General guidance for 2019 Novel Coronavirus (2019-nCoV)

Chinese Language Instruction Center, OICA, Fo Guang University

A. Health Management

1. All class teachers must report back by February 3 or during the week of February 10 for students ’ travelling abroad history (location, time, purpose) in order to monitor contact history of all personnel.
2. For any person that is identified as the close contact with a person known to have the 2019-nCoV, must follow home isolation guidance and is not permitted to come to the class or travel abroad.
3. For any person that travel to China Hubei Province (including Wuhan), Guangdong Province and/or arriving Taiwan through Mini-Three-Links, please report to the Students’ Affair office immediately. The office will require students to fill in the Notice on the Self-Management of Health of 2019 Novel Coronavirus Infections form and will proceed home isolation for 14 days. Students would not be allowed to come to class, travel abroad or go to work during the isolation period.
4. For any person that travel to China regions other than listed in point 3, they can proceed home isolation for 14 days or they must wear the surgical mask when attend classes.
5. To avoid the spread of the virus, for any person that is under home isolation would not be allowed to go outside (include attending classes). Permissions must be required and obtained before going outside the isolating premises and must wear surgical masks at all time when traveling outside the premises. All persons under home isolation would not be allowed to take bus, MRT, train or any type of public transportation and would not allow to go to crowd areas such as department stores, malls, banks, libraries, markets and internet cafes.

B. In-class Students (no travelling history to Hubei Province, Guangdong Province and/or Mini-Three-Links)

1. All class teachers must closely monitor students ’ health. For any student that has fever symptoms (≥38 degree) of lower respiratory illness, please report to the Students’ Affair Office and request students to proceed specimens test immediately in the clinic. If the test result is confirmed to have the 2019

Novel Coronavirus, by law, students must proceed hospital isolation. Before the releasing of the test results, students would be required to proceed home isolation and avoid to stay outside.

1. For students that have close contact with crowds, please advise them to wear surgical masks at all time. For any students that have the fever or symptoms of lower respiratory illness during the class, please proceed to counter for measuring the body temperature.
2. For the class absence due to the home isolation, students must provide “Body Temperature and Activities Record” as the evidence of the class absence when applying for the certificate of attendance.
3. To prevent the spread of the novel coronavirus, please wash hands regularly, cover when cough or sneeze and must properly disposal personal secretions. Please avoid to the crowded areas and/or areas that has poor air circulation.

C. Environmental Managements

1. Keep classroom air circulation. Teachers would be required to open windows, doors when entering the classroom and please avoid using air-conditioning to minimize the risk of circulation infection. Basements would be required to open windows and door at all time and to switch on the air exchanger.
2. Please do not arrange field trips during this period.
3. Please use the alcohol sterilizer at the counter or at the entrance of 5F.
4. Teachers are advised to spray diluted bleach for surface disinfection (doorknob, desk, light switches). These are available at the counter.
5. Please join LINE “疾管家” for any notices from the Department of Health and must inform students any updates regarding the virus.
6. Interim guidance for 2019 Novel Coronavirus is in accordance to the Centers for the Disease Control [(http://www.cdc.gov.tw)](http://www.cdc.gov.tw/) and is subject to change for any new guidance released by the Center.



**Notice on the Self-Management of Respiratory Syndrom of**

**2019 Novel Coronavirus (2019-nCoV)**

**(Contact)**

**Name：**

**Date：**

**Address：ID No.：**

**Tel：**

( This notice is a legal document, please fill in correctly. The upper part is to give to the disease control official; the lower part is for you to keep.)

**Notice on the Self-Management of Respiratory Syndrom of**

**2019 Novel Coronavirus (2019-nCoV)**

**(Contact)**

Notice on the Self-Management of Health of 2019-nCoV You have been in contact with person(s) either highly possible of being infected with 2019-nCoV or are confirmed cases. To prevent the infection of 2019-nCoV, and at the same time, to protect the health of yourself and your friends and relatives, please in the next 14 days, correctly practice measures for the self-management of health.

1. The person under self-management and his/her family members can maintain normal life, such as going to school or office. There is no restriction of activities unless the person under self-management develops symptoms.
2. Keep hands clean. Wash hands regularly. In principle, soap and clean water or alcoholic dry cleaner can be used to keep hands tidy. Do not touch eyes, nose and mouth directly with hands.
3. Observe hygiene of respiratory tracts and coughing manners. Wear a mask if there are respiratory tract symptoms such as coughing. If mask is contaminated with discharges of mouth or nose, use a new one immediately and throw the contaminated one into the dust bin. When sneezing, cover mouth and nose with tissue or handkerchief. If tissue or handkerchief is not available on hand, sleeves can be used. If there are respiratory tract symptoms, when talking with others, wear surgical mask and keep a distance of more than one meter. When hands are contaminated with discharges of respiratory tracts, rub hands with soap and wash thoroughly.
4. In the 14 days of self-management, measure body temperatures once every morning and evening, and keep in detail body temperatures and activities (as per Attachment), and notify local health bureau/station on own accord.
5. Cases under self-management, if are infected with acute respiratory infection (fever higher than 38 ℃ and coughing), wear surgical mask immediately, contact local health bureau at own initiative to assist in arranging for early medical care.
6. When under medical care, present this notice to the doctor. Tell the doctor at own initiative the history of contact, travel and living conditions.
7. If the regulations of self-management are not observed correctly, the persons concerned will be violating regulations of Article 48 of the Communicable Disease Control Act, and are liable by Article 67 of the same Act to a fine of NT$60,000 to 300,000, successively.

**Body Temperature and Activities Record**

Name：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of departing from the infected area: Month\_\_\_\_\_\_\_Day\_\_\_\_\_\_\_Year\_\_\_\_\_\_\_ Fight number from the infected area: \_\_\_\_\_\_\_

Date of In-transit: Month\_\_\_\_\_\_\_Day\_\_\_\_\_\_\_Year\_\_\_\_\_\_

Location of the Intransit: \_\_\_\_\_\_\_

Fight number from the intransit location: \_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Day | Date | AM | PM | Health Condition | Activities |
| 1 |  | \_\_\_\_°C | \_\_\_\_°C |  |  |
| 2 |  | \_\_\_\_°C | \_\_\_\_°C |  |  |
| 3 |  | \_\_\_\_°C | \_\_\_\_°C |  |  |
| 4 |  | \_\_\_\_°C | \_\_\_\_°C |  |  |
| 5 |  | \_\_\_\_°C | \_\_\_\_°C |  |  |
| 6 |  | \_\_\_\_°C | \_\_\_\_°C |  |  |
| 7 |  | \_\_\_\_°C | \_\_\_\_°C |  |  |
| 8 |  | \_\_\_\_°C | \_\_\_\_°C |  |  |
| 9 |  | \_\_\_\_°C | \_\_\_\_°C |  |  |
| 10 |  | \_\_\_\_°C | \_\_\_\_°C |  |  |
| 11 |  | \_\_\_\_°C | \_\_\_\_°C |  |  |
| 12 |  | \_\_\_\_°C | \_\_\_\_°C |  |  |
| 13 |  | \_\_\_\_°C | \_\_\_\_°C |  |  |
| 14 |  | \_\_\_\_°C | \_\_\_\_°C |  |  |

**Issued by (Institution)：**

**Tel：**