

# 國立中興大學校園傳染病防治實施辦法

## National Chung Hsing University Regulations Governing the Implementation of Campus Communicable Disease Control Measures

109 年 1 月 15 日 第 429 次行政會議訂定  
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113 年 1 月 10 日 第 460 次行政會議修正(第 2-4 條)  
January 10, 2024 (Articles 2 to 4) amended at the 460th Administrative Meeting

第一條 國立中興大學(以下簡稱本校)為維護教職員工生健康及學生受教應考之權益，確保校務工作正常運作，避免疫情擴大引發群聚感染事件，特依據傳染病防治法及學校衛生法訂定「國立中興大學校園傳染病防治實施辦法」(以下簡稱本辦法)。

Article 1 The National Chung Hsing University (hereafter referred to as the University) hereby formulates the Regulations Governing the Implementation of Campus Communicable Disease Control Measures (hereafter referred to as these Regulations) pursuant to the Communicable Disease Control Act and the School Health Act to protect the health of faculty, staff, and students, ensure students' rights to education and examinations, preserve smooth operations of the University and prevent epidemic diseases and cluster infections.

第二條 為落實本校校園傳染病防治工作，校長為總指揮，各單位皆負有傳染病防治責任(分工如附件一)，並應協助防疫宣導與相關防疫措施，掌握單位內教職員工生等出入疫區之動向。

Article 2 To effectively carry out communicable disease control on campus, the President shall serve as the chief commander. All units bear responsibility for the implementation of communicable disease control (details in Attachment 1) by assisting in promoting awareness of epidemic prevention, enforce related measures, and tracking the movement of faculty, staff, and students in and out of epidemic areas.

疫情緊急時應成立各類「傳染病緊急應變防疫工作小組」(以下簡稱防疫工作小組)，由副校長擔任召集人，主任秘書擔任副召集人，防疫工作小組成員由學務處、總務處與環安中心主管、承辦人員及校內外專家學者組成之，學務處負責協調聯繫各單位，並視需要邀請相關單位參與防疫工作小組。防疫工作小組負責項目於各類傳染病防治工作/應變計畫明定之。

In response to emergency epidemic situations, the Communicable Disease Emergency Response and Epidemic Control Teams (hereinafter referred to as the Epidemic Control Teams) shall be formed. The Senior Vice President shall act as the convener, with the Secretary General as the deputy convener. Other members of the Epidemic Control Teams shall include officials from the Office of Student Affairs, Office of General Affairs, the

Occupational Safety and Health and Environmental Protection Center, responsible staff, and intramural and extramural experts. The Office of Student Affairs shall be responsible for coordinating and inviting relevant units to participate in the Epidemic Control Teams as needed. The responsibilities of the Epidemic Control Teams shall be delineated in various communicable disease control or response plans.

必要時，由副校長召開各類「傳染病緊急應變防疫會議」（簡稱防疫會議），召集防疫工作小組及相關單位主管或全校各單位商討及宣導防疫相關工作。

When necessary, the Senior Vice President shall convene various “Communicable Disease Emergency Response Epidemic Control Meetings” (referred to as “Epidemic Control Meetings”). On these meetings, the Epidemic Control Teams, relevant unit heads, or representatives from all university departments are gathered to discuss and promote epidemic control efforts.

第三條 本校依據一般傳染病訂定校園疫情分級與處理原則如附件二，各單位應配合辦理相關措施；必要時，依照上級機關指示調整防疫層級。

Article 3 The University establishes campus epidemic grading and handling principles for general communicable diseases as outlined in Attachment 2. All units shall comply with handling the related measures. When necessary, they shall adjust the level of epidemic control according to instructions from higher authorities.

第四條 為處理各種傳染病防疫事宜，得依本辦法訂定各類傳染病防疫應變計畫，經防疫會議通過後實施。

Article 4 To address various communicable disease control matters, specific epidemic control and response plans shall be developed under these Regulations. These plans shall be implemented after approval by the Epidemic Control Meetings.

第五條 本辦法未盡事宜，悉依政府及本校相關規定辦理。

Article 5 Matters not addressed by these Regulations shall be handled in accordance with the regulations of the government and the University.

第六條 本辦法經行政會議通過後實施，修正時亦同。

Article 6 These Regulations shall be passed for implementation by the Administrative Meeting. The same shall be applicable to any amendments hereto.

**【附件一】國立中興大學校園傳染病防治分工職掌表**  
**[Attachment 1] National Chung Hsing University Division of Responsibilities for Campus Communicable Disease Control**

單位/職稱 Unit/Job Title	分工職掌 Division of Responsibilities
校長 President	校園傳染病防治總指揮 Chief Commander of Campus Communicable Disease Control
秘書室 Office of Secretariat	<ol style="list-style-type: none"> <li>負責對外訊息之公布。 Responsible for the external communication.</li> <li>說明校園疫情狀況，並與周遭社區溝通。 Explain the campus epidemic situation and communicate with surrounding communities.</li> </ol>
教務處 Office of Academic Affairs	<ol style="list-style-type: none"> <li>配合中央疫情指揮中心之建議及教育部律訂之標準及相關來文單位之建議/辦法，協助公告班級必要性停課，另協助公告學校停止上課、實習訊息及復（補）課規劃及本校各項入學考試，疑似病例因應措施。 In line with recommendations from the Central Epidemic Command Center, standards set by the Ministry of Education, and advice/measures from relevant authorities, assist in announcing necessary class suspensions, school closure, internship information, make-up class planning, university entrance exams, and measures for suspected cases.</li> <li>協助系所安排罹病教師代課事宜；進行罹病或接受居家隔離學生之補救教學。 Assist departments in arranging substitute instructors for sick faculty members; conduct remedial teaching for sick students or those in home quarantine.</li> <li>鼓勵教師進行傳染病防治教學活動。 Encourage faculty to conduct educational activities on communicable disease control.</li> <li>請任課老師關心學生出缺席與健康狀況。 Ask faculty to pay attention to students' attendance and health status.</li> <li>協助學生因符合採檢條件者、疑似病例或確定病例之請假事宜。 Assist students who meet the specimen collection and testing criteria, or are suspected cases, or confirmed cases in making leave requests.</li> </ol>
學生事務處 Office of Student Affairs	<p><b>【健康及諮商中心】</b> [Health and Counseling Center]</p> <ol style="list-style-type: none"> <li>協調聯繫各單位傳染病疫情防治事宜。 Coordinate and communicate with all units on communicable disease control matters.</li> <li>以人為主體之疾病防疫，負責傳染病個案追蹤管理及傳染病防治之衛生教育宣導。 Focus on human-centered disease control, responsible for tracking and managing cases with communicable diseases, and holding health education campaign on disease control.</li> <li>配合衛生單位進行感染源之調查與隔離檢疫，在保護個人隱私之前提下，主動了解各單位病患之情況，就醫療專業之立場給予各單位病患或是被隔離者後續安排之建議。 Work with health authorities to investigate sources of infection and establish quarantine, proactively learn about the situation of patients in various units without compromising personal privacy, and provide professional medical advice for subsequent arrangements for patients or those in quarantine.</li> </ol>

<p>4. 給予罹病個案或是隔離同學心理支持與輔導。 Provide psychological support and counseling for the sick or quarantined students.</p> <p><b>【學生安全輔導室】</b> [Student Safety Division]</p> <p>1. 掌握疫情發展，並與教育部校安中心保持聯繫與通報。 Monitor the development of the epidemic and maintain communication with the Ministry of Education's Campus Security Report Center.</p> <p>2. 協助各系後續處理事宜，教官/校安老師主動關懷學生，支援防疫工作。 Assist departments with follow-up matters; instructors/Campus Security Officers shall proactively care for students and support epidemic control efforts.</p> <p>3. 國外疫情發生時，主動調查是否有來自個案集中區之僑生。若有，則調查該生之健康狀況，並將生病同學資料通報保健中心。 When an outbreak occurs abroad, take initiative to investigate if there are overseas students coming from affected area. If so, check their health status and report sick students' information to the Health and Counseling Center.</p> <p>4. 僑生若因病無法就學，給予生活上之協助。 Assist overseas students who cannot attend school due to illness with their daily lives.</p> <p><b>【生活輔導組】</b> [Student Life Division]</p> <p>1. 協助學生罹病造成經濟困難急難救助之協助及請假事宜。 Assist students who face financial difficulties due to illness with emergency relief and leave requests.</p> <p>2. 遇有大型集會活動：如畢業典禮、新生入學指導、週會...等，研擬相關配套防疫措施。 For mass gatherings: such as convocations, orientations, weekly meetings, etc., develop relevant epidemic control measures.</p> <p><b>【住宿輔導組】</b> [Student Housing Service Division]</p> <p>1. 接獲健康及諮商中心之傳染病通報後，宿舍管理人員主動調查是否有住宿生由國內外病例集中區返校或是與病例有接觸之事實，並記錄與追蹤該等學生之健康狀況。住宿生若有集體生病之情況，立即通報健康及諮商中心配合衛生單位調查是否有群聚感染現象。 Upon receiving a communicable disease notification from the Health and Counseling Center, dormitory managers shall proactively investigate whether any residents who have returned from domestic or overseas affected areas or have had contact with patients, and record and track these students' health conditions. If there is a collective illness among residents, immediately report to the Health and Counseling Center to investigate any potential cluster infections.</p> <p>2. 住宿生若需隔離時，安排就地、移至隔離宿舍或是返家隔離事宜；住宿生病患回到社區休養治療期間，安排適當住所；若有全校停課之情事，安排住宿生返鄉或就地隔離之事宜。 If residents need to be quarantined, arrange for local isolation, move to an isolation dormitory, or home quarantine; during the community recovery treatment period of sick residents, arrange suitable accommodations; Appropriate accommodations will be arranged for patients who return to the community for recuperation and treatment. if there is a university-wide suspension of classes, arrange for dormitory residents to return home or settle for local quarantine.</p> <p>3. 採取對策，防範傳染病在宿舍內散佈。 Implement measures to prevent the spread of communicable diseases in dormitories.</p>
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	<p><b>【學務處其他組室中心】</b>  [Other Divisions, Departments and Centers under the Office of Student Affairs]  依疫情需求，隨時協助支援。  Provide support as needed based on the epidemic situation.</p>
<p>總務處 Office of General Affairs</p>	<p><b>【事務組】</b>  [Business Engagement Division]</p> <ol style="list-style-type: none"> <li>購置防疫物資及撥配管理事宜。如：口罩、額(耳)溫槍、消毒劑(如：75%酒精乾洗手劑...等)、洗手乳...等。  Purchase and manage epidemic control supplies, such as face masks, ear/ forehead (ear) thermometers, disinfectants (e.g., 75% alcohol hand sanitizer), and hand soap.</li> <li>校園環境(含區隔區域及公共區域)之清潔、消毒及安全維護工作，若有疑似病例發生之大樓、宿舍區及公共場所，立即實施消毒作業。  Clean, disinfect, and maintain safety in campus environments (including segregating areas and public spaces). Immediately disinfect buildings, dormitory areas, and public places where suspected cases occur.</li> <li>支援車輛之調度與司機之安排。  Support the scheduling of vehicles and arrangement of drivers.</li> </ol> <p><b>【資產經營組】</b>  [Property Operation Management Division]  控管校園內進駐餐廳之環境衛生、食品安全管理及校園餐廳防疫措施。  Control the environmental hygiene, food safety management, and epidemic control measures in campus restaurants.</p> <p><b>【營繕組】</b>  [Construction and Maintenance Division]</p> <ol style="list-style-type: none"> <li>平時就隔離房舍(自主管理)作重點檢查，維持水電正常供應。  Regularly inspect quarantine dormitories (self-managed) to ensure the normal supply of water and electricity.</li> <li>啟動防疫前，配合防疫單位作細部檢查維修，如電氣照明、冷熱水管、門窗等。防疫後就相關設備缺失進行檢討改善。  Before activating epidemic control, conduct detailed inspections and repairs in coordination with epidemic control units, such as electrical lighting, hot and cold water pipes, doors, and windows. After epidemic control, review and improve any deficiencies in related equipment.</li> </ol> <p><b>【總務處其他各組】</b>  [Other Divisions under the Office of General Affairs]  依疫情需求，隨時協助支援。  Provide support as needed based on the epidemic situation.</p>
<p>研究發展處 Office of Research and Development</p>	<p>協助掌握國際學術交流師生出入疫區之動向。  Assist in monitoring the movement of faculty and students involved in international academic exchanges into and out of epidemic areas.</p>
<p>國際事務處 Office of International Affairs</p>	<ol style="list-style-type: none"> <li>負責掌握外籍生出入疫區之動向、校級外籍外賓來訪、國際學術及文化交流師生的出入疫區動向來協助宣導。  Responsible for tracking international students' travel to and from epidemic areas, managing visits of foreign university-level guests, and overseeing faculty and students participating in international academic and cultural exchanges to support promotional efforts.</li> <li>對疑似病例之疫情通報及協助就醫。  Notify and assist suspected cases in seeking medical attention.</li> </ol>

	<p>3. 外籍生若因病無法就學，給予生活上之協助。 Provide life assistance to international students who cannot attend school due to illness.</p>
<p>環境保護暨安全衛生中心 Occupational Safety and Health and Environmental Protection Center</p>	<p>1. 規劃校園環境保護計畫，並協助與督導相關單位執行。 Plan for campus environmental protection projects, and assist and supervise relevant units in implementation.</p> <p>2. 協助實驗室、研究室及各工作場所之相關防疫措施。 Assist in implementing epidemic control measures in laboratories, research rooms, and workplaces.</p> <p>(1) 負責組成團隊(成員包括本校一、二級單位相關人員)，進行校園環境巡查及抽查作業。 Form teams (including relevant personnel from level 1 and 2 units of the University) to conduct campus patrols and random checks.</p> <p>(2) 負責組成團隊(成員包括本校一、二級單位相關人員)，配合主管機關到校抽查、調查或化學防治等防治事宜。 Form teams (including relevant personnel from level 1 and 2 units of the University) to coordinate with competent authorities for on-site random inspections, investigations, or chemical control measures.</p> <p>(3) 負責安排及協調各單位防疫工作而產出之感染性廢棄物及一般廢棄物之清除作業。 Responsible for arranging and coordinating the removal of infectious waste and general waste produced by various epidemic control units.</p> <p>3. 辦理校園污染防治設施之檢點與檢查工作。 Conduct checking and inspection of campus pollution control facilities.</p> <p>4. 實驗室、研究室、職場等場所安全及相關防疫措施。 Ensure the implementation of safety and epidemic control measures in laboratories, research rooms, and workplaces.</p> <p>5. 協助感染性廢棄物及垃圾之處理。 Assist in the disposal of infectious waste and garbage.</p>
<p>主計室 Office of Accounting</p>	<p>籌措校園防疫經費與核銷事宜。 Raise and manage funds for campus epidemic control and expense reimbursement matters.</p>
<p>人事室 Office of Personnel</p>	<p>1. 依行政院人事行政總處規定規劃教職員工應符合校園傳染病相關疫情需要或病例時之請假與停止上班規定。 Plan leave and work cessation regulations for faculty and staff in accordance with rules from the Directorate-General of Personnel Administration, Executive Yuan, based on campus communicable disease needs or cases.</p> <p>2. 處理染病教職員工之請假、關懷與代理人等事宜。 Handle leave requests, provide care, and assign substitutes for sick faculty and staff members.</p>
<p>計算機及資訊網路資中心 Computer and Information Network Center</p>	<p>1. 建立防疫相關資訊網站，協助防疫工作之資訊整合及寄發電子郵件給全校教職員工生。 Establish an epidemic control information website to assist in the integration of epidemic control information and send emails to all university faculty, staff, and students.</p> <p>2. 設計規劃「傳染病防疫專區」，並即時更新資訊。 Design and plan a “Communicable Disease Control Zone” and provide real-time updates.</p>
<p>體育室、圖書館及其他單位</p>	<p>1. 採取對策防範傳染病在圖書館、體育館等所屬建物內傳播。 Implement strategies to prevent the spread of communicable diseases within libraries, gymnasiums, and other facilities.</p>

Gymnasiums, Libraries, and Other Units	<p>2. 負責各單位之相關防疫措施及宣導，對疑似病例之疫情通報及協助就醫。 Responsible for epidemic control measures and awareness campaign within each unit, notification of suspected cases, and assistance in medical treatment.</p> <p>3. 隨時與相關單位保持密切聯繫支援防疫。 Maintain close contact with relevant units at all times to support epidemic control.</p>
生科中心 Biotechnology Center	<p>實驗室、研究室等傳染性病毒實驗之安全及相關防疫措施。 Safety and related epidemic control measures for infectious virus experiments in laboratories and research rooms.</p>
各學院(含創新產業推廣學院)、系、所、學位學程及各附屬單位 All Colleges (Including the International College of Innovation and Industry Liaison), Departments, Institutes, Degree Programs and Affiliated Units	<p>1. 建立緊急應變聯絡網與代理人制度。 Establish emergency response contact networks and deputy systems.</p> <p>2. 緊急聯絡人代表與緊急應變工作小組隨時保持聯繫，隨時掌握所屬教職員工生之緊急聯絡方式，協助疫情之追蹤與調查。 Emergency contact representatives shall keep in touch with emergency response teams, update faculty, staff, and students' emergency contacts regularly and help with epidemic tracking and investigation.</p> <p>3. 各單位若有集體生病之情況，立即通報健康及諮商中心。 If there is a disease outbreak within a unit, immediately notify the Health and Counseling Center.</p> <p>4. 採取對策，預防傳染病在各單位傳播。 Implement strategies to prevent the spread of communicable diseases within units.</p> <p>5. 負責各學院、系、所之相關防疫措施與宣導，依實際情形關心所屬學生、教職員工狀況。 Responsible for epidemic control measures and campaign within each college, department, and institute, caring for students, faculty, and staff based on actual situations.</p> <p>6. 協助學生因符合採檢條件者、疑似病例或確定病例之請假事宜及對因應病情請假返校學生之輔導。 Assist students who meet the specimen collection and testing criteria, or are suspected or confirmed cases in making leave requests, and counsel students who are returning to the University after recovery.</p> <p>7. 辦理或參與國際學術交流研討會，需掌握參與之外賓、國際學術及文化交流師生出入疫區動向。 Manage or participate in international academic exchange seminars, keep track of the movement of foreign guests and faculty and students involved in international academic and cultural exchanges into and out of epidemic areas.</p>
各大樓管理委員會 Building Management Committees	<p>1. 建立緊急應變聯絡網與代理人制度。 Establish emergency response contact networks and deputy systems.</p> <p>2. 緊急聯絡人代表與緊急應變工作小組隨時保持聯繫，隨時協助疫情之相關事宜。 Emergency contact representatives and emergency response teams shall stay in touch, assist with epidemic-related matters as needed.</p>

**【附件二】國立中興大學校園傳染病疫情分級與處理原則**  
**[Attachment 2] National Chung Hsing University Campus Communicable Disease Epidemic Classification Policy and Handling Principles**

	零級 Level 0	丙級 Level 3	乙級 Level 2	甲級 Level 1
疫情 Epidemic Situation	國內無疫情 No epidemic in Taiwan	國內有病例校內無病例 Cases in Taiwan but none on campus	校內有輸入病例 Imported cases on campus	校內輸入病例造成初級感染 Imported cases leading to primary infection on campus
指揮層級 Command Level	各單位 All units	防疫工作小組 Epidemic Control Team	防疫工作小組 Epidemic Control Team	防疫工作小組 Epidemic Control Team
處理措施 Measures	1. 自我健康管理之宣導與執行 Promote and implement self-health management 2. 環境衛生維護 Maintain environmental sanitation	1. 持續零級措施 Continue with Level 0 measures 2. 體溫測量篩檢 Temperature screening 3. 教室及活動空間消毒 Disinfect classrooms and activity spaces 4. 建議停辦大型活動 Canceling of large-scale events recommended	1. 持續丙級措施在衛生單位及教育部指導下，控制校內疫情 Continue with Level 3 measures and control campus epidemic under the guidance of health authorities and the Ministry of Education 2. 規劃安排隔離住所 Plan and arrange quarantine accommodations 3. 主動監控測量體溫成效 Proactively monitor the effectiveness of temperature measurements. 溫成效	1. 持續乙級措施 Continue with Level 2 measures 2. 根據感染範圍，考慮建議分區或全校停課 Based on the infection scope, consider advising sectional or university-wide suspension of classes. 3. 禁止舉辦大型活動 Ban large-scale events