

National Chung Hsing University Campus Communicable Disease

Prevention and Control Measures

Drafted in the 429th administrative meeting on January 15, 2020

Revised in the 460th administrative meeting on January 10, 2024 (Articles 2 to 4)

Article 1 To protect the health of faculty, staff, and students of National Chung Hsing University (hereinafter referred to as "the University"), ensure students' rights to education and examinations, keep school operations smooth and prevent the spread of epidemics and cluster infections, National Chung Hsing University Campus Communicable Disease Prevention and Control Measures (hereinafter referred to as "these Measures") are hereby formulated based on the *Communicable Disease Control Act* and the *School Health Act*.

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

In response to emergency epidemic situations, the "Communicable Disease Emergency Response Epidemic Prevention Teams" (hereinafter referred to as "Epidemic Prevention Teams") shall be formed. The Vice President shall act as the convener, with the Chief Secretary as the deputy convener. Members of such teams shall include officials from the Office of Student Affairs, the Office of General Affairs, the Center of Environmental Protection and Safety, responsible staff, and experts from inside and outside the university. The Office of Student Affairs shall be responsible for coordinating and inviting relevant units to participate in the Epidemic Prevention Teams as needed. The responsibilities of such teams shall be clearly defined in various communicable disease prevention and response plans.

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

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 prevention according to directives from higher authorities.

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

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

Article 6 These Measures are enacted following approval by the administrative meeting. Any amendments thereto shall be subject to the same process.

[Attachment 1] National Chung Hsing University Campus

Communicable Disease Prevention and Control Division of

Responsibilities Table

| Unit/Title | Division of Responsibilities |
|----------------------------|---|
| President | Chief Commander of Campus Communicable Disease Prevention and Control |
| Office of Secretariat | <ol style="list-style-type: none"> 1. Responsible for the external publication of messages. 2. Explain the campus epidemic situation and communicate with surrounding communities. |
| Office of Academic Affairs | <ol style="list-style-type: none"> 1. In line with recommendations from the Central Epidemic Command Center, Ministry of Education standards, 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. 2. Assist departments in arranging substitute teaching for sick teachers; conduct remedial teaching for sick students or those in home quarantine. 3. Encourage teachers to conduct communicable disease prevention and control educational activities. 4. Ask teachers to pay attention to students' attendance and health status. 5. Assist students who meet the specimen collection and testing criteria, are suspected cases, or confirmed cases in handling leave requests. |
| Office of Student Affairs | <p>[Health and Counseling Center]</p> <ol style="list-style-type: none"> 1. Coordinate and communicate with all units on communicable disease prevention and control matters. 2. Focus on human-centered disease prevention, responsible for tracking and management of cases with communicable diseases, and health education campaign on disease prevention and control. 3. Work with health authorities to investigate sources of infection and quarantine, proactively understand the situation of patients in various units under the premise of protecting personal privacy, and provide professional medical advice for subsequent arrangements for patients or those in quarantine. 4. Provide psychological support and counseling for the sick or quarantined students. <p>[Student Safety Division]</p> <ol style="list-style-type: none"> 1. Monitor the development of the epidemic and maintain communication with the Ministry of Education's Campus Security Report Center. 2. Assist departments with follow-up matters; military instructors/ Campus Security Center Instructors shall actively care for students and support epidemic prevention efforts. 3. When an outbreak occurs abroad, proactively investigate if there are overseas students from case concentrated area. If so, check their health status and report sick students' information to the Health Center. 4. Assist overseas students who cannot attend school due to illness with their daily lives. <p>[Student Life Division]</p> <ol style="list-style-type: none"> 1. Assist students who face financial difficulties due to illness with emergency relief and leave requests. |

| Unit/Title | Division of Responsibilities |
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| | <p>2. For mass gatherings: such as graduation ceremonies, new student orientations, weekly meetings, etc., develop relevant epidemic prevention measures. [Student Housing Service Division]</p> <p>1. Upon receiving a communicable disease notification from the Health and Counseling Center, dormitory managers shall proactively investigate whether any residents have returned from domestic or international case concentrated areas or have had contact with cases, 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 potential cluster infections.</p> <p>2. 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; if there is a school-wide suspension, arrange for residents to return home or local isolation.</p> <p>3. Implement strategies to prevent the spread of communicable diseases in dormitories. [Other Departments and Centers of the Office of Student Affairs]</p> <p>Provide support as needed based on the epidemic situation.</p> |
| Office of General Affairs | <p>[Division of Business Engagement]</p> <p>1. Purchase and manage epidemic prevention supplies, such as masks, ear/forehead thermometers, disinfectants (e.g., 75% alcohol hand sanitizer), hand soap, etc.</p> <p>2. Clean, disinfect, and maintain safety in campus environments (including segregated areas and public spaces). Immediately disinfect buildings, dorm areas, and public places where suspected cases occur.</p> <p>3. Support the scheduling of vehicles and arrangement of drivers. [Division of Property Operation Management]</p> <p>Control the environmental hygiene, food safety management, and epidemic prevention measures in campus restaurants. [Division of Construction and Maintenance]</p> <p>1. Regularly inspect isolation dormitories (self-managed) to ensure the normal supply of water and electricity.</p> <p>2. Before activating epidemic prevention, conduct detailed inspections and repairs in coordination with epidemic prevention units, such as electrical lighting, water pipes, doors, and windows. After epidemic prevention, review and improve any deficiencies in related equipment. [Other Divisions of the Office of General Affairs]</p> <p>Provide support as needed based on the epidemic situation.</p> |
| Office of Research and Development | Assist in monitoring the movement of faculty and students involved in international academic exchanges into and out of epidemic areas. |
| Office of International Affairs | <p>1. Responsible for tracking international students' travel to and from epidemic areas, managing visits from foreign dignitaries, and overseeing faculty and students participating in international academic and cultural exchanges to support promotional efforts.</p> <p>2. Notify and assist suspected cases in seeking medical attention.</p> <p>3. Provide life assistance to international students who cannot attend school due to illness.</p> |
| Occupational | 1. Plan campus environmental protection projects, and assist and supervise |

| Unit/Title | Division of Responsibilities |
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| Safety and Health and Environmental Protection Center | <p>relevant units in implementation.</p> <ol style="list-style-type: none"> 2. Assist with epidemic prevention measures in laboratories, research rooms, and workplaces. <ol style="list-style-type: none"> (1) Form teams (including relevant personnel from primary and secondary units of the University) to conduct campus environmental patrols and random checks. (2) Form teams (including personnel from the university's primary and secondary units) to coordinate with supervisory authorities for on-site random inspections, investigations, or chemical control measures. (3) Responsible for arranging and coordinating the removal of infectious waste and general waste produced by various units' epidemic prevention efforts. 3. Conduct checks and inspections of campus pollution prevention facilities. 4. Ensure the implementation of safety and epidemic prevention measures in laboratories, research rooms, and workplaces. 5. Assist in the disposal of infectious waste and garbage. |
| Office of Accounting | Raise and manage funds for campus epidemic prevention and verification matters. |
| Office of Personnel | <ol style="list-style-type: none"> 1. 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. 2. Handle leave requests, care, and substitute arrangements for faculty and staff who are ill. |
| Computer and Information Network center | <ol style="list-style-type: none"> 1. Establish an epidemic prevention information website to assist in the integration of epidemic prevention information and send emails to all university faculty, staff, and students. 2. Design and plan an "Communicable Disease Prevention Zone" and update information in real-time. |
| Gymnasium, Library, and Other Units | <ol style="list-style-type: none"> 1. Implement strategies to prevent the spread of communicable diseases within libraries, gymnasiums, and other facilities. 2. Responsible for epidemic prevention measures and campaign within each unit, notification of suspected cases, and assistance with medical treatment. 3. Maintain close contact with relevant units at all times to support epidemic prevention. |
| Biotechnology Center | Safety and related epidemic prevention measures for infectious virus experiments in laboratories and research rooms. |
| Each College (including the International College of Innovation and Industry Liaison), Department, Institute, Degree | <ol style="list-style-type: none"> 1. Establish emergency response contact networks and substitute systems. 2. Emergency contact representatives shall keep in touch with emergency response teams, updating faculty, staff, and students' emergency contacts regularly and helping with epidemic tracking and investigation. 3. If there is a collective illness within a unit, immediately notify the Health and Counseling Center. 4. Implement strategies to prevent the spread of communicable diseases within units. 5. Responsible for epidemic prevention measures and campaign within each college, department, and institute, caring for students, faculty, and staff based on actual situations. 6. Assist students who meet the specimen collection and testing criteria, are suspected cases, or confirmed cases with leave requests and counsel for students returning to school after illness. |

| Unit/Title | Division of Responsibilities |
|--------------------------------------|---|
| Program, and Affiliate Units | 7. 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. |
| Building Management Committees | 1. Establish emergency response contact networks and substitute systems. 2. Emergency contact representatives and emergency response teams shall stay in touch, assist with epidemic-related matters as needed. |

[Attachment 2] National Chung Hsing University Campus Communicable Disease Epidemic
Grading and Handling Principles

| | Level 0 | Level C | Level B | Level A |
|--------------------|--|--|---|---|
| Epidemic Situation | No epidemic in Taiwan | Cases in Taiwan No cases on campus | Imported cases on campus | Imported cases leading to primary infection on campus |
| Command Level | All units | Epidemic Prevention Team | Epidemic Prevention Team | Epidemic Prevention Team |
| Measures: | <ol style="list-style-type: none"> Promotion and implementation of self-health management Environmental sanitation maintenance | <ol style="list-style-type: none"> Continue Level 0 measures Temperature screening Disinfection of classrooms and activity spaces Suggest canceling large-scale events | <ol style="list-style-type: none"> Continue Level C measures Control campus epidemic under the guidance of health authorities and the Ministry of Education. Plan and arrange isolation accommodations. Actively monitor the effectiveness of temperature measurements. | <ol style="list-style-type: none"> Continue measures from Level B. Based on the infection scope, consider advising sectional suspension or a university-wide class halt. Prohibit large-scale events |