

Guidance and Health Advice for Schools and Educational Institutions in Taipei City for the Prevention of Coronavirus Disease (COVID-19)

Summary

I. Preventive Measures

1. Before school starts

- 1) For parents, please look after your child's health: if your child has a fever, you should inform the homeroom teacher/advisor so the school can assess health conditions of all students in the same class. The sick child should stay home and avoid going out.
- 2) For schools, please promote COVID-19 prevention messages with news tickers, websites, multimedia bulletin boards, emails and social media.
- 3) Identify travel or contact history of students, faculty and staff (including contingent workers and adjunct lecturers) on campus.
- 4) Assess critical gaps in resources and get prepared. Maintain reasonable stocks of face masks, forehead/ear thermometers, alcohol, hand soaps and other cleaning products should they be needed.

2. During school time

- 1) Set checkpoints for body temperature measurement at entrances and exits of campus, and monitor body temperature of all faculty, staff and students on campus.
- 2) Wash hands regularly and use respiratory hygiene/cough etiquette.
- 3) Homeroom teachers or lecturers should pay attention to health conditions of students.
- 4) Clean and disinfect schools. School staff should disinfect regularly touched surfaces with diluted bleach solution on a daily basis (after school or before the first class the next day).
- 5) Maintain good ventilation in classrooms.

6) If any of your faculty, staff and students have signs and symptoms suggestive of COVID-19, call the Dept. of Health, Taipei City Government epidemic prevention line (+886-2-2375-3782) or the Taiwan CDC toll-free hotline 1922 for medical assistance. If there is an infection cluster, your school should report information to the Campus Security Report Center (CSRC) and the Taipei City school-based communicable disease reporting system.

II. Standards for Implementing School Closure

1. According to the Standards for the Suspension of Classes related to COVID-19 issued by the Central Epidemic Command Center (CECC), a suspension will be applied in the following situations:
 - 1) If there is one faculty member or student confirmed with COVID-19 in one class, the class will be suspended for 14 days.
 - 2) If there are two or more confirmed cases in one school, the school will be suspended for 14 days.
 - 3) If one-third of schools in one district are dismissed, all schools in the district will be suspended.
2. When a confirmed person with COVID-19 has been on campus
 - 1) Take attendance accurately: for better contact tracing, schools should monitor and track student absence from classes (including elective courses, club activities etc.).
 - 2) Suspend all large group gatherings such as student activities, sports days etc., and avoid mixing between classes and grades.
 - 3) Create instructions for suspending/resuming classes and scheduling make-up classes: please refer to the standard operating procedure for schools to suspend/resume classes related to COVID-19.