

防疫宣導

【 COVID-19 | Event Guidelines for NCKU Student Associations 】

【 中文版本：<https://reurl.cc/EzYrWR> 】

Public gatherings tend to attract considerable crowds, causing increased risk of transmission. The goal in issuing these guidelines is to help students associations make appropriate decisions when planning events during this epidemic.

We will keep this updated to the newest policies announced by authorities.

COVID-19

NCKU Student Association Event Guide

National Cheng Kung University
Student Development and Activities Division

2020.09.25 ver.

Risk Assessments

Please assess the risks of your event using the following 6 indicators.

- 1 Ability to gain information on participants beforehand
- 2 Air ventilation and replacement
- 3 Distance between participants
- 4 Whether participants are in a fixed position
- 5 Event duration
- 6 Hand hygiene and surgical masks

If decided to go ahead with the event following a risk assessment,
one must produce a plan to prevent transmission.

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Promote Healthy Behaviors

- 2 those with a fever :
should avoid events for at least 24 hours after they
show no fever without the use of antipyretic medicine
- 3 those with respiratory symptoms :
should stay at home and avoid gatherings, if must
attend the event, make sure to wear a surgical mask
during the event

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Planning and Preparedness

- 1 Risk Assessments
- 2 Promote healthy behaviors
- 3 Documents for applying events and booking venues
- 4 Precautions during event
- 5 Documents required after the event

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Promote Healthy Behaviors

Prior to event, one must instruct attendees through
different channels (e.g., invitations, text messages,
websites, mass media) to take the following precautions:

- 1 travelers just arrived:
MUST NOT attend any event during the 14-day
period of quarantine

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Promote Healthy Behaviors

- 4 Keeping hands clean :
 - wash hands regularly with soap and water or rub
them with an alcohol-based hand sanitizer until dry
 - it's important to clean hands immediately after
coughing, sneezing or using the restrooms
 - try to avoid touching your eyes, nose and mouth

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Documents for Applying Events and Booking Venues

- 1 Proposal with a plan to prevent transmission
 - use bullet points to list your prevention (e.g., all units wear surgical mask, applying a crisscross seating pattern, disinfect environment per hour etc)

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Documents for Applying Events and Booking Venues

- 2 Checklist to evaluate preparedness, prevention and control of COVID-19 in Public Gatherings
 - download from [NCKU SDAD Website > COVID-19](#)
 - merge it with your proposal, and make sure you have put a tick to every item

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Documents for Applying Events and Booking Venues

- 3 Non-NCKU Member Information (Apply Beforehand)
 - download from [NCKU SDAD Website > COVID-19](#)
 - if you have non-NCKU participants, please submit their information **at least 1 day** before your event to SDAD

NCKU SDAD

Venues in SAC

rooms currently subject to capacity limitations

【SAC I】

- 1st to 5th Meeting Room: 30 people
- Multi-Function Room: 70 people
- Dancing Classroom: 50 people
- Music Classroom: 30 people
- Pop-Dance Practicing Field:
(A) 60 people (B) 50 people (C) 60 people

【SAC II】

- 1st Meeting Room: 24 people
- 2nd Meeting Room: 16 people
- 3rd Meeting Room: 12 people
- 1st to 6th Discussion Room: 6 people

If the number of people of your event is over the limitations, it means you will not be able to practice social distancing. Must ensure everyone put on a surgical mask during the event.

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Precautions during event

- 1 Surgical Mask
 - can't practice social distancing
 - rooms with bad air ventilation
 - having respiratory symptoms

If there's one of these situations, please wear a surgical mask

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Precautions during event

- 2 Environment Disinfection

【SAC I & SAC II】

There are gloves, bleach diluent (changed daily), and rags in public spaces. Disinfection SOPs are also posted on the walls.

Please make sure to disinfect tables, chairs, various switches, door handles, window handles, etc. before the event starts.

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Precautions during event

3 Hand Sanitization

【SAC I & SAC II】

- soaps are provided in every washroom
- hand sanitizers (75% alcohol) are also available through out the building

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Precautions during event

5 Tracking Record for Public Spaces

There's a unique QRcode for all public spaces in NCKU.
 Make sure all the participants scan it before entering the room.

6 A/C System

When turned on A/C, make sure to leave the door / window open for least 10 cm, in order to ensure well air ventilation.
 It's also advised to set the temperature to 26°C - 28°C

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Documents required after the event

Within 3 days after the event
 Please submit the information of participants of the event

You could submit through

- 1 Google Sheet
- 2 Email to the representative of SDAD
- 3 give the hard copy to the representative of SDAD
 ([NCKU SDAD Website > COVID-19 > Participant Information](#))



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THE END

Precautions during event

4 Take body temperature

You may book forehead thermometer from Club Management System

- If having a fever ($\geq 37.5^{\circ}\text{C}$) → let them rest for 5 mins and take their temperature again
- Still having a fever → stop them from attending the event, and take them to the hospital

If you have encountered any difficulties during the process, you may contact Military Training Division (ext. 55555) for help.

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Precautions during event

7 Meals

PLEASE DO NOT SHARE MEALS

It is recommended to dispatch food in 1 serving for participants (e.g.: box lunch, bottled drinks etc.)

Keep at least 1.5 m from each other and less talking while eating

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Documents required after the event

After use, make sure to find the person in charge to check the room before leaving, and sign Public Space Management Checklist (already put in the public spaces)

【Person in Charge】

Office Hours (Mon. - Fri. 08:00-17:00)

Mr. Wu / SDAD

non-Office Hours (Mon. - Fri. 18:00-22:00, Weekends)

Part-time worker / UCA

NCKU SDAD

Related Links

SDAD Website



NCKU COVID-19



Taiwan CDC



NCKU SDAD