

Minghsin University of Science and Technology

Novel Coronavirus (COVID-19 /WuHan Virus)

Epidemic Precautions Announcement:

1. **All faculty, staff and students are not allowed to go to work and attend classes** for the requests to abide strictly by the principle of "Symptoms of related **COVID-19**".
2.
 - I. Anyone who has similar symptoms as below, please wear a face mask and seek a doctor's advice
 - i. Fever (forehead temperature over $\geq 37.5^{\circ}\text{C}$ or ear temperature $\geq 38^{\circ}\text{C}$)
 - ii. Headache
 - iii. Sore throat
 - iv. Upper respiratory symptoms
 - II. Please provide your personal information below to the doctor during the time of diagnosis.
 - i. Your travel history
 - ii. Place of living
 - iii. The person you had been with on certain periods.
Stay at home and protect yourself by wearing a **face mask** to avoid virus transmission
 - iv. In case, these symptoms happen to you, please report Health Care Section for further follow up
 - v. Any overseas students if they have such symptoms mentioned above, Office of International and Cross-Strait Affairs (OIA) will do the follow up and help report to the Health Care Section of R.O. C
3. When **face mask** comes into contact with the secretions of the nose and mouth, it should be replaced immediately. Put your mask into a plastic bag and seal it before you throw it into a rubbish bin. If your hands come in contact with respiratory secretions, wash them thoroughly with a soap.
4. Keep a distance of more than a meter and wear a face mask when having conversation with others.

5. Do **NOT**:
 - i. Touch wild animals
 - ii. Touch anyone who is carrying respiratory symptoms
 - iii. Go to the traditional markets, hospitals and clinics, etc.
 - iv. Go to the public places

6. Teachers of all classes and departments, please advise your students to **DO** the following steps:
 - i. Wash hands frequently
 - ii. Avoid touching nose, mouth and eyes
 - iii. Seek doctor's advice once you have any virus-related symptoms
 - iv. Wear a face mask and see a doctor if necessary

7. Class teacher is required to take care the health students' status and their class attendance every day. If anyone who is unwell, please report to the Health Care Section for further evaluation.

8. If there is a case of illness, class teacher should mark down and follow up the student's well-being and keep tracking until his/her total recovery. Meanwhile the Health Care Section should be notified to follow up the case.

9. If student is living in dormitory on the campus with physical discomfort or upper respiratory symptoms, please report to the Health Care Section at the on-duty period. Dormitory supervisor will handle and report to the Military Education Division for relevant disposal during off period.

10. For all faculty, staff and students who have been informed must report to the security team directly for the initial screening and they should immediately wear a face mask. Avoid having any contacts and conversation with others.

11. Epidemic Precautions Advice for each building of our campus:
 - i. Epidemic prevention posters and alcohol disinfection stations should be posted at the entrance of each building.
 - ii. Place hand-washing soap or spray in public toilets and post posters for proper hand-washing steps.
 - iii. Maintain ventilation in all classrooms. All windows should be opened to maintain air circulation in a confined space. Avoid using air-conditioning as much as possible.

- iv. Clean and disinfect the surface of frequent contact items regularly (such as doorknobs, handrails, light switches, or other public areas) daily
- 12. All faculty, staff and students must wear face mask when entering and leaving the canteen, and wash hands frequently before and after meals.
- 13. During the epidemic prevention period, all are encouraged to bring environmental friendly utensils or take away lunches as much as possible in order to avoid dining in the restaurants.
- 14. Avoid having conversation when dining at the restaurant during the epidemic prevention period. Leave the restaurant as soon as possible after you finished your meal in order to shorten the meal time.
- 15. Always pay attention to the latest epidemic situation, in cooperation with the Central Epidemic Command Center (CECC), Health Care Section will provide latest information of control measurements for various infectious diseases, and carry out epidemic prevention publicity and related consultation.