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.
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
   crosscross seating pattern, disinfect environment per
   hour etc)

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

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

Venues in SAC

- rooms currently subject to capacity limitations

[SAC I]
- 1st to 5th Meeting Room: 50 people
- Multi-Function Room: 70 people
- Dancing Classroom: 50 people
- Music Classroom: 50 people
- Pop-Dance Practicing Field:
  - A: 60 people
  - B: 50 people
  - C: 50 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.

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

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.
Precautions during event

3 Hand Sanitization
   
   [SAC I & SAC II]
   - soaps are provided in every washroom
   - hand sanitizers (75% alcohol) are also available throughout the building

Precautions during event

3 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.

A/C System

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

Precautions during event

3 Take body temperature
   
   You may use forehead thermometer from Club Management System
   - If having a fever (> 37.5°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.

Precautions during event

3 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

Documents required after the event

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

You could submit through

Google Sheet
Email to the representative of SDAD
Give the hard copy to the representative of SDAD

(NCKU SDAD Website > COVID-19 > Participant Information)

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

Related Links

SDAD Website
NCKU COVID-19
Taiwan CDC

THE END