go through home quarantine for 14 days and Self-health Monitoring for 7 days. You cannot go to work, school (class) or go abroad but stay at home or where you live. The principle of applying for leave shall be handled in accordance with the regulations of the personnel office.
 - ii. If the faculty and staff are in the period of Self-health Monitoring, it is still recommended not to go to work or class at school, avoid unnecessary outings, and postpone non-urgent medical or examinations. If you need to go out, you should wear a surgical mask throughout; implement respiratory hygiene and cough etiquette and monitor body temperature once a day in the morning and evening. If you have fever or respiratory symptoms, seek medical attention as soon as possible, and do not take public transportation. Proactively inform contact history, travel history, occupational exposure and whether there are other people around you with similar symptoms when seeking medical treatment. At the same time, immediately notify the school health affairs team (TEL: 089-517358), and follow the operating procedures of "National Taitung University Campus Case Report and Handling Flowchart" (Attachment 1).
 - iii. Encourage faculty and staff to avoid traveling and business trips to severe pandemic areas with Severe Pneumonia with Novel Pathogens (SPNP).
 - (3) If foreigners are invited to perform or participate in activities in Taiwan, they should prepare an pandemic prevention plan and submit a project application to the authority of the business. The approved specific activities can only be carried out after signing the agreement of the Central Pandemic Command Center for Severe Pneumonia with Novel Pathogens (SPNP). And follow the following control measures:
 - i. When entering the country, the quarantine personnel at the airport will issue COVID-19 antigen home rapid screening reagents. Please keep them properly. During the 10-12 days of quarantine, carry out inspection and operation according to the instruction manual. Execute rapid COVID-19 antibody rapid screening during the quarantine period of entry citizens according to operational procedure chart (Attachment 17).

- ii. PCR collection and inspection before the expiration of the 12-14 days home quarantine period. If the quarantine period has come to an end for 14 days, you should avoid entering and leaving public places and contacting other members before getting the inspection results. In order to reduce the risk of pandemic prevention on campus, during the 7-day self-health monitoring period, it is still not advisable to enter the campus for classes or go to crowded places. And continue to complete self-health monitoring at the pandemic prevention hotel.
 - iii. Those who examination positive are sent to the hospital for isolation and treatment. The rest of those who have a negative examination can engage in approved limited activities after confirming that they have no contact with the positive case, and strengthen management in accordance with the pandemic prevention plan should be executed. Except for specific approved activities, it is forbidden to go to public places or crowded places.
 - iv. Develop specific pandemic prevention plans, implement separation of traffic lines, conduct real-name systems, and strengthen independent health management of staff, and effectively avoid contact with domestic personnel, as well as adhere to the principle of least contact and highest pandemic prevention, and implement various protective measures.
- (4) Avoid unnecessary or non-urgent going abroad for faculty and staff.
- i. Unnecessary or urgent going abroad of faculty and staff should be avoided. For various cases of personnel going abroad, the necessity or urgency will be carefully evaluated, and the check and health management measures for faculty and staff returning from abroad will be strengthened.
 - ii. If the areas where the faculty and staff go abroad fall into the third level of the "International Travel Pandemic Recommendation Level" warning, alternative measures will be taken first, and then they will go only after the pandemic control period ends. If the travelling areas fall into the first and second levels of warnings, the applications will be reviewed carefully and strictly by the president. If they are non-essential or non-urgent cases of going abroad, no consent is granted. Even the approved cases of going abroad will also be reviewed again.
 - iii. In order to reduce the risk of infection in classroom clusters and protect the rights and interests of students in teaching, faculty, staff and students should also avoid going abroad, postpone all kinds of overseas study and exchange activities, and actively persuade the cessation of foreign travel. Also remind the faculty, staff, students, and exchange students returning from abroad should declare their travel history honestly when entering the country, and actively inform the school. After the 14-day home quarantine period expires, the inspection will be carried out in accordance with the regulations. In order to reduce the risk of campus pandemic prevention, it is still not suitable to enter the campus for classes or go to crowded places during the 7-day self-health monitoring period. Please continue to complete independent health management in the pandemic prevention hotel or residence, and actively attach a negative inspection report before returning to school and send it to the section of health affairs for review.
- (5) Anti-pandemic measures for students, faculty and staff traveling domestically during consecutive holidays after returning to school (Rolling adjustment of relevant restrictions and measures according to the pandemic).
- i. The campus shall be disinfected and cleaned throughout the school, especially the places such as classrooms, dormitories, restaurants, libraries, toilets, and laboratories where are frequently used. And increase the

frequency of campus disinfection and maintain good ventilation.

- ii. As soon as teachers and students return to school or dormitory.
- iii. Strictly implement the health monitoring of teachers and students, and ask about their physical health. For those who have respiratory symptoms, loss of smell and taste, diarrhea, etc., they should immediately ask the person to wear a mask and seek medical attention and report to the section of health affairs.
- iv. Anyone who has been to the relevant scenic spots announced by the Central Pandemic Command Center is recommended for self-health monitoring, and also for not going to work or class. For students who live on campus, if they have been those places and feel unwell, the school will plan individual rooms for self-health monitoring. For students who live off campus, if they have been those places and are unwell, the school will take the initiative to provide the students health care education and request the students to implement self-health monitoring. Staff members who have been there and feel unwell, please follow the approval of the Personnel Office on April 6, 2020, 1091002313. The instructors can use remote teaching or postpone the class (Attachment 12) (Figure 2).

3. School Activities :

Accurately grasp all the activities of the faculty and staff in order to provide investigations of the pandemic situation in the future.

- (1) The situation of teachers and students: Office of Academic Affairs.
- (2) Records of students and advisors participating in student clubs, and various activities of overseas students: Office of Academic Affairs.
- (3) Rolling restrictions on the use of venues according to the pandemic situation: National Taitung University in response to the Covid-19-Activity/Venue Loan Risk Assessment Form (Attachment 14).
- (4) A summary of various activities of administrative units and academic units: Secretariat.

4. Anti-pandemic Materials: The Section of Health Affairs

- (1) Prepare anti-pandemic related materials, and set up an outdoor fever screening station at the entrance of the health affairs team of the Health and Sports Center to provide relevant consultation and publicity and necessary anti-pandemic work °
- (2) The distribution of masks is in accordance with the instructions of the Ministry of Education, and the number of masks used in the anti-pandemic area in schools is limited to those who have fever and respiratory symptoms. The number of masks used in the anti-pandemic area is updated daily.

5. Ventilation, disinfection and cleaning: all units

- (1) School indoor ventilation (relevant restrictions and measures will be adjusted in a rolling manner according to the pandemic situation)
 - i. The classroom needs to maintain indoor ventilation, and open indoor doors, windows, transoms, and front and rear doors to allow air to circulate. Maintain the good performance of the ventilation equipment and clean the dust screen frequently
 - ii. Various offices and department offices maintain the ventilation of offices

and classrooms at all times by opening the window to keep the air flowing. Do not turn on the air conditioner if it is not necessary. The seats are separated, and the recommended distance is 1.5 meters. Do not use air conditioning in classrooms without windows.

- iii. The Ministry of Education has requested strict implementation of social distancing regulations on April 1, 2020. Except when there are "special gatherings of people" in the school, if you can't maintain 1 meter outdoors and 1.5 meters indoors, you should wear a mask. As laboratories and seminar rooms are relatively closed and have close contact, masks should be worn on request.
- iv. For the space of "special people gathering occasions", due to the prerequisites of specific people, ventilation, distance, etc., participating teachers and students should have fixed seats and keep attendance records. Once close contact or conversation is required, they should immediately wear masks.
- v. Adjust the timing of mask wearing according to the pandemic situation

(2) Disinfect and Clean

- i. Add alcohol storage points at the entrances and exits of elevators, restaurants, and dormitories, so that the school's faculty, staff and students can keep their hands clean and hygienic at all times
- ii. During the pandemic prevention period, offices, dormitories and classrooms are regularly disinfected once in the morning and in the afternoon. And fill in the "National Taitung University Classroom Environmental Disinfection Record Form" (Attachment 2), and the unit keeps it for future reference.
- iii. Public spaces such as restaurants, libraries, dormitories, etc. are regularly disinfected once in the morning and in the afternoon.
- iv. Environment and cleaning and disinfection on a regular basis: School faculty and staff should clean and disinfect the surfaces of objects frequently touched by students (such as doorknobs, desktops, microphones, light switches, or other public areas) multiple times a day. It can be diluted with PULI disinfection tablets or 1:100 (500ppm) bleach diluent for wiping.
- v. The scope of disinfection includes floors, door handles, window handles, buttons, electrical switches, furniture surfaces, telephones, walkie-talkies, trash cans, sinks, toilets, bathtubs, faucets, shower heads, drains, exhaust fans, computers, keyboards, fans, etc. Regularly clean the surfaces of objects that students and students frequently touch, such as keyboards, desks and chairs, doorknobs, public supplies in public areas, teaching aids, etc.

(3) School restaurants (relevant restrictions and measures will be adjusted in a rolling manner according to the pandemic)

- i. The distance between the dining area table of the restaurant and the adjacent table is 1.5 meters. And use dining partitions to reduce the risk of cross-infection. (General Affairs Office)
 - ii. The dining tabletops and public spaces are disinfected once a day in the morning and afternoon (Restaurant owner).
6. Implement independent health management and notification mechanisms according to the current pandemic prevention measures: all units

- (1) Build a body temperature login system cloud. Monitor the teachers and students of fever or other symptoms every day and report the relevant forms of the Ministry of Education every day at 12 noon.
 - (2) The school's faculty, staff, students and outsourcing companies take the initiative to take the body temperature, and fill in the body temperature to log in to the system.
 - (3) If students or staff with fever (ear temperature $\geq 38^{\circ}\text{C}$) or flu-like symptoms are found, they should wear a mask and report to the section of health affairs. Complete the TOCC assessment form (Table 1) for symptomatic cases to grasp the health status and risk assessment of the teachers and students in the school.
 - (4) The faculty, staff and students should implement the principle of "not going to work or class when sick", and rest at home until 24 hours after the fever is relieved before returning to school.
 - i. For confirmed cases, compulsory quarantine should be implemented, and public leave should be granted during the quarantine period. And follow the "The Campus Case Report and Processing Flowchart of National Taitung University" and the implementation of Operation Process for Tracking Covid-19 Cases. (Attachment 1) (Figure 1).
 - ii. After the medical institution reports the suspected cases that meet the notification definition (the history of traveling abroad + fever or respiratory infection and pneumonia within 14 days), the county and city government health bureau will issue a notification of isolation during the isolation period in the hospital before the examination results are confirmed. Official leave during the period is granted.
 - iii. In contact with confirmed cases, home isolation on the 14th should be implemented, and official leave should be approved.
 - iv. Asymptomatic but with a history of traveling abroad, 14 days of health care (home quarantine) plus 7 days of self-health monitoring should be implemented for a total of 21 days, and public holidays should be approved. However, if the Pandemic Command Center announces that they should avoid going to the pandemic area and still go there, it is the case of the person attributable to the situation, and no public leave will be granted.
 - (5) Actively care about the health of students: class tutors or teachers should pay attention to whether students have respiratory symptoms such as fever, cough, or non-allergic runny nose.
7. Health Education and Measures of Pandemic Prevention
- (1) Established our school "National Taitung University's Handling Principles in Response to Covid-19 at All Levels". (Attachment 3)
 - (2) The school is scheduled to hold a pandemic prevention related health education promotion for all units of the school on February 7, 2020. It provides guidance for environmental disinfection methods, and also the disinfection kits for each unit (the contents of the disinfection kit include: 1-2 bottles of alcohol, 1-2 tablets of disinfection tablets, 1 bottle of bleach, 2 pairs of gloves, and pandemic prevention literature).
 - (3) Formulate and implement campus pandemic prevention and control measures before and after school starts. (Attachment 4)
 - (4) Broadcasting the anti-pandemic propaganda video on the campus TV wall.

- (5) In the first two weeks of the semester, the teacher will play the pandemic prevention video before the class.
 - (6) Anti-pandemic prevention propaganda for restaurant employees and daily monitoring of body temperature.
 - (7) After semester begins, include the pandemic prevention and health education at the tutor meeting, class meeting and other meetings.
8. Arrange Home Isolation Dormitory Space: Academic Affairs Office
- The school arranges the first floor of Building B of the second dormitory on Zhiben campus as the "Anju (Settle Down)Dormitory" :
- (1) Target: If the school initiates the suspension mechanism, it will be provided to foreign students who do not have an off-campus rental residence, are not attached to relatives and friends in Taiwan, and also have no need for home isolation.
 - (2) Dormitory arrangement: A total of 14 dormitories with approximately 56 beds.
9. School Pandemic Prevention Information Promotion :
- (1) Homepage of Pandemic Prevention Zone: Maintained by the Sports and Health Center, real-time updates of various information, and new information on pandemic prevention and health education. Zone URL : <https://pandemic.nttu.edu.tw/index.php>
 - (2) All units use their own websites to make announcements in real time, and send messages in real time via Facebook or social media.

IV. Measures for Study at Ease Project

A. Course Taking

1. In response to this case, students who have not selected courses will be manually selected by their respective departments (institutes), and they are not subject to the minimum credits of subjects required for each semester °
2. The student's course taking information will be listed and submitted by the Academic Affairs Office to the department (office) for future reference as well as for facilitating necessary counseling matters.
3. If students need to undergo isolation or medical measures during the semester and cannot continue to take courses, they can cancel the course.

B. Registration & Payment

1. Students can apply to the Academic Affairs Office to postpone their registration and payment by communication, and a flexible payment schedule will be given to meet the needs of the case.
2. If the credits of the subjects taken by students do not reach the minimum required subject credits in each semester, the credit fees shall be paid based on the credits taken, but the full amount of miscellaneous fees must be paid.

C. Forms of Class

Notify the instructors that they can use synchronous or asynchronous remote teaching this semester, or use video recording asynchronously to allow students to take lessons. The teaching materials will be placed in the online academy platform to assist students in taking courses.

D. Grading

1. Inform class instructors that for those students who meet the isolation regulations and cannot participate in the assessment at the school may adopt other flexible methods (such as submitting reports, individual case re-examinations, etc.) to calculate semester scores.
2. According to the nature of the subject, the instructor shall adjust the evaluation method as needed.

E. Student Leave of Absence

Before asking for leave, you need to call the Health Affairs Section of the Sports and Health Center (Tel: 089-517358 or 089-518251). After notification, go to the school administration system-"Student Leave System" to apply for "Special Public Leave" online and print out the paper leave form. When returning to school, take the leave form and send it to the Health Affairs Section of the Sports and Health Center for approval and then return it to the Guidance and Counseling Section. Relevant students are not subject to the regulations on absenteeism and deduction of exams and suspension of studies.

F. Leave and Return to School

1. Suspension application: Students can apply to the Academic Affairs Office by communication for suspension and check related certification procedures, and may entrust others to handle related work without paying relevant tuition and miscellaneous fees. If students cannot return to school after the expiration of the suspension period, the suspension can be granted to extend period as a special case.
2. Tuition and miscellaneous fee refund: Refund of related tuition and miscellaneous fees is not subject to the time limit of the student's suspension and withdrawal.
3. The school has cancelled the requirement that more than one-half (two-thirds) of the credits for two consecutive semesters should be ordered to withdraw from the school.
4. Counseling after school resumption: If a student encounters a change or suspension of the original undergraduate department when returning to school, the school may recommend the student to the appropriate department to study. In addition, the department should provide counseling for students in choosing courses. For students who have been suspended due to the impact of this case, the tutor of the department should provide necessary psychological and learning (including course taking) related counseling after returning to school.
5. Extension of study period: If the student is unable to complete the course credits after the expiration of the study period, the school may extend the period of study.

G. Graduation Qualification

1. Course credits required for graduation: According to the nature of the course, adjust the content and study hours of the course (such as internship, physical education,

service learning) as appropriate

2. Other qualifications for graduation: students may relax their graduation qualifications (such as language proficiency or department graduation requirements), and provide student alternatives ◦
3. The whole semester internship courses are handled in accordance with the regulations of each internship unit.

H. Reservation of Qualification Rights

Consider students' physical and mental conditions and learning needs, then assist students to retain their qualifications to study for a dual degree, study or exchange abroad.

I. Suspension, Make-up and Resumption of Classes

Formulate the " Main Points for the Implementation of Suspension, Resumption of Classes and Make-up Exams and the Prevention of Major Pandemics and Other Disasters for National Taitung University" (Attachment 5), and handle suspension, make-up and resumption of classes according to the key points.

J. Dormitory Opening Plan

1. Freshmen are open for check-in at 12 noon four days before the start of semester, and old students above the second year are open for check-in at 12 noon three days before the start of semester.
2. After entering the country, the International Affairs Center will notify the quarantine hotel to arrange dormitory beds and prepare payment slips after the quarantine day is lifted.
3. Accommodation fees are charged in accordance with the school's dormitory fee schedule (please refer to the National Taitung University Zhiben Academy's student dormitory fee schedule). The payment receipt must be presented at check-in before the key can be signed.
4. Disadvantaged students of this nationality and foreign students are exempt from the accommodation fee for early check-in.
5. Contact for related accommodation issues: Second Dormitory Office TEL: 089-518261.

K. Counselling mechanism

1. **Learning, Caring and Counselling:** The student's study status is tracked by the Academic Affairs Office, and depending on the student's learning situation, the project initiates remedial teaching and learning guidance corners and other guidance mechanisms.
2. **Student Counseling:**
 - (1) Assess the psychological state of students who need to be quarantined independently due to the pandemic. Provide care and provide timely remote counseling and companionship (by phone and email).

- (2) Provide mental health information for returning students, and provide psychological counseling for individual needs (remote or face-to-face consultation).
 - (3) When necessary, support class mentors to communicate with students' parents.
3. Maintain student privacy: The school handles student enrollment matters in accordance with relevant regulations, and pays attention to personal data protection issues.

L. Student Loan

1. The deadline for receipt of school loans is the registration day of the school. Students should apply for bank guarantee as soon as possible and return the information to the Extracurricular Activities Section of the Student Affairs Office.
2. The payment method of students can be processed by mail, personal delivery or entrust others to pay on their behalf.

V. Health Management Measures for Overseas Students

- A. International Affairs Center of the Research and Development Office is responsible for contacting and confirming the list of students and the time of entry and exit.

Report to the relevant departments (Sports and Health Center, Guidance Counseling Section of Student Affairs Office, and Secretariat), and the International Affairs Center will notify the relevant management measures for overseas students.

1. Pre-entry work: Foreign students are required to check the negative COVID-19 nucleic acid examination report within 3 days before boarding. Cooperating with the Ministry of Education's pandemic prevention management mechanism, the International Affairs Center will send personnel to the airport to pick up students, and arrange students to take the pandemic prevention taxi to the pandemic prevention hotel. A member of Health Affairs Section will go to the pandemic prevention hotel to confirm the admission of foreign students, and give relevant precautions and health education. These students are mandated to complete the 14-day home quarantine and 7-day self-health monitoring.
2. Precautions for staying at home quarantine sites:
 - (1) When entering the country, the quarantine personnel at the airport will issue COVID-19 antigen home rapid screening reagents. Please keep them properly. During the 10-12th day of quarantine, carry out inspection and operation according to the instruction manual, and assist the hospital in the PCR inspection operation on the 12-14th day. Follow the COVID-19 antibody fast test procedure during the quarantine period of the entry citizens. (Attachment 17)
 - (2) Foreign students must be required to complete the 14-day home quarantine, to carry out self-health monitoring for 7 days, and the school should continue to track and care. During the period of the self-health monitoring, they do not need to attend school, and should continue to complete self-health monitoring at the pandemic prevention hotel.
 - (3) After the completion of home quarantine, foreign students must undergo testing.

Those who have a negative examination result can go out and return to campus only after continuing to complete self-health monitoring at the pandemic prevention hotel.

- (4) Coordinate with the health unit and the medical institution for testing in advance, and arrange for inspection at the hospital after 12-14 days during the home quarantine period. After confirming the testing hospital and time, the roster will be actively provided to the health bureau where the pandemic prevention hotel is located to facilitate subsequent notification of the inspection results.

When going for testing, the school will arrange an anti-pandemic taxi or a special anti-pandemic vehicle, and implement relevant anti-pandemic measures, including wearing masks throughout the process and maintaining social distancing.

- (5) Students should immediately take the anti-pandemic taxi or special anti-pandemic vehicle back to the anti-pandemic hotel after being inspected in the hospital. Then, they wait for the school to notify the inspection result, and continue to complete self-health monitoring in the pandemic prevention hotel.
- (6) After the expiration of the quarantine period for the students in the school, the quarantine remains as a necessary procedure. If a student has fever, smell/taste abnormality, diarrhea or respiratory symptoms during the quarantine period and has already undergone inspection, the student still needs to be inspected again the next day after the quarantine period has expired
- (7) For the procedures for handling overseas students in Taiwan, please refer to the "Flowchart of the Mechanism for Responding to the Pandemic Situation of Overseas Students in Taiwan". (Attachment 15)

B. Data Archiving and Monitoring Instructions: Sports and Health Center-Health Affairs Section

1. Established the "Flowchart of National Taitung University's Domestic and Off-campus Home Quarantine for Foreign Students". (Attachment 6)
2. Established the "National Taitung University Coordination Matters for Students Entering School in Response to Severe Pneumonia with Novel Pathogens ". (Attachment 9)
3. Established "COVID-19 notification of inspection and precautions after inspection". (Attachment 16)
4. According to the provided booklet " Comprehensive Form of Personnel Management in Centralized Monitoring Sites " (Attachment 10), daily monitoring and management by nurses of the Health Affairs Section.
5. The contents of the pandemic prevention kit include a thermometer, a "Notice of National Taitung University's Health Care in Response to Severe Special Infectious Pneumonia Pandemics" (including body temperature and travel records) (Attachment 7), and 21 masks.
6. The territory is mainly in the isolation room at home. Masks are required to be worn in the rooms. The school provides 1 mask per person per day, with a total of 21

masks.

7. Measure your body temperature once a day in the morning and evening, and record it in detail (paper and the school body temperature log-in system for simultaneous recording). If you have a fever ($\geq 38^{\circ}\text{C}$) or cough, shortness of breath and other respiratory symptoms, you should immediately contact the school health team nurse, and then the school nurse will contact the local health unit, and the health unit will assist in the transfer to the hospital for treatment.
8. During the monitoring period, you are not allowed to go out (including class). If you must go out under special circumstances, you should contact the personnel of school management first.
9. Set up line group software to care about students' daily life, diet, physical health and schoolwork, etc., and school psychologists will intervene when necessary.
10. After the monitoring, hand over the temperature and travel record form to the health affairs section.

VI. Response to Confirmed Cases in Schools

According to the standards announced by the Central Pandemic Command Center on February 19, 2020, if a school has a confirmed case of severe pneumonia with novel pathogens (Covid-19), the courses taken by the students (the instructors) will be suspended. Two confirmed cases occurred, classes were suspended for whole school in accordance with the previous standards.

- A. When a confirmed case occurs in the school, the school's pandemic investigation mechanism will be activated. All relevant units need to assist in investigating all activity records of the case, and cooperate with the health authorities in handling related examination and quarantine.
- B. Faculty, staff, and student arrangements:
 1. When the health and political authorities have not listed those who are in home quarantine, the school may require faculty, staff, and students to conduct self-health monitoring.
 2. After being identified by the health and political authorities to be isolated at home, relevant accommodation is to be arranged:
 - (1) Those who do not need to be isolated at home:
 - i. Domestic students, foreign students (rental off-campus, dependent on relatives and friends in Taiwan): return home on their own.
 - ii. Overseas students (not rental off-campus, not dependent on relatives and friends in Taiwan): accommodation arrangement for staying in an affordable dormitory.
- C. When there is a confirmed case in the school, all large-scale activities, such as inter-class activities, club activities, and sports meets, will be suspended.
- D. The main hospitals in Taitung are the Taitung Hospital of the Ministry of Health and Welfare, Taitung Mackay Hospital, and Taitung Christian Hospital. If there is a case with suspected symptoms, the health affairs section will contact the local health unit or the 1922

Pandemic Prevention TEL, and then arrange a special car for treatment.

VII.Principles of Dealing with Pandemic Prevention Measures of the Admission Examination of Our School

- A. Ventilation and disinfection of the examination site environment
 - 1. Open doors and windows to ensure that the examination site is well ventilated.
 - 2. Before the examination, the examination room will be disinfected with diluted bleach.
 - 3. If there are longer breaks (such as lunch breaks), the examination site may be disinfected again according to actual needs.
 - 4. Alcohol is prepared in the examination room, which is provided for cleaning by examination staff and candidates.
 - 5. Keep a proper distance between the examination supervisor and the examination takers, open doors and windows before the examination starts, pay attention to the ventilation of the environment.
 - 6. After the examination, all examination venues will be disinfected again
- B. Candidates' travel history should be investigated beforehand
 - 1. Candidates are requested to actively report their travel history in advance: Contact and inform candidates in advance that if they have travel history abroad within 14 days before the examination day, they should take the initiative to report. If you are in home isolation and home quarantine, please stay at home; if you are a self-health monitoring person, you should go to the isolation examination room and wear a mask throughout the examination.
 - 2. Reminder on the day of the examination: A publicity announcement will be posted on the day of the examination to remind candidates to take the initiative to report their travel history
- C. Health management
 - 1. Body temperature measurement: In order to cooperate with pandemic prevention measures such as body temperature measurement, candidates are requested to report in advance. Prepare forehead thermometers and other body temperature measuring equipment on the day of the examination for candidates to measure their body temperature. Those who have taken their body temperature shall certify with a stamp on the back of the hand. Examination staff all need to take body temperature.
 - 2. Health status description and management
 - (1) Candidates should implement self-monitoring of their health conditions. If they have respiratory symptoms such as fever ($\geq 38^{\circ}\text{C}$) or cough, they should actively inform the examination supervisor, and they should bring their own masks and wear them actively. Arrange for an independent isolation examination site to take the examination.
 - (2) When the school assists candidates to measure their body temperature, if students

have a fever, they should ask about their travel history and whether they have symptoms such as respiratory tract infections and diarrhea, and assist in appropriate protective measures and guide them for medical treatment.

D. Isolation measures

1. Control the health status and travel history of the examination staff. If you have travel history within 14 days before the examination day, please stay in isolation or quarantine at home. You cannot serve as examination staff and arrange other personnel to replace them.
2. Investigate the travel history of candidates in advance. Those who have travel history abroad within 14 days before the examination date and are undergoing home quarantine are not allowed to take the examination.
3. The school should set up an isolated examination site. On the day of the examination, the isolated examination site shall be activated in accordance with the examination site rules and actual examination requirements.
4. During the exam, if the candidates have fever or cough and other symptoms of respiratory tract infection, the exam supervisor should ask the candidates about their wishes, and take appropriate protective measures, assist in medical treatment, or ask them to go to the isolated examination room to take the exam.

E. Medical support

1. The school medical staff shall pay attention to the physical condition of the test staff and the candidates, and assist in dealing with sudden injuries and illnesses of the candidates.
2. Examination supervisors shall pay attention to the physical condition of candidates throughout the process.

VIII. Estimated Expenditure Table

Category	Item	Cost(NT.Dollar)	Remark
service fee	Medical Supplies	400,700	Forehead thermometer, armpit thermometer, mask, protective clothing, goggles, protective cap, alcohol, gloves, cloth mask... etc.
	meals of quarantine service students	162,800	1. Lunch box 10 people * 240 / day * 14 days = 33,600 dollars 2. Lunch box 20 people*80*3 meals*14 days after April=67,200 dollars 3. Fruit 30 people * 50 dollars 2 meals / day * 14 days = 42,000 dollars 4. Dry food 32 people * 14 days = 20,000 dollars
	Disinfection and cleaning supplies	261,365	Hand sanitizer, Puli disinfection tablets, bleach, sprayer, toilet paper box, empty alcohol bottle... etc.
	Home quarantine supplies	150,000	Garbage bags, washbasins, bed sets, cleaning supplies, quick boiling pots... etc.

Category	Item	Cost(NT.Dollar)	Remark
	Work-study fee	54,770	Calculation method: 158 dollars * 300 hours = 47,400 dollars + labor insurance premium 3573 dollars + supplementary premium 905 dollars + labor refund fund 2892 dollars
	Pandemic Prevention Insurance	52,200	52,200 dollars /LS
	Cleaning company outsourcing cleaning fee	150,000	Clean Zhongxiao Building for the first time-60,000 dollars Afterwards disinfection 5,000-10,000 dollars/time
	Miscellaneous	80,000	Chartered cars, anti-pandemic materials, posters, stickers
	Subtotal	1,311,835	
equipment cost	Thermal imaging camera	99,800	49,900*2 (one for Sports and Health Center)
	Disinfection machine	22,000	Disinfection machine 22,000*1
	Handheld infrared thermal imager	290,000	Library Information Center 1 set * 290,000 dollars
	Subtotal	411,800	
	Total	1,723,635	

IX. This plan was approved by the pandemic prevention team meeting.

The president shall report to the Ministry of Education for implementation after approval. If there are any uncovered matters, they shall be handled in accordance with the instructions of the Central Pandemic Command Center (CECC) and the Ministry of Education.

Relevant Attachments :

- Table 1: "National Taitung University Infectious Disease Control (TOCC) Evaluation Form" (TOCC-Travel Occupation Contact Cluster)
- Figure 1: "The campus case report and processing flowchart of National Taitung University"
- Attachment 1: "Operation Process for Tracking Covid-19 Cases"
- Attachment 2: "National Taitung University Classroom Environmental Disinfection Record Form"
- Attachment 3: "National Taitung University's Handling Principles in Response to Covid-19 at All Levels"
- Attachment 4: "National Taitung University Campus Pandemic Prevention and Control Measures"
- Attachment 5: "Main Points for the Implementation of Suspension, Resumption of Classes and Make-up Exams and the Prevention of Major Pandemics and Other Disasters for National Taitung University"
- Attachment 6: Flowchart of National Taitung University's Domestic and Off-campus Home

Quarantine for Foreign Students

- Attachment 7: "Notice of National Taitung University's Self Health Care in Response to the Severe Pneumonia with Novel Pathogens "
- Attachment 8: "Principles of Disinfection in Centralized Monitoring Sites"
- Attachment 9: "National Taitung University Coordination Matters for Students Entering School in Response to Severe Pneumonia with Novel Pathogens "
- Attachment 10: "Comprehensive Form of Personnel Management in Centralized Monitoring Sites"
- Attachment 11: "Responding Measures for the Student Dormitory of National Taitung University in Response to the Severe Pneumonia with Novel Pathogens"
- Attachment 12: "Precautions for the Self-health Monitoring of National Warning Tourist Scenic Spots During Consecutive Holidays by National Taitung University"
- Figure 2: "National Taitung University's Measures to Deal with Tourist Students on Continuous Holidays"
- Attachment 13: "National Taitung University's Real-Name List for Tourists Entering the University"
- Attachment 14 : National Taitung University in response to the Covid-19-Activity/Venue Loan Risk Assessment Form
- Attachment 15: Flowchart of the Mechanism for Responding to the Pandemic Situation of Overseas Students in Taiwan
- Attachment 16: "COVID-19 notification and inspection and precautions after inspection"
- Attachment 17: "Process of Implementation of the COVID-19 anti-body rapid test during the quarantine period of entry citizens "

National Taitung University Infectious Disease Control (TOCC) Evaluation Form"
(TOCC-Travel Occupation Contact Cluster)

Unit/Department: _____ Name: _____ Student ID: _____ Phone: _____ Residence: _____

Hi:

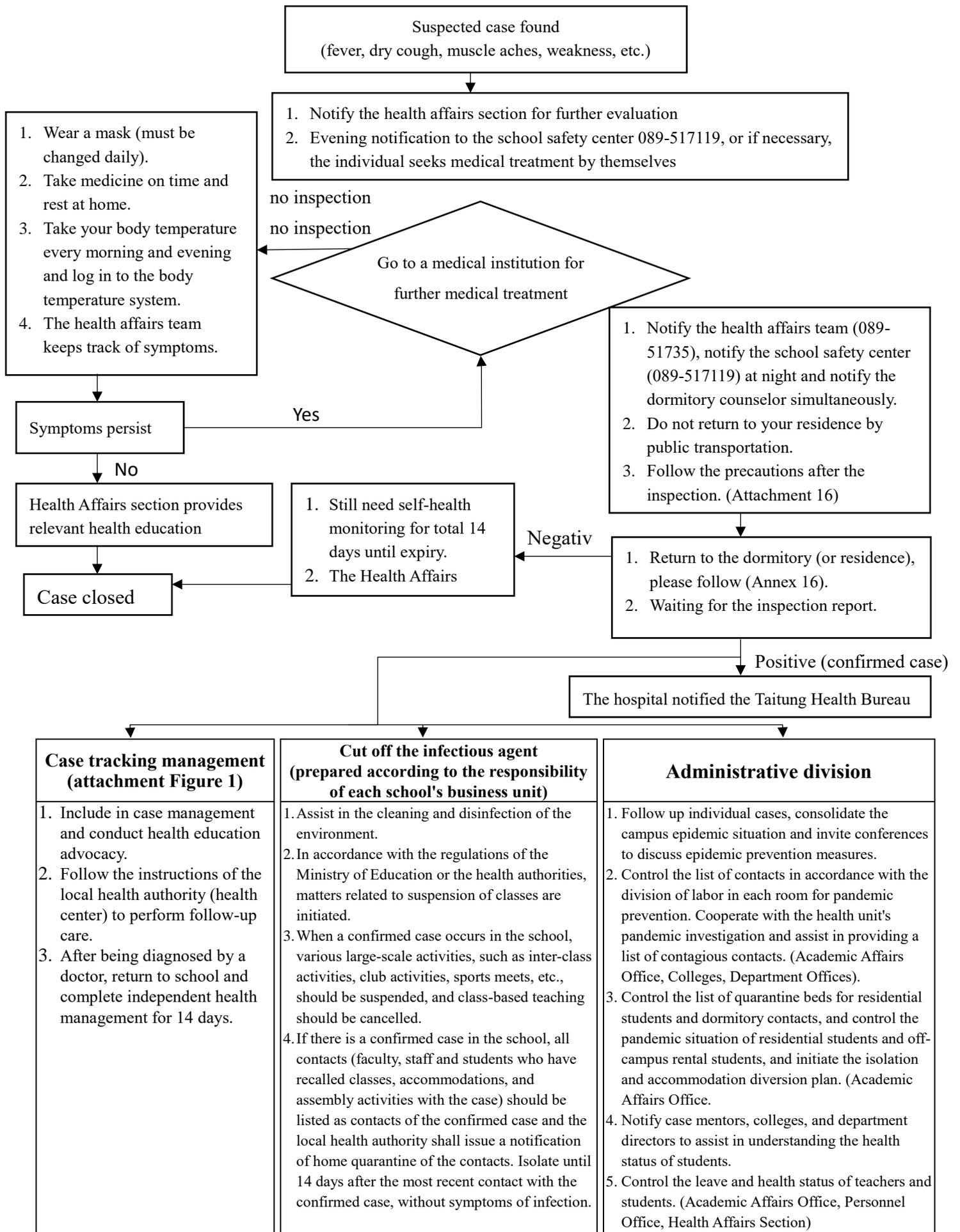
In response to the severe pneumonia with novel pathogens (COVID-19) pandemic prevention, in order to take into account the safety of you and the campus, please fill out the following questionnaire truthfully, so that the school can understand your contact history and physical condition.

If you have a fever, travel history, or contact with suspected or confirmed cases, please inform us to help you cooperate with pandemic prevention related matters. Thank you for your cooperation!

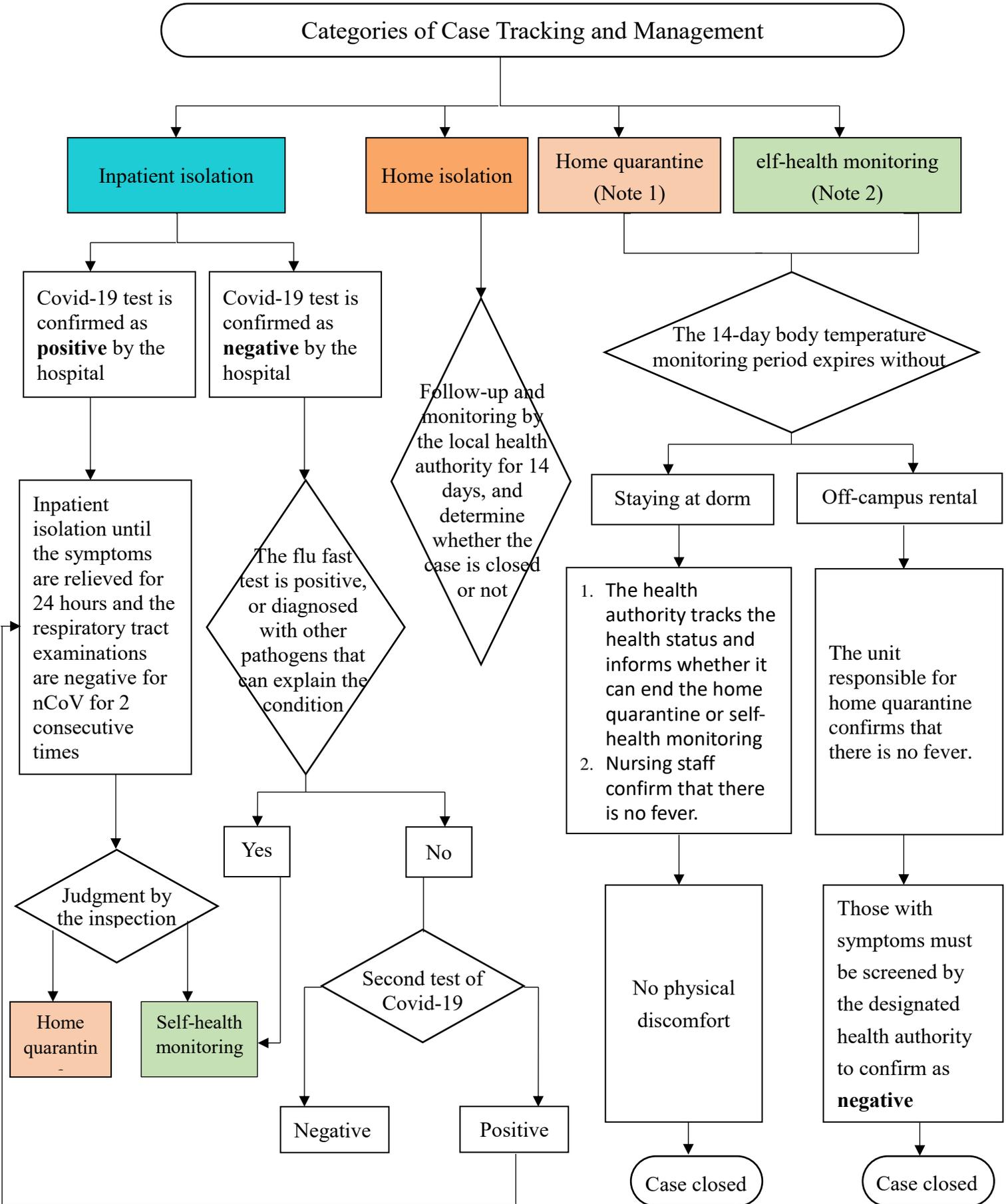
Category	Travel history	Occupation	Contact history	Cluster
Question	Travel history in the last 14 days?	What is your occupation?	What are your recent contacts and visits?	Have you gathered together in the past month?
evaluation items	<input type="checkbox"/> I have traveled abroad (Country : _____) <input type="checkbox"/> I have traveled in Taiwan (Counties and cities visited: _____)	<input type="checkbox"/> Hospital workers (such as medical/non-medical personnel, including outsourced manpower, intern students and health care volunteers, etc.)	<input type="checkbox"/> have been to hospital or clinic for medical treatment	The family who lives together is <input type="checkbox"/> Home isolation <input type="checkbox"/> Home quarantine <input type="checkbox"/> self-health monitoring (Expiry date: month/day _____)
	<input type="checkbox"/> Family and friends have traveled abroad (Country : _____)	<input type="checkbox"/> Transportation industry (such as taxis, passenger drivers, etc.)	<input type="checkbox"/> Access to airports, tourist attractions, and other places frequently exposed to foreigners	<input type="checkbox"/> Contact persons with fever or respiratory symptoms, the target is: <input type="checkbox"/> Friends <input type="checkbox"/> Colleague <input type="checkbox"/> Family
	<input type="checkbox"/> Family traveled abroad (Country: _____)	<input type="checkbox"/> Tourism (such as tour guides) <input type="checkbox"/> Service industry (such as restaurants, beverage shops, legal business premises, etc.) <input type="checkbox"/> Hotel industry (such as housekeeping, guest reception staff)	<input type="checkbox"/> Participated in public gatherings <input type="checkbox"/> Religious/political/academic/artistic activities <input type="checkbox"/> Gathering activities such as school opening/graduation ceremonies, weddings and funerals, sports events, etc.	Symptom <input type="checkbox"/> Fever <input type="checkbox"/> Respiratory distress symptoms (shortness of breath, dyspnea /difficulty breathing) <input type="checkbox"/> Sore throat <input type="checkbox"/> Runny nose <input type="checkbox"/> Muscle soreness <input type="checkbox"/> Joint pain <input type="checkbox"/> Weak limbs <input type="checkbox"/> Disorder or disappearance of taste
	<input type="checkbox"/> none	<input type="checkbox"/> Aviation service industry (such as aviation crew, etc.)	<input type="checkbox"/> Contact with wild animals and birds	<input type="checkbox"/> Disorder or disappearance of smell <input type="checkbox"/> Diarrhea (more than three times a day)
		<input type="checkbox"/> Work-study students (work place: _____) <input type="checkbox"/> Other: <input type="checkbox"/> None	<input type="checkbox"/> Other: <input type="checkbox"/> None	<input type="checkbox"/> Without any of the above symptoms <input type="checkbox"/> Other:

Figure 1

The Campus Case Report and Processing Flowchart of National Taitung University



Operation Process for Tracking Covid-19 Cases



National Taitung University's Handling Principles in Response to Covid-19 at All Levels

Pandemic Grade	Level 0 (Trend period)	Level 1 (Normal level)	Level 2 (Warning period)	Level 3 (Dangerous period)	Level 4 (Severe period)
Pandemic classification standards	No local confirmed cases domestically	Sporadic community infections caused by immigration	Local cases with unknown source of infection appear	More than 3 community gathering events occurred in a single week, or more than 10 local cases of unknown source of infection were confirmed in a day	Local cases are increasing rapidly (on average more than 100 cases are diagnosed daily in 14 days), and more than half of the cases cannot be found in the chain of infection
Handling and reporting operations	Common measures at all levels of schools	<ol style="list-style-type: none"> 1. Establish a response team and hold meetings as needed to discuss response measures and pandemic prevention matters. 2. Plan and promote education and publicity matters related to pandemic prevention. 3. Continue to control the development of the pandemic and establish an information exchange system with the county and city health bureaus. 4. Regular disinfection of the school environment. 5. Wear a mask when entering and leaving public places. 	<ol style="list-style-type: none"> 1. Implement self-health monitoring and management of school personnel, and strengthen the promotion of information related to pandemic prevention. 2. It is recommended to cancel or postpone gathering activities that are not necessary, non-specific objects, and activities with close contact. 3. All meetings and large-scale school activities should measure body temperature and wear masks throughout the process. 4. Open campus with real name registration system. 	<ol style="list-style-type: none"> 1. Those who fail to comply with the regulations on masks may be fined 2. Suspend outdoor gatherings with more than 500 people and indoor gatherings with more than 100 people. 3. The assembly activities must be implemented to ensure that social distancing is maintained, or to wear masks/use partitions throughout the process, and to implement measures such as real name registration system, temperature measurement, disinfection, crowd control, total amount control, and movement planning, otherwise the processing should be postponed. 4. Compulsory closure of some public places in accordance with regulations. 	<ol style="list-style-type: none"> 1. Cooperate with the Central Anti-pandemic Regulations, implement the whole school to take body temperature and wear masks all the way except for meals. 2. Stop gatherings of more than 5 people indoors and more than 10 people outdoors. 3. Only the fields of life maintenance, order maintenance, necessary services, medical treatment and official affairs are reserved. 4. According to "National Taitung University Campus Case Reporting and Handling Flowchart"(Attachment 1)" implement pandemic monitoring, response handling and notification operations.
	Contingency measures	Complete the contingency plan and start disaster mitigation and maintenance actions accordingly.	<ol style="list-style-type: none"> 1. Continue to strengthen anti-pandemic response. 2. In Control of the medical unit in the school to provide a list of self- health monitoring personnel. 	<ol style="list-style-type: none"> 1. When it is confirmed with the county and city health bureau that a student or faculty member has fever and flu-like symptoms, it shall be reported in accordance with the "National Taitung University Campus Case Report and Handling Flow Chart" (Attachment 1). 2. Regardless of whether there is an pandemic situation on the campus, the number of people with fever measured in the previous 24 hours will be reported to the Ministry of Education at 12 noon every day. 	<ol style="list-style-type: none"> 1. Suspension of classes in accordance with regulations. 2. Complete preparations for restoration such as resuming classes, make-up classes, and make-up exams in advance. 3. Control all pandemic-related cases and developments in the school and keep close contact with the county and city health bureau at any time.

National Taitung University Campus Pandemic Prevention and Control Measures

Level 0
(Trend period)
No local confirmed cases domestically

1. Establish a response team and hold meetings as needed to discuss response measures and epidemic prevention matters.

2. Plan and promote education and publicity matters related to epidemic prevention

3. Continue to control the development of the epidemic and establish an information exchange system with the county and city health bureaus.

4. Regular disinfection of the school environment

5. Wear a mask when entering and leaving public places.

Level 1
(Normal level)
Sporadic community infections caused by immigration

1. Implement self-health monitoring and management of school personnel, and strengthen the promotion of information related to epidemic prevention.

2. It is recommended to cancel or postpone gathering activities that are not necessary, non-specific objects, and activities with close contact

3. All meetings and large-scale school activities should measure body temperature and wear masks throughout the process.

4. Open campus with real name registration system.

Level 2
(Warning period)
Local cases with unknown source of infection appear

1. Those who fail to comply with the regulations on masks may be fined.

2. Suspend outdoor gatherings with more than 500 people and indoor gatherings with more than 100 people.

3. The assembly activities must be implemented to ensure that social distancing is maintained, or to wear masks/use partitions throughout the process, and to implement measures such as real name registration system, temperature measurement, disinfection, crowd control, total amount control, and movement planning, otherwise the processing should be postponed.

4. Compulsory closure of some public places in accordance with regulations.

Level 3
(Dangerous period)
More than 3 community gathering events occurred in a single week, or more than 10 local cases of unknown source of infection were confirmed in a day

1. Cooperate with the Central Anti-epidemic Regulations, implement the whole school to take body temperature and wear masks all the way except for meals.

2. Stop gatherings of more than 5 people indoors and more than 10 people outdoors.

3. Only the fields of life maintenance, order maintenance, necessary services, medical treatment and official affairs are reserved.

4. According to "National Taitung University Campus Case Reporting and Handling Flowchart" (Attachment 1), implement epidemic monitoring, response handling and notification operations.

Level 4
(Severe period)
Local cases are increasing rapidly (on average more than 100 cases are diagnosed daily in 14 days), and more than half of the cases cannot be found in the chain of infection

1. Cooperate with the central government's anti-epidemic regulations, conduct isolation, suspension of classes, and disinfection.

2. According to the standards announced by the Central Epidemic Command Center on February 19, 109, the courses taken by the teachers and students were suspended; there were 2 confirmed cases, and the whole school was suspended according to the previous standard.

3. Monitor the school's epidemic situation and keep in close contact with the county and city health bureau at any time.

4. Don't go out unless necessary, and stop all party activities.

National Taitung University Campus Pandemic Prevention and Control Measures

Control the relevant travel history and health status of the faculty and staff of the school and non-Chinese, Hong Kong and Macao students

Before school starts

General Affairs Office

1. Clean and disinfect the periphery and toilets of the whole school
2. Cleaning and disinfection around the restaurant
3. Install alcohol rack

Department

1. Control the travel history of teachers and students of the whole department
2. Implement the cleaning and disinfection of public areas and report back

Health Affairs Section

1. The school's epidemic prevention and health education promotion
2. Produce and distribute anti-epidemic posters and videos
3. Prepare relevant anti-epidemic materials

Student Affairs Office

1. Dormitory cleaning and disinfection
2. Establish an self-health monitoring accommodation area

Office of Industry-Academe Collaboration and Advancement

1. Regular cleaning and disinfection of teaching and administrative areas
2. Assist in the promotion of various related epidemic prevention
3. Participants' body temperature screening before relevant courses and activities

When school starts

General Affairs Office

1. Regularly clean and disinfect the periphery of the school's departments and toilets
2. Report the health status of employees

Department

1. Regular cleaning and disinfection of teaching and administrative areas
2. Report the health status of teachers and students
3. Assist in the promotion of epidemic prevention and control measures

Student Affairs Office

1. Placement and management of independent health management accommodation areas
2. Regular cleaning and disinfection of public areas in the dormitory
3. Propaganda of epidemic prevention and health education at student assembly

Health Affairs Section

1. Epidemic prevention measures before major meetings
2. Provide various units to broadcast the anti-epidemic and health education propaganda videos
3. Supervise all units to implement regular cleaning and disinfection operations
4. Establish a report on the health status of faculty and staff
5. Notification and handling of suspected cases of related infectious diseases
6. Prepare and supply necessary anti-epidemic materials

Office of Industry-Academe Collaboration and Advancement

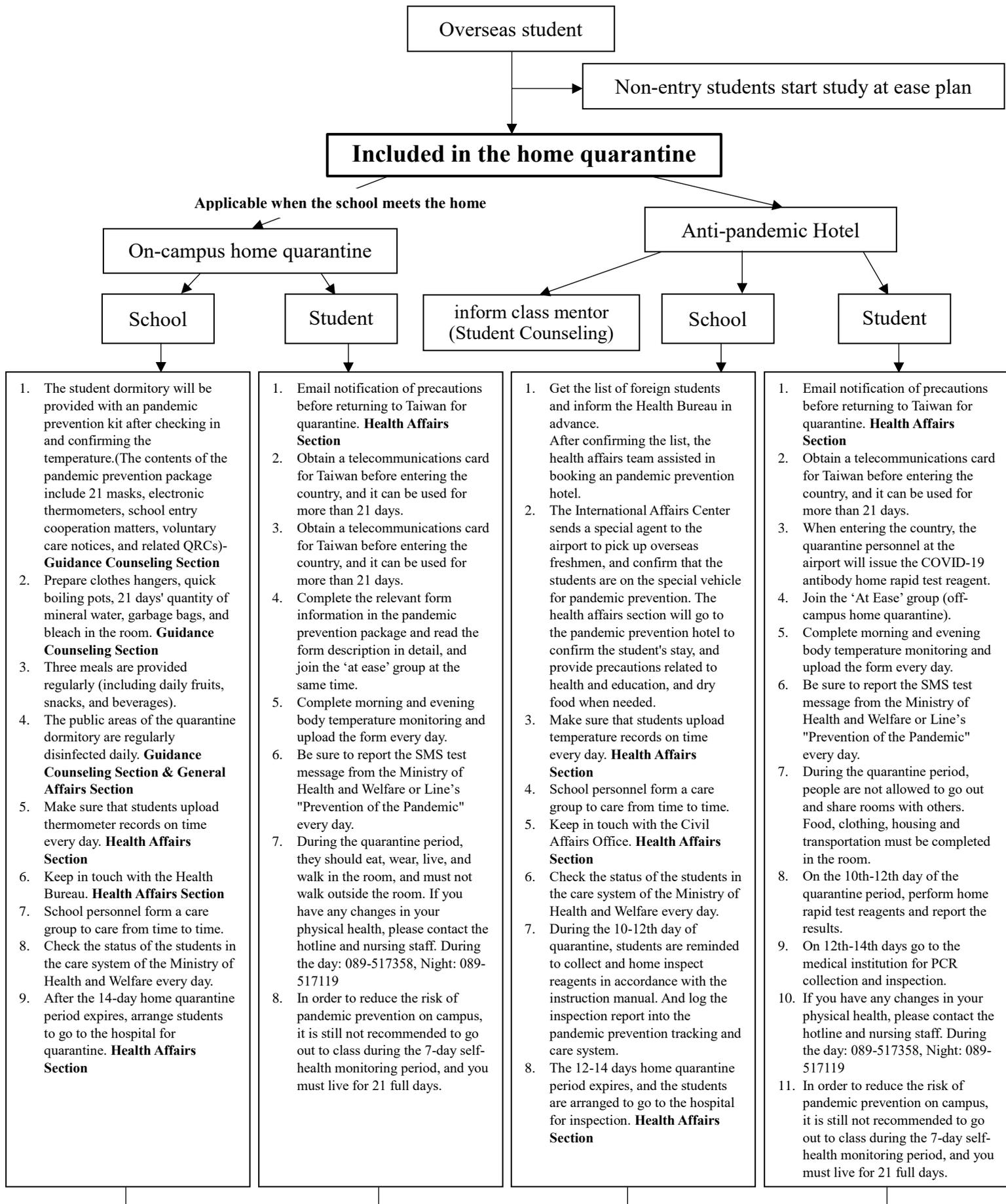
1. Regular cleaning and disinfection of teaching and administrative areas
2. Assist in the promotion of various related epidemic prevention
3. Participants' body temperature screening before relevant courses and activities

Main Points for the Implementation of Suspension, Resumption of Classes and Make-up Exams for National Taitung University to Prevent Major Pandemics and Other Disasters

Feb.25, 2021 Issued by the school in response to the second meeting of the Severe Special Infectious Pneumonia Prevention Team

1. The National Taitung University (hereinafter referred to as the school) has specially formulated the main points for the suspension of classes in response to major pandemics and other emergency disasters, as well as the resumption of classes, make-up classes and make-up exams in the future.
2. This point applies to the occurrence of major pandemic suspected cases, possible cases, isolation, etc. and other major disasters that require emergency suspension of classes (hereinafter referred to as special disasters). The general typhoon holiday does not apply to the provisions of this point.
3. When special disasters occur, classes will be suspended in accordance with orders or regulations issued by the central authority. When there is no unified standard for suspension of classes, the president (or **substitute**) of the school shall convene an administrative meeting to decide the period of suspension and report to the Ministry of Education for approval.
4. At the end of the suspension period, if there is no need to continue the suspension, classes should be resumed immediately. If it is necessary to continue to suspend classes, the decision of the executive meeting shall be obtained and the report shall be submitted to the Ministry of Education for approval.
5. In order to ensure the quality of students' education, supplementary lessons will be implemented for students during the suspension period. If it affects students' mid-term final exams, make-up exams should be given. The rules for make-up classes and make-up exams are as follows:
 - (1) **Regulations for make-up lessons**
 - i. When only part of the classes are suspended, the way to make up classes is discussed by the student representatives and the teacher by telephone, social media or electronic documents.
 - ii. When only part of the class is suspended or the whole school is suspended, the teaching method can be synchronized or non-synchronized for remote teaching, or video non-synchronized method for students to take lessons, and the teaching materials will be placed in the online academy platform to assist students to take courses.
 - (2) **Re-examination regulations**
 - i. When it affects students' mid-term or final exams in the suspension period, students should be given the opportunity to make up exams.
 - ii. The content and method of the make-up test shall be implemented by the teacher in accordance with his professional decision. After the make-up test, the score will be sent to the registration section of the Academic Affairs Office to log in.
6. Those who meet the isolation requirements and are unable to participate in the assessment at the school may use other flexible methods (such as submitting reports, individual case re-tests, etc.) to calculate the semester scores and send them to the registration section of the Academic Affairs Office.
7. After the main points are approved by the pandemic prevention team meeting of the school, the principal will issue the implementation after approval, and the same procedures will be used for amendments.

Flowchart of National Taitung University's Domestic and Off-campus Home Quarantine for Foreign Students



**Complete home quarantine after 14 days.
Self-health monitoring for the next 7 days.**

Notice of National Taitung University's Self Health Care in Response to the Severe Pneumonia with Novel Pathogens

National Taitung University, CARE ABOUT YOU !

Since you have traveled abroad in the past 14 days, in order to prevent the infection of the new coronavirus pneumonia and protect the health of yourself and your relatives and friends, please pay attention to the following within 14 days when returning to your country:

1. Please keep your hands clean and keep the habit of washing your hands frequently. In principle, you can use soap and water or alcohol-based dry-cleaning hand soap to clean your hands. Also, be careful not to touch your eyes, nose and mouth directly with your hands.
2. Please implement respiratory hygiene and cough etiquette. Wear a mask when you have respiratory symptoms such as coughing. When the mask is stained with oral and nasal secretions, it should be replaced immediately and folded inward and thrown into the trash can. When sneezing, use facial tissue or a handkerchief to cover your mouth and nose. If there is no facial tissue or handkerchief, you can use sleeves instead.
3. Within 21 days of health monitoring (14 days of home quarantine + 7 days of self-health monitoring), take your body temperature once a day in the morning/night, record your body temperature and the activity history on "Temperature and Trip Record Sheet", and upload it to our school's body temperature system. At the same time, be sure to report the SMS message or Line Pandemic Health Report issued by the Ministry of Health and Welfare every day. School administrators should actively track their body temperature records in the morning and evening.
4. When entering the country, the airport quarantine personnel will issue Covid-19 home antibody rapid test reagent. Please perform the rapid test at the quarantine hotel on the 10th-12th day of the home quarantine period, and inform the school nursing staff of the rapid test result.
5. School nurses will arrange to take students to the medical institution for PCR inspection on the 12th to 14th days of home quarantine.
6. 14 days after the expiration of the home quarantine period, it is not recommended to enter the campus during the 7-day independent health management period. A total of 21 days of self-health monitoring must be completed at the pandemic prevention hotel.
7. If you have a fever ($\geq 38^{\circ}\text{C}$) and respiratory symptoms, please wear a surgical mask immediately, report to the health affairs team (TEL089-517358) or the school safety center (TEL089-517119) and arrange for medical treatment as soon as possible. After notifying the health unit for assessment, they will assist in dispatching an anti-pandemic ambulance or anti-pandemic taxi to see a doctor. Be sure to actively inform the travel history, occupational exposure, related exposures, and whether anyone around you has similar symptoms. (The anti-pandemic taxi must be at your own expense).
8. Failure to comply with all health surveillance regulations will violate Article 48 of the "Law on the Prevention and Control of Infectious Diseases". According to Article 67 of the same law, fines ranging from NT\$60,000 to 300,000 can be imposed.
9. In case of dissatisfaction with this notice, within 30 days from the day after this notice is served, in accordance with Article 58 Paragraph 1 of the Appeal Law, the original administrative authority shall allow the sanctioned institute for appeal.

Principles of Disinfection in Centralized Monitoring Sites

1. Purpose

Avoid new infections and control the spread of the pandemic.
2. Timing of disinfection

The environment should be cleaned at least once a day. For the surfaces frequently touched by hands, the cleaning should be strengthened and the cleaning frequency should be increased.
3. Disinfection area

Centralized management of monitoring places, especially the living and activity spaces of centralized monitors.
4. Equipment and equipment that should be prepared
 - (1) Personal protective equipment:
 - i. Masks with proper respiratory protection.
 - ii. Gloves (latex inspection gloves or rubber gloves).
 - iii. Isolation gown.
 - iv. Eye protection equipment (goggles or face shield): used in conjunction with the current status of business execution.
 - (2) Disinfectant:
 - i. Use commercially available "sodium hypochlorite" bleaching water or "calcium hypochlorite" bleaching powder.
 - ii. 60-80% alcohol.
 - (3) Cleaning supplies: mops, buckets, detergents, wiping cloths and sponges, and other cleaning utensils.
 - (4) Several garbage bags.
5. Disinfection steps and methods
 - (1) Wear personal protective equipment, such as masks, gloves and gowns.
 - (2) Open doors and windows to maintain air circulation in the disinfection space (air-conditioning equipment should be kept closed during disinfection).
 - (3) Cleaning operation:
 - i. Complete the public space disinfection first, and then perform the personal monitoring room disinfection.
 - ii. Before performing on-site disinfection work, clean up the surfaces and grounds that need to be disinfected, and remove dirt and organic substances with detergent or soap and water, and then use a damp cloth and a suitable disinfectant to perform effective Disinfection of the environment. However, when there is a small range (<10ml) of blood or organic substances, the surface should be covered with low concentration (500ppm) bleach for decontamination. If the range of blood or organic matter is greater than 10ml, it needs to be decontaminated with a high concentration of 5,000ppm bleach, and then use detergent or soap and water to remove the dirt and organic matter. And continue to use wet wipes and properly remove dirt and organic substances to perform effective environmental disinfection.
 - iii. When disinfecting, the filtering facilities of indoor air-conditioning equipment (air-conditioners), such as air outlets and filters, should be disassembled or replaced. When

disassembling, avoid excessive movement that may cause oscillation or dust scattering.

iv. Indoor disinfection operations (including floors and walls) should be wiped and disinfected gradually from inside to outside, from top to bottom. After disinfection of all indoor surfaces, clean the surface and floor with a damp cloth, mop and clean water.

(4) Cleaning utensils should be disinfected after use. Cleaning utensils such as rags and mops should be cleaned and replaced frequently.

6. Disinfection focus

(1) Air conditioning system (air conditioner): air outlet, filter and filter.

(2) Indoor floors and walls: including rooms, corridors and moving lines of floors and walls (below 2 meters).

(3) Object surface: Any surface that may be touched during the monitoring period, such as doors and windows, door handles, desktops, telephones, sofa chairs, bedsides, trash can covers, light switches, etc.

(4) All surfaces of the bathroom: such as the surfaces of faucets, washbasins, toilet lids, shower head handles, door handles, toilet flushing handles and other ancillary facilities.

7. Waste disposal

The waste generated during the centralized monitoring period should be discarded in appropriate containers or bags to ensure that it will not overflow or leak.

8. Precautions

(1) The bleach should be prepared daily before use. Wear gloves when making preparations, try to avoid contact with the medicament, and do not use your hands with sticks when stirring.

(2) When cleaning items, they should be washed under the water surface to avoid washing items directly on the water surface.

(3) When cleaning and disinfecting, avoid directly touching the eyes, mouth, nose and other parts.

(4) Precautions for the use of bleach: High-concentration bleach is corrosive. If you accidentally splash your eyes, rinse with water for 15 minutes. If it comes in contact with the skin, rinse with enough water. If you feel unwell, seek medical attention immediately. The bleach can be poured into the drain hole after use, and should not be poured into the toilet, because ordinary households use septic tanks. If a large amount of bleach enters the septic tank, it will kill the original bacteria in the septic tank and thus reduces the effectiveness of the septic tank.

9. The methods for disinfection of contaminated places and contaminated items are shown in the attached table.

Attachment: Disinfection methods for contaminated places and contaminated items

Disinfection place	Disinfectant	Concentration	Disinfection method
Indoor floors, walls and any surfaces that are frequently touched	Bleach (sodium hypochlorite)	500ppm	Wipe with a mop or cloth, and then let it work for more than 15 minutes, then wipe it clean with a wet mop or cloth.
Indoor floors, walls and any surfaces that are frequently touched	Bleach (sodium hypochlorite)	500ppm	Spray it with a sprayer and wipe it clean with a wet mop or cloth for more than 30 minutes.

Disinfection place	Disinfectant	Concentration	Disinfection method
Secretions, excrement	Bleach (sodium hypochlorite)	5,000ppm	Sprinkle, soak, and clean up after two hours.
Toilet after use	Bleach (sodium hypochlorite)	5,000ppm	Pour a bottle of capped bleach (about 20cc) into the toilet and let it sit for 30 minutes before flushing it out.
Clothes, sheets, towels after use	Bleach (sodium hypochlorite)	500ppm	Soak for more than 30 minutes, then take it out and soak in soapy water. After soaking, wash and dry according to general washing procedures. Discard it if necessary, and treat it as infectious waste.
Filter facilities for air-conditioning equipment (air-conditioners)	Bleach (sodium hypochlorite)	500ppm	The equipment to be recycled and reused after disassembly and cleaning should be soaked in 500ppm (1:100 dilution) bleach for more than 15 minutes. Then take it out and place it in clean water, wash it with a rag or sponge, dry it, and reinstall it.
Kitchenware, tableware, dining ware	Hot water	above 100°C	Boil for more than 30 minutes.
	Bleach (sodium hypochlorite)	500ppm	Soak for 30 minutes (to be sterilized), then rinse with clean water, and allow it to air dry for later use.
Keyboard, mouse	Alcohol	60-80%	Wipe it with a cloth moistened with alcohol and let it evaporate.

Note: The equipment with power supply should be turned off before disinfection.

National Taitung University Coordination Matters for Students Entering School in Response to Severe Pneumonia with Novel Pathogens

Dear classmates:

In response to the severe pneumonia with novel pathogens, in order to avoid the spread of infection and protect your health, please be sure to wear a surgical mask all day and cooperate with the following home quarantine health management tasks.

1. Self-health Monitoring at Home before Returning to School:

- (1) Do not go in public places unless necessary, and clean up after going out and returning home. If you feel unwell, please seek medical attention. Only if you have no fever, cough, sore throat and other symptoms can you take a plane or public transportation.
- (2) Purchase personal forehead (ear) thermometers and masks, take immediate health protection measures, and bring them back when you return to school. This can facilitate 21 days of self-health monitoring in the pandemic prevention hotel, and there is less concern about contact with infection.
- (3) Please record your own body temperature first, and it is recommended to bring the body temperature record sheet back to school as a reference for health education.
- (4) Wash your hands frequently and use soap or alcohol-based dry-cleaning hand soap to clean your hands.
- (5) Pay attention to Taiwan's pandemic prevention information, and read this cooperation item carefully.
- (6) Please inform the International Affairs Center of the return time to Taiwan once you can determine the return date.
- (7) Complete the Taiwan mobile phone number before entering the country. If it is a temporary phone card, it must be applied for more than 21 days.

2. Coordination Matters after Entry:

- (1) In line with the pandemic prevention policy, 14 days of home quarantine, 7 days of self-health monitoring (still not recommended to enter the campus). The 21-day self-monitoring record of body temperature is indeed implemented in the pandemic prevention hotel (refer to the health care notice). If the fever exceeds 38 degrees of Celsius or you feel unwell, you should immediately notify the school nurse (TEL: 089-517358) or the counseling instructor of each department (TEL: 089-517119).
- (2) The health center of our school also provides 21-day masks, self-body temperature registration form, axillary thermometer, and dry hand soap. When entering the country, the airport quarantine personnel will issue home-use covid-19 antibody rapid test reagents. Please perform the rapid test at the quarantine hotel on the 10th-12th day of the home quarantine period, and inform the school nursing staff of the rapid test result.
- (3) School nurses will make arrangements on the 12th to 14th days of home quarantine and take students to the medical institution for PCR inspection.
- (4) If you have fever, cough, sore throat and other respiratory symptoms, notify the school nurse and seek medical attention immediately. Proactively inform the physician of personal contact history, travel history, and residence history, and should not be concealed. If any students feel unwell, please also inform the teacher.
- (5) Cooperate with the health care or investigation of counseling instructors, nurses or related teachers in various departments of the school.

- (6) Wash your hands frequently, use soap and water or alcohol-based dry-cleaning hand soap to clean your hands.
- (7) When the mask is stained with oral and nasal secretions, it should be replaced immediately, folded inwardly, put it in a plastic bag, tied up and thrown into the trash can. When hands come into contact with respiratory secretions, please wash them thoroughly with soap and water. When sneezing, cover your mouth and nose with facial tissue or a handkerchief. If there is no tissue or handkerchief, use sleeves instead.
- (8) If there are related symptoms, the health authority will be notified for follow-up treatment.
- (9) The school cooperates with government policies and maintains public health safety in the school. Relevant anti-pandemic measures will be adjusted at any time, please comply with them.
- (10) Failure to comply with various self-health monitoring regulations is a violation of Article 48 of the "Law on Prevention and Control of Infectious Diseases". In accordance with Article 67 of the same law, fines ranging from NT\$60,000 to 300,000 can be imposed.

Comprehensive Form of Personnel Management in Centralized Monitoring Sites

Name	gender	Date of Birth year month day	Contact number	dormitory serial number	Start quarantine date	Whether there are flu-like symptoms during the centralized quarantine														Note	
						1	2	3	4	5	6	7	8	9	10	11	12	13	14		
Wei Lee	F	2000/08/22	0912- 345678	10 01	2020/03/0 1																

Body Temperature and Trip Record Sheet

Person who fills out the form:

Return to Taiwan Date (Year/ Month/ Day):

	Date	morning	afternoon	Health status	Record of Activity History
1					
2					
3					
4					
8					
6					
7					
8					
9					
10					
11					
12					
13					
14					

Responding Measures for the Student Dormitory of National Taitung University in Response to the Severe Pneumonia with Novel Pathogens

1. Goal: In order to prevent the spread of severe pneumonia with novel pathogens, cooperate with the relevant regulations of the Ministry of Education for prevention and control operations to guide the effective management of dormitories.
2. **The Principle of Contingency**
 - (1) There is **a suspected case** in the dormitory: In addition to reporting in accordance with regulations, the student should be sent to the doctor for diagnosis and treatment as soon as possible, and the dormitory should be cleaned and disinfected.
 - (2) There is **a possible case** in the dormitory: In addition to reporting in accordance with regulations, the student was hospitalized in isolation. Students living in the same dormitory shall be reported to the local health bureau for pandemic prevention and control to implement isolation. Without the consent of the health unit, the students are forbidden to return home, and parents or guardians are notified.
 - (3) There are **two rooms (inclusive) on the same floor as possible cases**: In addition to notification in accordance with regulations, students who are ill shall be hospitalized and isolated. The student dormitory on the same floor shall be reported to the local health bureau for pandemic prevention and control to implement isolation. Without the consent of the health unit, students are forbidden to return home for observation, and parents or guardians are notified. The students on the remaining floors are taken home by their parents or the school is responsible for their accommodation. or the school is responsible for their accommodation.
 - (4) When there are two floors (inclusive) that need to be isolated: In addition to notification in accordance with regulations, students who are ill shall be hospitalized and isolated. The student dormitory shall report to the local health bureau to implement quarantine for pandemic prevention and control. Without the consent of the health unit, students are prohibited from returning home, and parents or guardians are notified.
 - (5) During the school suspension period, students entering or leaving the dormitory will take their body temperature to prevent severe infection of pneumonia.
 - (6) Handling of suspected cases found in the dormitory: First ask the case to stay in the original dormitory and inform them that they will be provided with equipment for their use. All patients and those assisting in sending them to the hospital should wear masks.
 - Vehicle: Call 1922 to coordinate ambulance escort.
 - Hospitals: Ministry of Health and Welfare Taitung Hospital, Taitung Mackay Hospital, Taitung Christian Hospital.
3. **General Rules :**
 - (1) Strengthen environmental clean-up and disinfection of dormitories. Ask tutors, department counseling instructors and school security personnel to take the initiative to care for and contact students who rent a house off campus.
 - (2) Dormitories should continue to strengthen relevant pandemic prevention and promotion work.
 - (3) School Safety Center Contact Number: 089-517119
 - (4) Contact Number of Health Affairs Section: 089-517358

Precautions for the Self-Health Monitoring of National Warning Tourist Scenic Spots during Consecutive Holidays by National Taitung University

Name : _____ Class : _____

TEL/Mobile Phone : _____ Tourist attraction : _____

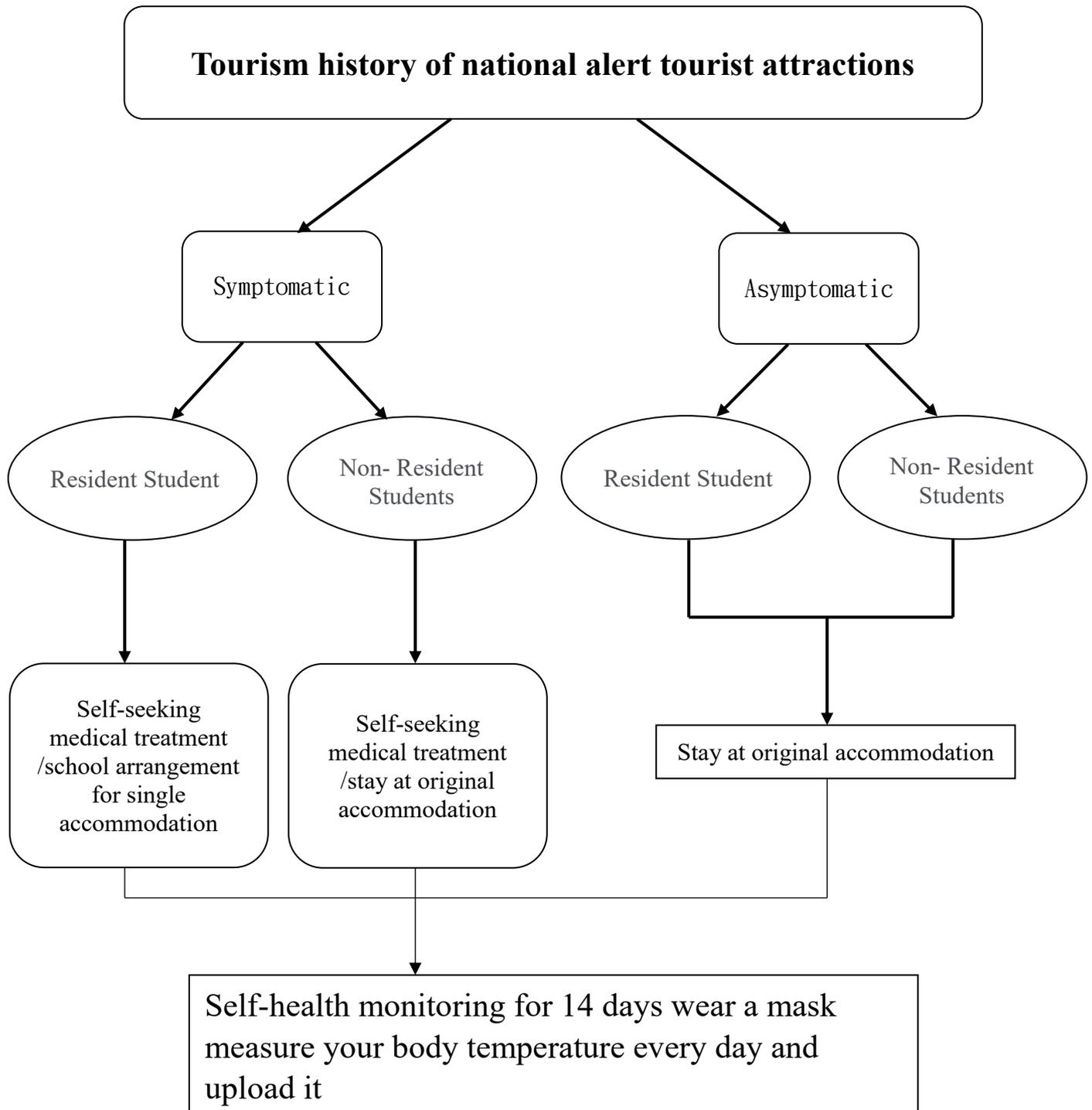
Self-health monitoring period: ___year___month___day to ___year___month___day

Because you have a history of travel to national alert tourist attractions within 14 days. In order to monitor the infection of pneumonia with special unknown causes and protect the health of yourself and your relatives and friends, please do your own health management measures within 14 days:

1. During the self-health monitoring period, please try to recuperate in the dormitory or at home and avoid going out. If you need to go out, you should wear a surgical mask.
2. Please keep your hands clean and keep washing your hands frequently. In principle, you can use soap and water or alcohol-based dry-cleaning hand soap to clean your hands. Also, be careful not to touch your eyes, nose and mouth directly with your hands.
3. Please implement respiratory hygiene and cough etiquette. Wear a mask when you have respiratory symptoms such as coughing. When the mask is stained with oral and nasal secretions, it should be replaced immediately and folded inward and thrown into the trash can. When sneezing, cover your mouth and nose with facial tissue or a handkerchief. If there is no tissue or handkerchief, sleeves can be used instead. If you have respiratory symptoms, wear a surgical mask and keep a distance of more than 1 meter as much as possible when talking with others. When your hands come into contact with respiratory secretions, please rub your hands with soap and water and wash them thoroughly.
4. Please take your body temperature once a day in the morning and evening within 14 days of self-health monitoring. Record the body temperature in detail and report it to the school's body temperature registration system.
5. If you have symptoms of upper respiratory tract, please wear a surgical mask immediately, actively inform the school, and seek medical treatment by yourself. When seeking medical treatment, please show this notice to the physician, and should actively inform the physician of the contact history, travel history and residence history.
6. Failure to comply with various self-health monitoring regulations is a violation of Article 48 of the "Infectious Disease Prevention and Control Act". According to Article 67 of the same law, fines ranging from NT\$60,000 to 300,000 can be imposed.

Figure 2

National Taitung University's Measures to Deal with Tourist Students on Continuous Holidays



National Taitung University in response to the Covid-19- Activity/Venue Loan & Risk Assessment Form

- ※ When handling activities or borrowing venues for risk assessment, the venue unit will evaluate whether to handle or borrow venues.
- ※ ※ Before proceeding with the activity, please evaluate according to the national Taitung University's Covid-19 handling requirements at all levels.
- ※ According to the announcement of the Ministry of Education on January 19, 2021, when handling gatherings, plan and improve supporting measures for pandemic prevention and conduct risk assessments. If the risk assessment cannot be strictly implemented before the event, it is strongly recommended to cancel or postpone the event.

Application Date: (Year / Month / Day)

Borrowing unit					
Event name				Loan venue	
Applicant		Affiliation		Activity time	(year /month /day) ~ /month /day) Total: days hours
Item	Content	Applicant (host) unit , tick (self-check)			Yes /No
Evaluation	Main venue	<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor <input type="checkbox"/> Indoor <input type="checkbox"/> outdoor			<input type="checkbox"/> Yes <input type="checkbox"/> No
	Number of people	<input type="checkbox"/> Within 100 people <input type="checkbox"/> 101~300 people <input type="checkbox"/> 301~499 people <input type="checkbox"/> More than 500 people			
	Necessity	<input type="checkbox"/> Necessary <input type="checkbox"/> General <input type="checkbox"/> Not necessary			
	Object evaluation	<input type="checkbox"/> has a specific object <input type="checkbox"/> not has a specific object			
Risk assess- ment	Do you have information about participants	(1)Confirm the travel history of participants in popular areas			
		(2)Confirm the contact history of the participants with confirmed cases			
		(3)Take temperature measurement and symptom assessment before the activity (such as: respiratory symptoms, cough, nasal congestion, diarrhea, abnormal taste, smell)			
		(4)Make sign-in form			
	Ventilation situation of activity space	<input type="checkbox"/> Outdoor: The risk of outdoor activities is low. <input type="checkbox"/> Open windows: The risk of indoor spaces with good ventilation or windows that can be opened for ventilation is second. <input type="checkbox"/> Air-conditioning: The risk is the highest in a closed indoor space with poor ventilation.			
	Distance between event participants	The personnel can keep each other (at least 1.5 meters indoors and at least 1 meter outdoors) <input type="checkbox"/> The interval is approximately meters <input type="checkbox"/> Not applicable			
	Participant	<input type="checkbox"/> Fixed position (lower risk) <input type="checkbox"/> Unfixed position (higher risk) Response plan: _____			
	Activity location	※ Total activity time <input type="checkbox"/> Within half a day (4 hours) <input type="checkbox"/> All day (8 hours) <input type="checkbox"/> Within 2 days <input type="checkbox"/> Within 3 days <input type="checkbox"/> Within 5 days <input type="checkbox"/> Within 7 days <input type="checkbox"/> More than 7 days ※ In principle, the longer the time, the higher the risk.			
	Is it possible to implement hand hygiene and wear masks during the event?	(1)Prepare anti-pandemic supplies (2)Provide soap to wash hands or alcohol to disinfect hands ※ The risk of being able to be implemented is lower, and the risk of being unable to be implemented is higher.			
Can the venue be cleaned and disinfected?	Implement venue cleaning and disinfection before and after the event.				

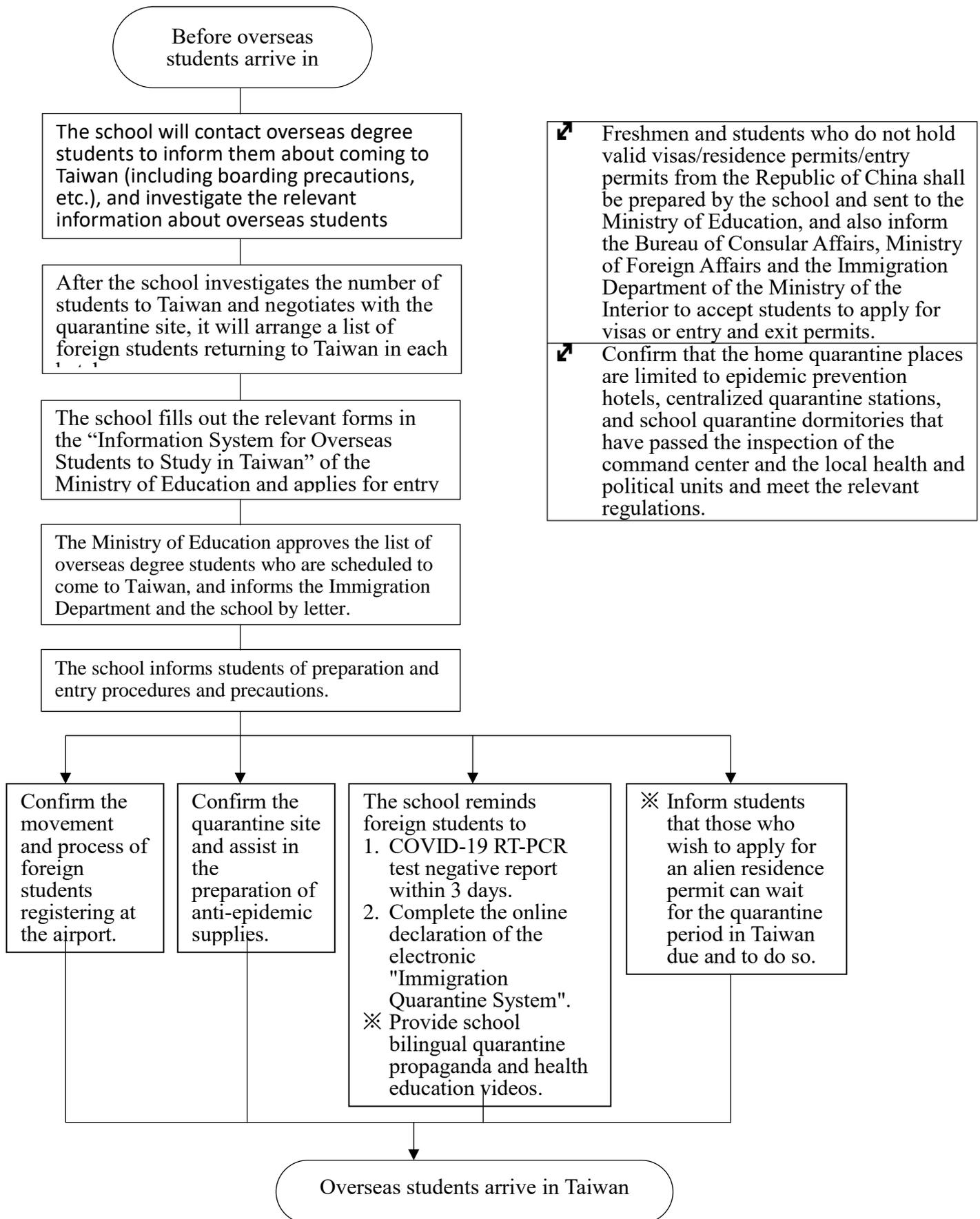
Unit's evaluation result: Applicable and lending venues Activity deferred

Applicant's signature: _____ **Signature of the field management unit:** _____

※ This checklist will be kept by the venue management unit for future reference.

Flowchart of the Mechanism for Responding to the Pandemic Situation of Overseas Students in Taiwan

(Feb.2021 revised)



After overseas students arrive in Taiwan

Show the mobile phone "Immigration Quarantine System" certification screen to clear customs and inform the school that you have entered the country.

Airport quarantine personnel confirm whether fever or suspected related symptoms are found.

NO

YES

Students enter the country with a school permit (The Immigration Department allows students to enter according to the list provided by the school).

Dedicated channel to the hospital

1. Foreign students report to a single counter at the airport (confirm traffic and quarantine sites)
2. The check-in counter will issue a small card for precautions for epidemic prevention and count the number of people who registered on the day

Screening

Follow the instructions of the hospital to be discharged and return to the dormitory or quarantine hotel. Continuous tracking by schools and hospitals.

Suspected or confirmed patients are isolated in negative pressure ward/intensive care unit.

Check-in counter

1. Full-time staff of the Ministry of Education take turns at Taoyuan Airport.
2. The Ministry of Education arranges instructors to rotate at other airports.

Transportation

School bus

Anti-epidemic fleet

Centralized quarantine station

Anti-epidemic Hotel

Epidemic prevention dormitory

The school waits for students in epidemic prevention hotels and quarantine dormitories, distributes epidemic prevention kits and informs the residential inspection regulations.

Students use thermometers to measure their body temperature every day, and the centralized quarantine station will take care of their health for 14 days.

Students use thermometers to measure their body temperature every day. The school actively tracks and cares about the students' health status for 14 days, and records them in the overseas epidemic prevention tracking.

School continuous tracking.
※ Attention should be paid to issues related to visa expiration during treatment of confirmed students. Schools should assist students in coordinating with the Immigration Department for case handling.

The school quarantine dormitory must be checked and passed by the command center and the local health units, and also meet the following requirements:
※ The entire building is used as a quarantine dormitory.
※ It is for home quarantine use only. Foreign students should move out of the dormitory immediately after completing home quarantine.
※ One person, one room, independent bathroom, well ventilated.

Have fever or acute respiratory symptoms during quarantine.

NO

YES

Complete the 14-day quarantine and conduct inspection.
※ The inspection process is also in accordance with the instructions of the Ministry of Education.

Please call the 1922 anti-epidemic hotline and seek medical treatment in accordance with the instructions of the health and political unit. Do not take public transportation when seeking a doctor, and wear a mask at all times.

Negative

7 days of independent health management. (Not allowed to enter the campus during this period)

Student registration
※ Remind students to apply for alien residence permit as soon as possible within the time limit

COVID-19 Notification of Inspection and Precautions after Inspection

In order to reduce the risk of transmission and protect the health of yourself and those around you, please obey the following precautions after the inspection:

1. After being notified by the medical institution for the inspection, you should stay in your residence (including the dormitory) and not go out before receiving the inspection report. If the test result is negative, the self-health monitoring is still required until the expiration of 14 days.
2. If the test result is positive, the local government health bureau will take the initiative to contact and arrange medical treatment, and please honestly provide the travel history to facilitate the pandemic investigation work of the health unit. If no notification is received 3 days after the test, the test result is negative.
3. Rest at home during illness, and avoid going out during self-health monitoring. If it is necessary to go out, medical masks should be worn throughout the journey. School attendance as well as public transportation are prohibited. When the mask is stained with oral and nasal secretions, it should be replaced immediately and folded inward and thrown into the trash can.
4. Keep your hands clean and keep washing your hands frequently. In principle, you can use soap and water or alcohol-based dry hand sanitizer to clean your hands. When your hands come into contact with respiratory secretions, please rub your hands with soap and water and wash them thoroughly, and dry them after each wash.
5. During the self-health monitoring period, the body temperature must be measured and uploaded daily.
6. If the symptoms worsen, any physical discomfort, if the following symptoms occur, wheezing, breathing difficulties, persistent chest pain, chest tightness, unconsciousness, blue skin or lips or nails, take the initiative to contact the health affairs team 089-517358 or school security : 089-517119 (night/holiday). Please wear a mask, and seek medical treatment according to the instructions, and it is forbidden to take public transportation to seek medical treatment.
7. Please be cautious about any inconvenience during the pandemic prevention period, but no need to be overly nervous or panic. Please refer to the official information for viewing the information. Remember not to spread unverified information at will to avoid breaking the law.
8. After reporting the inspection and during the self-health monitoring period, please be sure to keep the telephone and communication channels open. Be sure to answer the phone to avoid finding no one in an emergency.

Precautions during self-health monitoring

The school will provide you with an electronic axillary thermometer. Please be sure to upload the body temperature to the login system of body temperature every day.



【login system of body temperature and travel history】

Process of Implementation of the COVID-19 Anti-Body Rapid Test during the Quarantine Period for Entry Citizens

Established on July 5, 2021

When entering the country, the airport quarantine personnel will issue COVID-19 antibody home rapid test reagents. Please keep it safe.

During the 10th-12th day of quarantine, the public shall carry out inspection and operation according to the instruction manual.

Sometimes due to product quality or operational factors, the test result cannot be judged as positive or negative. Then, please refer to the relevant instructions of the product manual first. If you still have any doubts, please contact the distributor of the reagent.

Unknown

Rapid test results

Negative

It can only represent the specimens collected at the moment of sampling. No virus is detected, it does not mean that it is safe.

Positive

1. Please continue to complete the quarantine and cooperate with the PCR collection and inspection operations on the 12th to 14th days.
2. After sampling, the household rapid test reagents and reagent sticks are sealed and wrapped in a plastic bag, and then disposed of as general garbage.

1. Please immediately notify the home quarantine health care staff to report to the local health bureau, and follow the instructions of the health bureau to go to the designated inspection institute for PCR testing. If you stay in a centralized quarantine station, please follow the operations of the centralized quarantine station.
2. Seal the used inspection equipment in a plastic bag, bring it to the aforementioned institution, and hand it to the staff of the institution.
3. Cooperate with follow-up anti-epidemic measures.

Please note: If you experience symptoms related to COVID-19 during the home quarantine period, please wear a medical mask. Take the initiative to contact the local health bureau, seek medical treatment as soon as possible according to the instructions, and it is forbidden to take public transportation to seek medical treatment.

Description:

- When you have any questions about the operation of the product, please contact the distributor of the reagent (manufacturer contact information can go to the Food and Drug Administration Homepage> Business Area> Medical Equipment> COVID-19 Epidemic Prevention Medical Materials Area> Household COVID-19 Inspection Reagents Area for reference approved list).
- When caring for the people on the 10th to 12th day of quarantine, the village officer, the foreign affairs police, the school or the health team of the centralized quarantine station will confirm the completion of the rapid test.
- If the COVID-19 antibody home rapid test reagent is lost or improperly operated, it will not be reissued.

Video of rapid test operation

