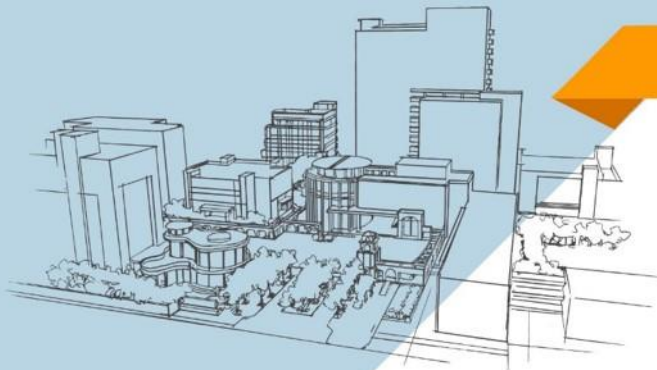




臺北醫學大學
TAIPEI MEDICAL UNIVERSITY

Severe Pneumonia with Novel Pathogens(COVID-19) Summarized Guidelines on Faculty members' Teaching February 26, 2020



TMU60 1960-2020

北醫六十 邁向榮耀

National Epidemic Prevention & Control Measures (1-1)

Mechanisms for tracking and managing those who are vulnerable to infection

Data updated on
2020/02/24 19:00

Intervention measure	Home Isolation for 14 days	Home Quarantine for 14 days	Self-Management of Health for 14 days
Subject of intervention	Contacts of confirmed cases	Subject 1: Those with history of traveling to Mainland China, Hong Kong, and Macao Subject 2: Those with history of traveling to South Korea (Non-Taiwanese: from Feb. 25 Taiwanese: from Feb.27)	Subject 1: Those who are granted permission to go to China, Hong Kong and Macao Subject 2: Reported cases screened as 'Negative' and conform to conditions for de-isolation Subject 3: Cases reported by community for screening and testing Subject 4: People who came back from countries with International Travel Advisory Level 1 and Level 2
Responsible Unit	Health authorities of local government	Local governments-Department of Civil Affairs/Village Head or Officer	Health authorities
Things that subjects should cooperate with	<ul style="list-style-type: none"> Health authorities issue '<u>Home Isolation Notice</u>' Health authorities track subjects' health conditions twice a day Subjects should stay at home (or designated places) during isolation and should not go outside nor depart the country or go abroad, and should not use public transport. Those who <u>have symptoms</u> should be arranged by health authorities for medical care. Those who do not cooperate with the prevention & control measures set by Central Epidemic Command Center (CECC) shall be punished according to Communicable Disease Control Act, and enforced placement may be conducted if necessary. 	<ul style="list-style-type: none"> Governing authorities issue '<u>Passenger Health Declaration and Home Quarantine Notice</u>'. Passengers should wear masks and return home for home quarantine. Village Head or Officer conducts 'Health Caring' for 14 days by ringing and asking about subjects' health conditions and complete '<u>Health Caring Record</u>'. Subjects should stay at home (or designated places) during quarantine and should not go outside nor depart the country or go abroad, and should not use public transport. Those who <u>have symptoms</u> shall be sent to designated medical institutions for testing, and health authorities shall join in to conduct proactive monitoring. Those who do not cooperate with the prevention & control measures set by CECC shall be punished according to Communicable Disease Control Act, and enforced placement may be conducted if necessary. 	<ul style="list-style-type: none"> <u>Those with no symptom</u>: Avoid going to public spaces, otherwise surgical masks should be worn at all times. Practice respiratory hygiene/cough etiquette. Check body temperature twice a day (morning & night). Those who have respiratory symptoms such as fever or cough and running nose, etc. or other discomfort: Correctly wear surgical masks and go to hospital as soon as possible. Proactively disclose history of travel and contact, and also tell doctors if people around have similar symptoms or not. Wear masks as well when returning home and avoid going outside. Keep proper distance when talking to others. Subject 3: Those who have been screened, tested, and have received the testing results should stay at home and avoid going outside.
Legal basis	Communicable Disease Control Act, article 48	Communicable Disease Control Act, article 58	Communicable Disease Control Act, article 36

National Epidemic Prevention & Control Measures (1-2)

Mechanisms for tracking and managing those who are vulnerable to infection

Data updated on
2020/02/24 19:00

Intervention measure	Self Health Management for 14 days**
Subject of intervention	<ol style="list-style-type: none"> 1. Those with history of travel to Singapore or Thailand during <u>Feb.11-23</u> 2. Those with history of travel to Japan during <u>Feb.14-23</u> 3. Those with history of travel to South Korea during <u>Feb.20-23</u> 4. Those with history of travel to Italy or Iran during <u>Feb.20-23</u>
Responsible Unit	Taipei Medical University (TMU)
Things that subjects should cooperate with	<ol style="list-style-type: none"> 1. Those who have symptoms should wear masks right away and go to the hospital. 2. Supervisors are requested to allow personnel who do not necessarily need to come to school to work from home. Those who need to work at school should wear masks. 3. Personnel should take the temperature more precisely and report the results to Epidemic Prevention Contact Person.
Legal basis	Decisions made in the 7 th meeting held by TMU School-level Epidemic Prevention Team for COVID-19 (Wuhan Pneumonia)

National Epidemic Prevention & Control Measures (2-1)

	Feb 11-13	Feb 14-19	Feb 20	Feb 21	Feb 22	Feb 23	Feb 24	Feb 25	Feb 26
Mainland China, Hong Kong, and Macao	HQ	HQ	HQ	HQ	HQ	HQ	HQ	HQ	HQ
Singapore	SHM	SHM	SHM	SHM	SHM	SHM	SMH	SMH	SMH
Thailand	SHM	SHM	SHM	SHM	SHM	SHM	SMH	SMH	SMH
Japan		SHM	SHM	SHM	SHM	SHM	SMH	SMH	SMH
South Korea			SHM	SHM	SHM	SHM	SMH	Citizen: SMH Foreign: HQ	Citizen: SMH Foreign: HQ
Italy						SHM	SMH	SMH	SMH
Iran						SHM	SMH	SMH	SMH

International Travel Advisory-Epidemic Warning Level for COVID-19 (Wuhan Pneumonia) for people who are planning to go overseas to arrange their travel itinerary

Level 1	Watch Thailand	People are reminded to follow the local general prevention measures .
Level 2	Alert Singapore, Japan, Italy and Iran	Reinforce protection measures when visiting these regions
Level 3	Warning China, Hong Kong, Macao and Korea	Avoid all nonessential traveling to these regions

HQ: Home Quarantine

SMH: Self-Management of Health

SHM: Self-Health Management (TMU)

This form will subject to change according to CDC.

National Epidemic Prevention & Control Measures (2-2)

Guidelines and Regulations on University Staff's Overseas Trips

1. All university staff should apply for leave in advance and should not depart until the application is approved. A post hoc application will not be accepted.
2. All university staff should not travel or take business trips to countries of Level 2 (and above) Travel Advisory.
3. Departmental/Unit heads and line managers are requested to deliberate on the approval of staff members' leave applications, and should advise staff not to travel or take business trips to countries of Epidemic Travel Advisory.

(Based on conclusions made in the 3rd and 10th meetings held by TMU University-level Epidemic Prevention Team and announcement made by Office of Human Resource on 2020/2/25)

National Epidemic Prevention & Control Measures (3)

Facing COVID-19 (Wuhan Pneumonia)

What can I do to

support epidemic prevention & control

Keep these habits in daily life -

Check body temperature, wash hands frequently with soap

Reduce contact with eyes, nose and mouth

Avoid going to crowded public places

If fever, cough or acute respiratory symptoms develop -

Be sure to rest at home and do not go to public places.

If you need to go outside, for example: going to hospital -

Be sure to wear masks and wash hands frequently with soap
and properly dispose of mucus or nasal secretions.

Central Epidemic Command Center (CECC) Cares about You.



Scan the QR Code for latest information about COVID-19 (Wuhan Pneumonia) Epidemic

- ◆ Special site for 'Severe Pneumonia with Novel Pathogens' at CDC's World Wide Web
- ◆ Search 'CDC Taiwan' on YouTube for daily uploaded live epidemic press conference videos

-
- A graphic of a clipboard with a white sheet of paper and a pen. The text on the paper is as follows:
- ◆ Go to hospital only when symptoms develop
 - ◆ Proactively tell doctors your history of travel, occupation, contact and cluster (TOCC)
 - ◆ Let doctors determine if screening test is needed or not, according to professional judgment.

中央流行疫情指揮中心 關心您 疫情通報及諮詢專線：☎1922

National Epidemic Prevention & Control Measures (3-1)

→ 水陸韓人士2/27起

自中港澳韓入境者
14天內請務必遵守
居家檢疫
違反者從重處罰

最高可罰 **100萬**

遵守防疫措施
保護自己他人

中央流行疫情指揮中心 2020/02/25

Starting from Feb. 27, Taiwanese people returning from **China, Hong Kong, Macao and Korea** should follow the requirements of home quarantine **for 14 days**.

Severe punishments shall apply to violations. Penalties can be up to **NT\$1,000,000**

確診個案接觸者
14天內請務必遵守
居家隔離
違反者從重處罰

最高可罰 **100萬**

遵守防疫措施
保護自己他人

中央流行疫情指揮中心 2020/02/25

Those who have contacted confirmed cases should follow the requirements of home isolation **for 14 days**.

Severe punishments shall apply to violations. Penalties can be up to **NT\$1,000,000**

Central Epidemic Command Center (CECC) 2020/02/25
Follow epidemic prevention measures · Protect yourself and others

National Epidemic Prevention & Control Measures (3-2)

My roommate is under home isolation/home quarantine What should I do?

- ◆ **Keep distance** with those who are under home isolation/quarantine **for at least one meter and reduce contact** (for example: eat at the same table).
- ◆ Try to **wear masks** at all times.
- ◆ **Wash hands frequently with soap**. Wash hands before contacting eyes, mouth and nose.
- ◆ **If uncomfortable symptoms develop**, immediately notify the contact person specified on the 'Home Isolation/Quarantine Notice', local health authorities, or dial 1922 and **follow instructions to go to hospital**.

我的同住者正在居家隔離／居家檢疫 我該怎麼做？

- ◆和居家隔離 / 檢疫者**保持1公尺以上距離**，**減少接觸**（例如：同桌用餐）。
- ◆**盡量配戴口罩**。
- ◆**肥皂勤洗手**。觸摸眼口鼻前應先洗手。
- ◆出現**不適症狀立刻通知**居家隔離 / 檢疫通知書上之聯絡人、所在地衛生局，或撥1922，**依指示就醫**。

中央流行疫情指揮中心

2020/2/10

National Epidemic Prevention & Control Measures (3-3)

I am under Home isolation/quarantine What should I do?

- ◆ Wear masks at all times. Stay home and should not go outside.
- ◆ Keep distance with roommates for at least one meter and reduce contact (for example, eat at the same table)
- ◆ Keep masks on when coughing or sneezing; or cover mouth and nose with tissues. Wash hands with soap if you contact with respiratory secretions.
- ◆ Check body temperature twice daily (morning & evening). Precisely record the body temperatures and health status, and report the records to responsible personnel.
- ◆ If uncomfortable symptoms develop, immediately notify the contact person specified on the 'Home Isolation/Quarantine Notice', local health authorities, or dial 1922 and follow instructions to go to hospital. It is prohibited to use public transport to go to hospital.

我正在 居家隔離／居家檢疫 我該怎麼做？

- ◆隨時配戴口罩，待在家中不得外出。
- ◆和同住者保持1公尺以上距離，減少接觸（例如：同桌用餐）
- ◆咳嗽或打噴嚏時，口罩不可拿下，或用衛生紙遮住口鼻。接觸到呼吸道分泌物後應用肥皂洗手。
- ◆每日早晚各量一次體溫，詳實記錄體溫與健康狀況，並如實回報負責人員。
- ◆出現不適症狀立刻通知居家隔離／檢疫通知書上之聯絡人、所在地衛生局，或撥1922，依指示就醫。禁止自行搭乘大眾交通運輸工具就醫。

Epidemic Prevention & Control Measures on Campus(1-1)

Establishment & Task Allocation of Epidemic Prevention Team

1. Coordinator: the President
2. Measures are to be implemented according to this project

Administrative Strategy

1. Epidemic status analysis/ Health education promotion
2. Self-protection measures for staff and students
3. Reporting procedures in school
4. Measures for Self-Management of Health
5. Management of contractors and external personnel

Faculty & Staff and Students Perform Self-Management of Health

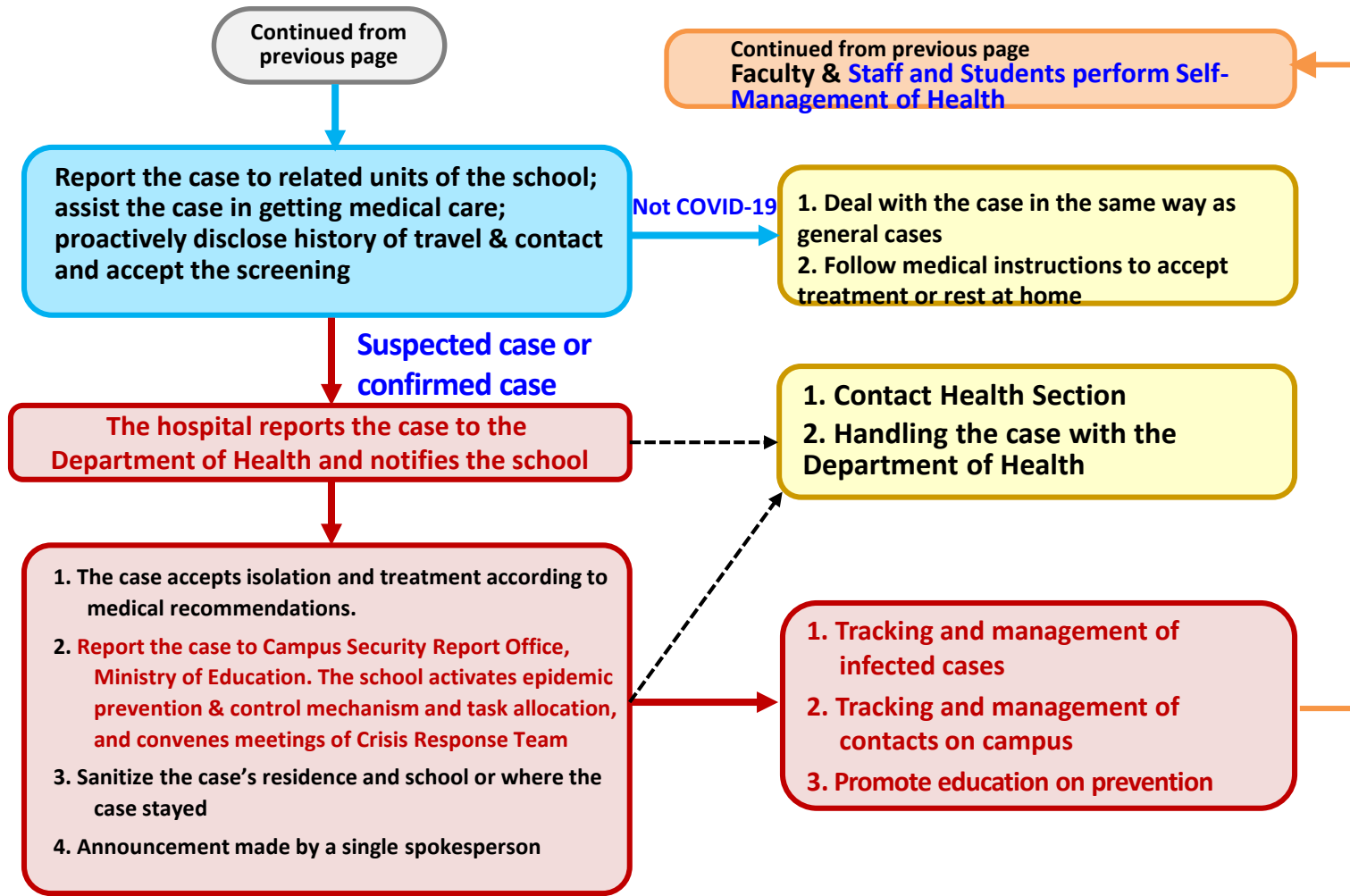
1. Complete 'TMU Severe Pneumonia with Novel Pathogens Epidemic Prevention Questionnaire' for the screening of subjects vulnerable to infection.
2. Those with history of travel to **Mainland China, Hong Kong, Macao and South Korea** within the past 2 weeks should perform home quarantine; those with history of travel to countries belonging to **Travel Advisory Levels 1 & 2** (currently including : **Singapore, Japan, Thailand and Italy**) should perform Self-Management of Health; those with **contact with confirmed cases** should perform home isolation.
3. Practice **frequent handwashing with soap, wearing masks on proper occasions**, balanced diet & enough sleep, allowing air to circulate and maintaining environmental hygiene.
4. Those with **respiratory symptoms** should **wear masks at all times** and take notice of cough etiquette.
5. It's prohibited to go to regions of Travel Advisory Level 3. Avoid going to countries of Travel Advisory Level 1 & 2 if not needed.

109.02.26

If subjects of point 2 (on the left column) have **Influenza-like symptoms** (such as **temperature $\geq 38^{\circ}\text{C}$, cough and fatigue, etc.**)

continued on next page

Epidemic Prevention & Control Measures on Campus(1-2)



Note : Collaborative procedure

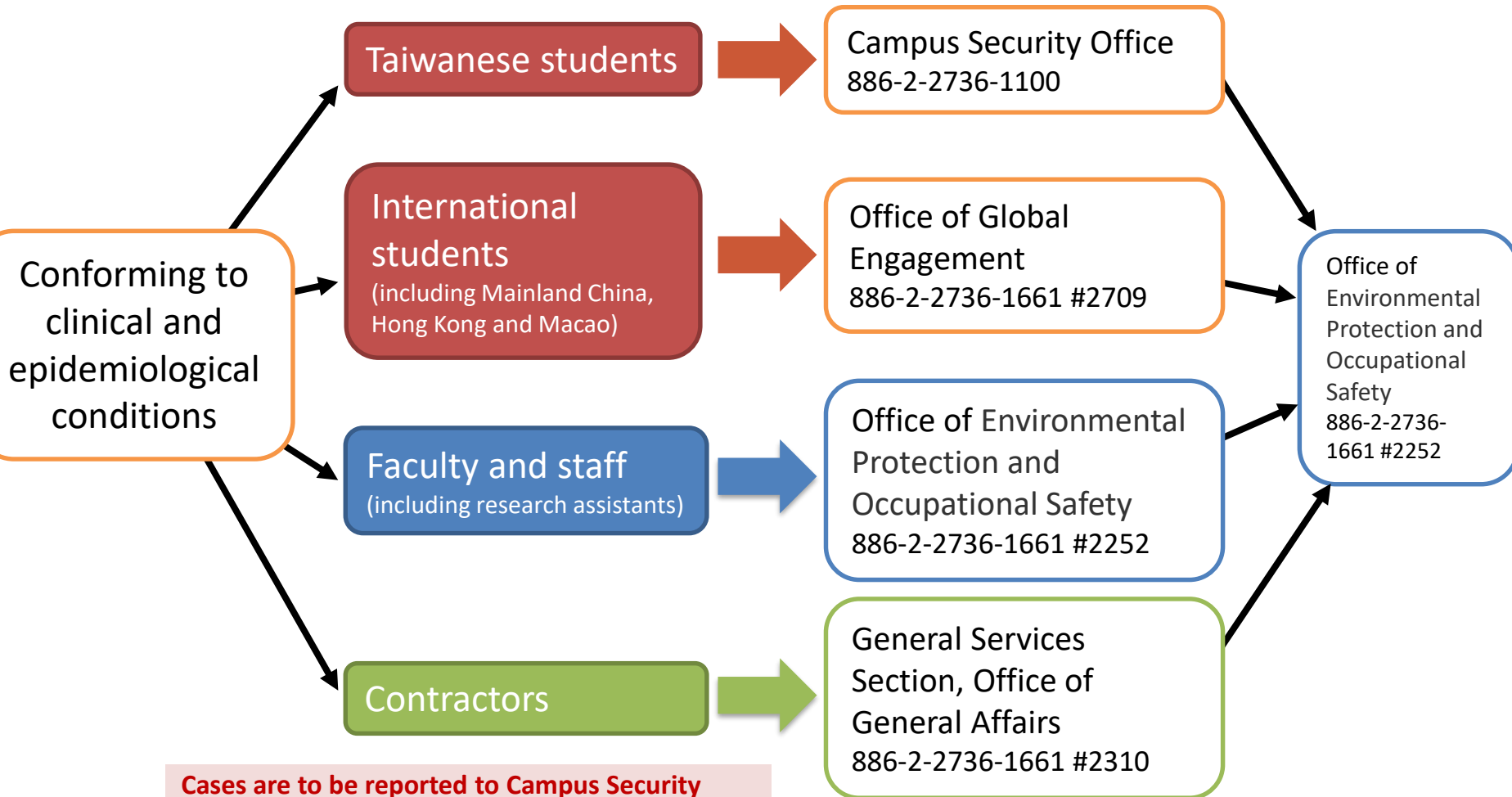
Epidemic Reporting Procedure (1)

■ Survey of infection risk and health status

1. Survey of faculty & staff and students' TOCC and health status (every individual is required to complete Epidemic Prevention Questionnaire)
2. Track faculty & staff's health status on a daily basis (Epidemic Prevention Contact Person of Level 1 & 2 Units (一、二級單位防疫窗口) should send the results back on a daily basis)
3. Track students' health status on a daily basis (Class Rep of Student Affairs [學務股長] reports real-time list of class students who feel unwell after school starts, which shall be transferred to Office of Environmental Protection and Occupational Safety by Campus Security Report Office)

Epidemic Reporting Procedure (2)

■ Reporting procedure for suspected cases in school



Cases are to be reported to Campus Security Office outside office hours

Flexible Study Measures

- In order to ensure students' study quality, flexible study measures are provided for students affected by the epidemic reasons (e.g. travel ban, home quarantine or home isolation):
 - For all courses allowing online study, course teachers will record course content (PowerCam) and upload it to MY2TMU platform for students to study online through synchronized or non-synchronized distance learning, or by teaching modules such as using videos and Real-Time discussion/interaction, etc. to continue study.
 - For laboratories, seminars, service learning, physical education, practicums, etc., content of study should be adjusted based on the situation and substitution programs should be provided.
 - If students have special needs to take courses in closer schools, the school can grant approvals based on case's situation, which shall not be restricted by related regulations on inter-university courses (exclusively for domestic university/college courses, not including local schools in other countries)

Please inquire course related units directly about Flexible Study Measures for each course or refer to course syllabus or MY2TMU platform

Principle and Announcement of Suspending/Resuming/Making up Classes (1)

In the event of class suspension/resumption/make-up, Office of Academic Affairs shall announce the news on notice boards of the school and Office of Academic Affairs as well as MY2TMU platform, and shall notify students via email.

School's Class Suspension Principle

Individual student	<ul style="list-style-type: none">● Under Self-Management of Health: should avoid attending school for 14 days, otherwise surgical masks should be worn at all times.● Under home quarantine/isolation: suspend class for 14 days● Be a confirmed case: should undergo enforced isolation in medical institutes until recovery, then come back to school for study and practicums.
Course suspended	If a teacher conforms to the conditions mentioned in the above situation, his/her course(s) should be suspended for 14 days.
Entire class suspended	If there is one or more than one possibly infected case or confirmed case in a class, the entire class should be suspended for at least 14 days.
Entire school suspended	If there are 2 or more than 2 teachers/students confirmed to be infected, the entire school should be suspended for at least 14 days.

Principle and Announcement of Suspending/Resuming/Making up Classes (2)

Principle of off-campus internship suspension

Epidemic Status: Level 4 to Level 2	Attend as usual
Epidemic Status: Level 1	Adjust practicums; reduce contacts; improve protective measures; stop highly vulnerable internship course
On occasions listed on the right, practicums should be suspended	<ol style="list-style-type: none"> 1. Cluster infection found in institutes for internship 2. Overload in institutes for internship 3. Specific epidemic related symptoms occur in teachers or students 4. Both institutes for internship and the school are not able to provide students with sufficient protective equipment 5. Practicums may cause cross infection among hospitals 6. Institutes for internship consider that novice students should be withdrawn from clinical settings to reduce their teaching loading. 7. Students are too panicked to participate in internship and the situation does not improve after psychological counseling.

Principle of overseas internship suspension

Regions of Travel Advisory Level 2 and Level 3	★★★Prohibit the traveling or transfer★★★
Regions of Travel Advisory Level 1	★★The school's permission is needed for the traveling★★

※For details please refer to the school's epidemic prevention website

~Benchmark for class suspension and directions for class resumption and make-up

Online Teaching Resources (1)

- Main instructors of courses should specify the flexible teaching and assessment methods in course syllabus 【Note column】 and MY2TMU-course version for students failing to come to school due to epidemic reasons (such as failure of entry or for home quarantine or home isolation).
- Teachers can download and use different soft/hard resources for the recording of digital teaching materials and live-stream teaching videos by visiting the school's epidemic prevention site.

Learning Module	Content	Resources in school
Non-synchronized online teaching	<ol style="list-style-type: none"> 1. Recording : Use Powercam (Evercam) or MS Power Point to produce audio/video files 2. Online platform : for uploading and viewing audio/video files 	<ul style="list-style-type: none"> ● Download Powercam (Evercam) from website of Office of Information Technology and install it ● Download MS Office 2016 or versions above 2016 from website of Office of Information Technology ● Online platforms : My2TMU, Podcast, Google Classroom, Google Drive, YouTube and Class@My2
Live streaming	Use live-stream platforms : Facebook 、 YouTube 、 Discord...	<ul style="list-style-type: none"> ● General Education Center Live-streaming Room (Xing-Chun Auditorium 4F) ● Office of Information Technology: MOOCs video studio (Daan Campus 16F) ● Personal device : iPad/Mobile+FB/YT account
Synchronized online teaching	<p>Classes are run via multi-end connection at the same time with the combination of video and real-time discussion/interaction</p> <ol style="list-style-type: none"> 1. Connection of video equipment in meeting rooms 2. Video platforms : ZOOM, google Meet, Vydeo... 	<ul style="list-style-type: none"> ● Distance meeting rooms of all units ● Information technology desks in classrooms/PC/NB ● Personal device : Mobile/Tablet

Online Teaching Resources (2)

Assessment Module	Content	Resources in school
Online Exam	Release test questions online for students to answer	<ul style="list-style-type: none">● My2TMU, Class@My2, Zuvio, Google Classroom (google forms)● National Examination Question Database platform, Biostatistics examination platform
Written Report	Submit assignments, personal writings, reports, essays, etc.	<ul style="list-style-type: none">● My2TMU, Class@My2, E-Portfolio, Google Cloud, Survey Cake
Oral Test	Conduct oral tests, interviews, or manual operation via synchronized video	<ul style="list-style-type: none">● Video meeting rooms, VR (WorldViz)● Video platforms : Zoom, line, Google Meet, FB Message

Online Teaching Resources (3)

Options	Teaching Resources	Content
Prioritized	Video-recorded courses/sessions	Instructors delivering courses: Use PowerCam to record the live session and upload the film to My2TMU If the session cannot be recorded on the spot: 1.Use the video recording of a previous session of the same course by the same instructor 2.Use the video recording of a different instructor teaching the same course 3.Use alternative materials from similar courses (consider the following alternatives)
	Database for basic medicine teaching	TMU video database for courses on basic and clinical medicine
Alternative	Online courses by TMU partner universities	Online courses by member universities of U12 alliance and University System of Taipei
	MOOCs	Accepting students to apply for credit exemption through courses completed through various MOOCs platforms
	Distance Learning	TMU distance learning courses for Semester 2, Academic Year 2019
	General Education TW	Courses completed through General Education TW may be exempted by TMU Center for General Education
	TMU MOOCs	60 recently-developed MOOCs by TMU to be used according to instructor's discretion
	OCW	A collection of recorded sessions, course materials, and assignment of other universities to be used according to instructor's discretion

Students' Performance Assessment

Epidemic-prevention status	Flexible Assessment
Failure of entry into Taiwan/Under medical treatment for confirmed infection	<ul style="list-style-type: none">● Office of Academic Affairs shall provide list of those who fail to return to Taiwan or under medical treatment for confirmed infection to courses providing units and the students' departments.● If students are not able to participate in the entire courses or all assessments, teachers of the courses may adjust the performance assessment methods depending on the attributes of the courses.
Self-Management of Health/Home Quarantine for 14 days	<ul style="list-style-type: none">● Office of Academic Affairs shall provide list of those who conform to regulations on epidemic prevention leave to courses providing units and the students' departments.● The student's performance can be assessed with make-up exams or other make-up measures. Results of make-up exams shall be calculated according to actual scores.

Environmental Disinfection Measures

■ The daily routine environmental disinfection measures are as followed:

Epidemic Prevention & Control Level	Level 2A (currently)	Level 2B	Level 1
Classroom door knobs, stairs handrails, elevator buttons	3 times/day	5 times/day	5 times/day
Classroom desks/chairs/floors	once/week	once/day	Classes suspended
Public meeting room microphone/table surface	once/day	Sanitizing right after using	Sanitizing right after using
Indoor floors	once/week	twice/week	twice/week
Shuttle Bus/Classroom microphone	once/day	twice/day	Consider suspension
B1 Canteen and Mr. J floors/table surfaces	twice/day	3 times/day	3 times/day Encourage takeaway; set limits for the number of people eating inside
B1 Canteen tableware	Collected after using once and cleaned & sanitized by professional cleaning providers. Encourage the use of one's own cutlery.		
Mr. J tableware	Cleaned & sanitized in dishwasher with special detergent and sanitizer after using.		

■ Complete the disinfection of public areas, classrooms (inside) and B1 canteen before Feb.27



Ventilation Measures for Classrooms

■ **Ventilation measures for classrooms are as follows:**

Epidemic Prevention & Control Level	Level 2A (currently)	Level 2B	Level 1
Classroom doors & windows	Keep doors & windows open during school hours	Keep doors & windows open during school hours	Keep doors & windows open at all times
Students Labs	Keep doors & windows open during school hours	Keep doors & windows open during school hours	Keep doors & windows open at all times
Outside air ventilation of classroom air con (B1F Classrooms with numbers starting with 8)	Switch to Maximum outside air ventilation	Switch to Maximum outside air ventilation	Switch to Maximum outside air ventilation
Study Room in Xing-Chun Auditorium	Switch to Maximum outside air ventilation	Switch to Maximum outside air ventilation	Switch to Maximum outside air ventilation

■ **Complete the inspection and adjustment of classroom air conditioning equipment before Feb. 28**

Regulations on Teaching Staff's Leave

- In response to the aggravation of epidemic situation, **please do not travel or take business trips to countries with Level 1 & 2 Travel Advisory! Staff intending to take leave for going abroad should apply for leave in advance and should not depart until the application is approved.**
- Leave applications for going abroad should specify **destination (including transfer country) in the 'Reason for Leave' column on the application form** irrespective of what category of leave it is.
- **Avoid coming to school** according to the requirements of **'performing Home Quarantine or Self-Management of Health for 14 days after arrival'** announced by related government authorities . General injury/sick leave, personal leave or special (annual) leave can be applied during this period.
- Faculty and staff who are 'infected with COVID-19' and required to be isolated for treatment:
 1. Infected for official business reasons : Official injury/sick leave shall be granted
 2. Infected not for official business reasons : General injury/sick leave, special (annual) leave or personal leave can be taken during the period of isolation treatment.
- Faculty and staff who are 'not infected with COVID-19' but have contact concern can take general injury/sick leave, special (annual) leave or personal leave to 'perform Self-Management of Health' for 14 days.
- Faculty and staff who need to look after family members affected by diseases or requirements of Self-Management of Health can take personal leave, special (annual) leave or family-care leave.

List of Contact Persons

Office	Contact	email	Extension No. Operator: 02-2736-1661
Office of Academic Affairs	Ms Yiting Lin	yitingjob@tmu.edu.tw	#2125
Office of Student Affairs	Ms Chao Wen Huang	carol@tmu.edu.tw	#2210
Office of Environmental Protection and Occupational Safety	Ms Yu Ling Chung	health@tmu.edu.tw	#2250
Office of Information Technology	Ms Ya-Chuan Huang	my603429@tmu.edu.tw	02-6638-2736 #1618
Office of Global Engagement	Ms YutingYeh	yuting.yeh@tmu.edu.tw	#2709
Office of General Affairs	Ms Cynthia Chang	cynthia04@tmu.edu.tw	#2333
Office of Human Resource	Ms Jingfang Chang	astccf@tmu.edu.tw	#2026