

# National Taiwan Normal University Campus Communicable Disease Control Program

Approved by the President on October 3, 2017

Approved by the President on November 6, 2019

Approved by the President on December 2, 2024

## I. Legal Basis

1. Communicable Disease Control Act (Articles 6, 7, 19, 28, and 42).
2. Article 13 of the School Health Act: “When a school becomes aware that any student or any staff member has contracted a communicable disease, or if there are any concerns about risk of contagion within the school, it shall undertake appropriate epidemic prevention and monitoring measures in conjunction with the health and environmental protection authorities.”
3. Contingency Plan for H7N9 Influenza Prevention approved by the University's Epidemic Prevention Response Team on May 6, 2013.
4. Official Document Tai-Jiao-Zong(5) No. 1060083143 dated June 30, 2017 from the Ministry of Education.
5. Official Document Tai-Jiao-Zong(5) No. 1080148029 dated October 22, 2019 from the Ministry of Education.

## II. Purpose

1. To strengthen the prevention and control of notifiable communicable diseases on campus to safeguard the health, learning and working rights of the faculty, staff, and students.
2. To enable early and effective detection of infected persons for early treatment and effectively control the spread of communicable diseases.
3. To implement measures for epidemic prevention preparedness, response and counseling, and to map out the division of labor among various units to prevent the risk of cluster infections.

## III. Targets: All faculty, staff and students.

## IV. Implementation

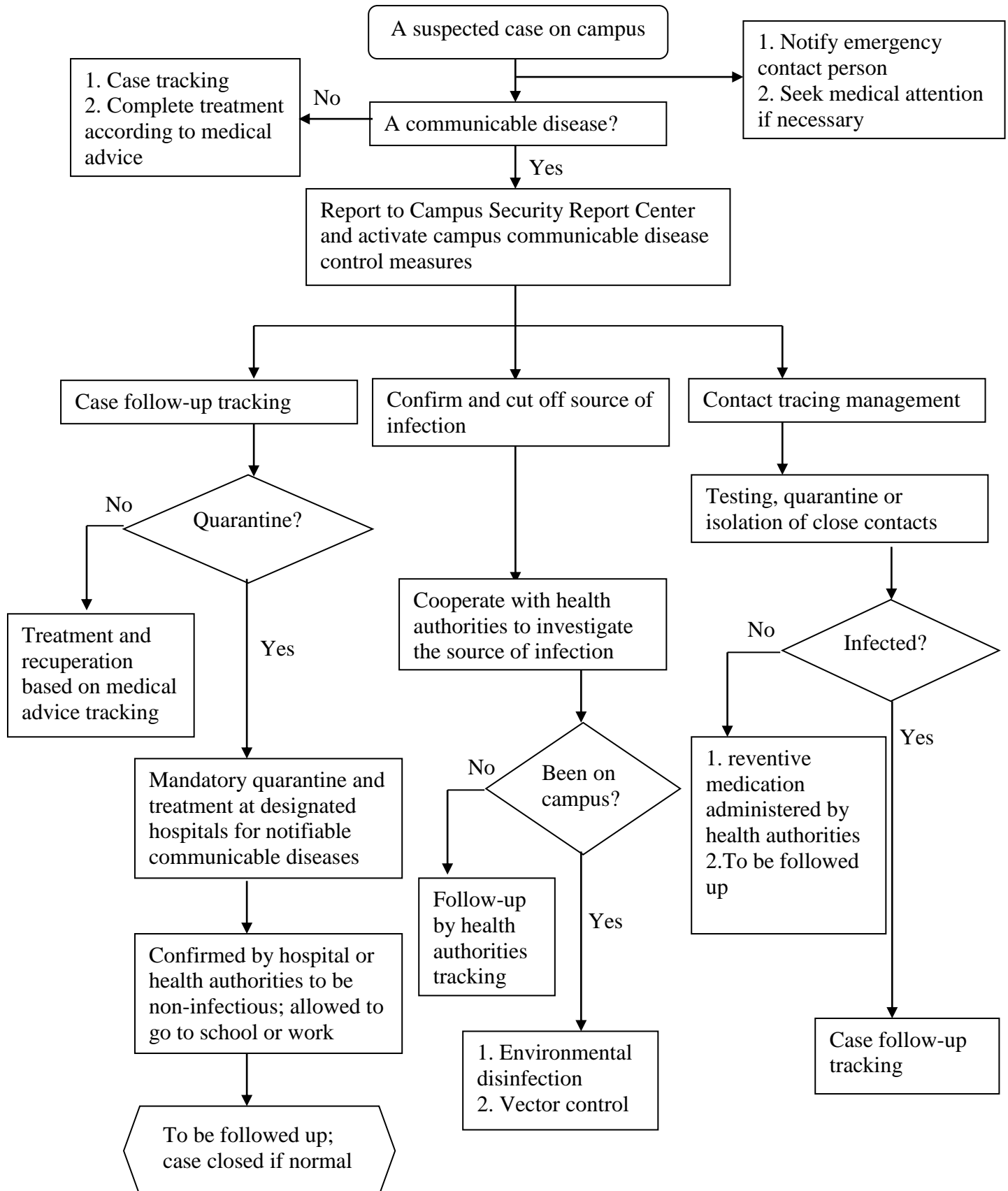
1. Any faculty, staff or student of the University who is found, from related examinations, to be suffering from any communicable diseases that endanger the safety of the campus shall immediately go to a medical institution for detailed examination and treatment, and cooperate with the Health Center for management and follow-up tracking.
2. Class meetings, club activities and various assemblies shall be used to strengthen health education and raise the awareness on self-health.
3. Health education talks and health promotion activities on communicable disease control shall be organized to enhance the knowledge and attitudes of the faculty, staff and students on the matter.
4. Leveraging the Health Center website and multimedia channels to promote the concept of communicable disease control.
5. Implementing campus monitoring and notification and coordinating with the policies of health authorities to keep abreast of epidemic developments and prepare a contingency plan as early as possible.
6. In the event of a communicable disease occurrence on campus, an emergency response team shall be assembled in a timely manner according to the Campus

Communicable Disease Control Procedures (Appendix 1) and depending on the development of the epidemic. The President shall serve as the convener and the Vice President for Student Affairs as the executive secretary. The emergency response team shall be assembled by designated personnel assigned by the convener and its division of labor (Appendix 2) shall be coordinated to enable the joint defense against the communicable disease on campus.

7. The University may establish operational procedures for the control of various communicable diseases in accordance with this Program (Appendices 3, 4, and 5).

V. This Program and any amendments thereto shall become effective upon ratification by the President.

## National Taiwan Normal University Campus Communicable Disease Control Procedure



## 1. List of NTNU Epidemic Prevention Response Team Members

Title	Unit
Convener	President
Deputy Convener	Executive Vice President
Deputy Convener	Secretary General
Executive Secretary	Vice President for Student Affairs
Member	Vice President for Academic Affairs
Member	Vice President for General Affairs
Member	Director of Information Technology Center
Member	Director of Office of Accounting & Financial Management
Member	Director of Office of Human Resources
Member	Director of Academy of Preparatory Programs for Overseas Chinese Students
Member	Director of Student Adviser Office
Member	Director of Student Counseling Center
Member	Director of Health Center
Member	Head of Division of Student Services
Member	Director of Student Housing
Member	Head of Division of General Services

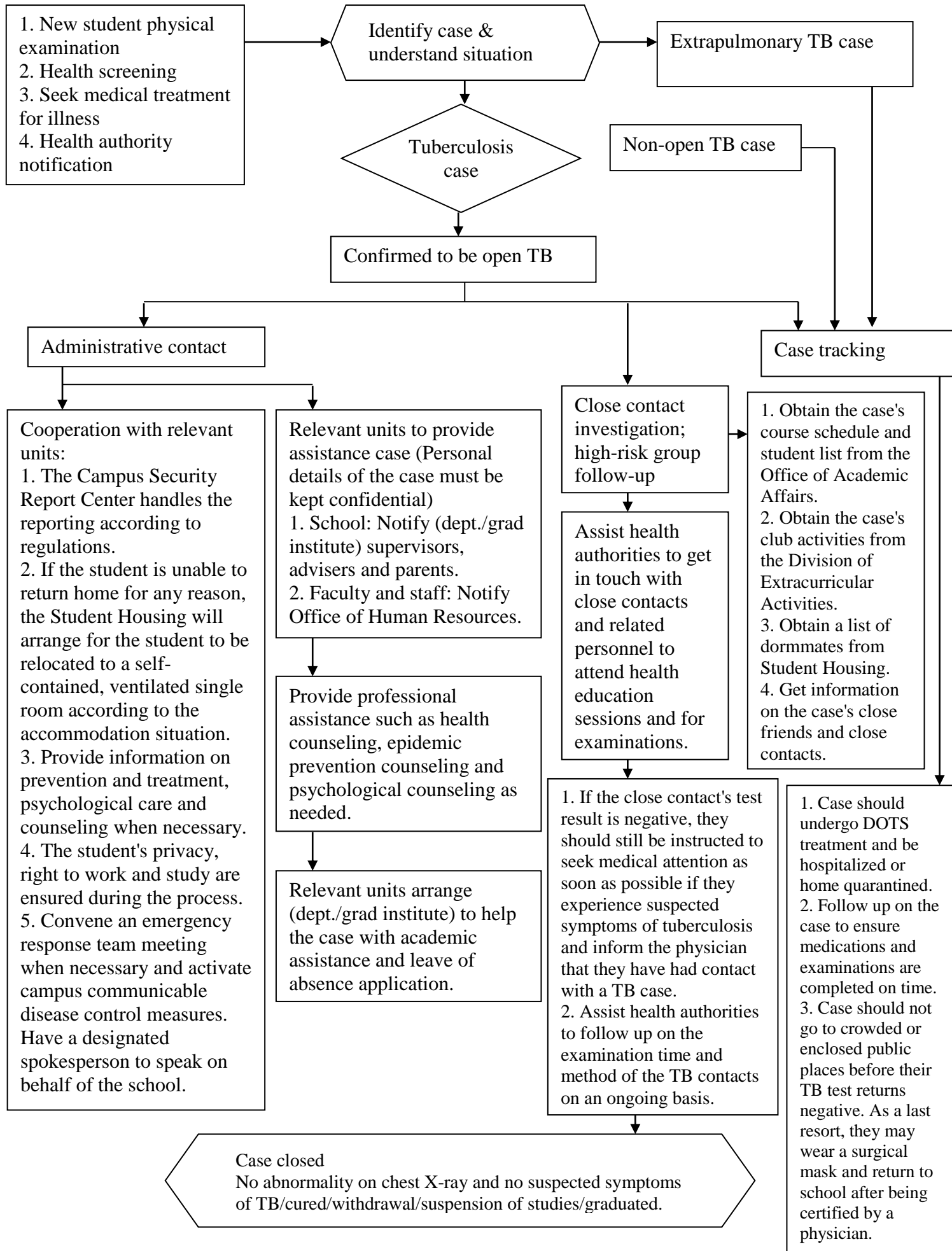
## 2. The division of labor for each unit (in the order of the above list)

President	<ol style="list-style-type: none"> <li>1. To oversee and supervise the emergency response strategies against the epidemic.</li> <li>2. To convene an emergency meeting of the Response Team.</li> <li>3. To initiate epidemic prevention measures and make decisions.</li> <li>4. To approve resolutions on matters of class suspension and resumption.</li> </ol>
Executive Vice President	<ol style="list-style-type: none"> <li>1. To formulate and implement contingency plans for communicable diseases.</li> <li>2. To coordinate the communicable disease control endeavors on campus and response measures.</li> </ol>
Secretary General	To act as the spokesperson for media exposure and make external statements.
Office of Student Affairs	<ol style="list-style-type: none"> <li>1. To assist in the implementation of various epidemic control measures.</li> <li>2. To supervise the progress of the contingency plan.</li> <li>3. To provide information to parents of students.</li> <li>4. To strengthen epidemic prevention campaigns.</li> </ol>
Office of Academic Affairs	<ol style="list-style-type: none"> <li>1. To handle the release of information regarding class suspension or resumption and adjustments to on-campus examinations according to the epidemic situation.</li> <li>2. To liaise with departments and graduate institutes to act in coordination and encourage teachers to inform students of the communicable disease; to handle substitute teachers for infected teachers and conduct remedial learning for students who are sick or under home quarantine.</li> </ol>

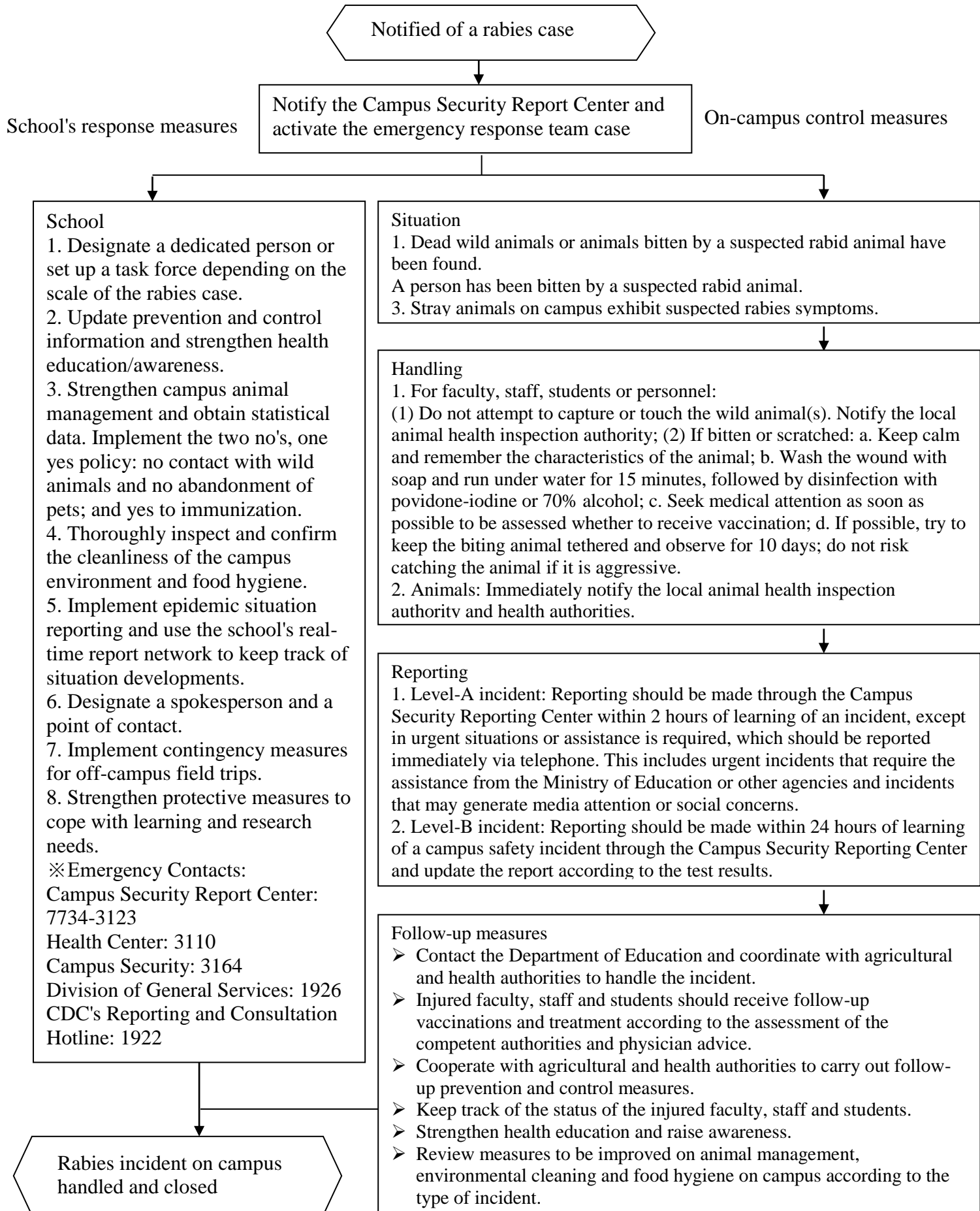
Division of General Services, Office of General Affairs	<ol style="list-style-type: none"> <li>1. To consolidate and estimate the disinfectants and protective equipment on campus.</li> <li>2. To procure necessary prevention materials during an epidemic.</li> <li>3. To strengthen environmental cleaning and disinfection. The surfaces of frequently contacted objects (doorknobs, microphones, keyboards, desks and chairs, etc.) should especially be disinfected immediately.</li> <li>4. To handle disposal of infectious waste.</li> </ol>
Information Technology Center	<ol style="list-style-type: none"> <li>1. To keep the online announcement system open and accessible. In case of an emergency, the Information Technology Center should be able to directly send messages.</li> <li>2. To maintain the normal operation of the Moodle system.</li> </ol>
Office of Accounting & Financial Management	To raise needed funds and handle reimbursement matters.
Office of Human Resources	To handle sick leave requests for faculty and staff who are suspected or confirmed cases.
Academy of Preparatory Programs for Overseas Chinese Students	To coordinate the control measures at the Academy of Preparatory Programs for Overseas Chinese Students.
Student Adviser Office and Campus Security Report Center	<ol style="list-style-type: none"> <li>1. To assist students with epidemic control, medical care and family liaison.</li> <li>2. To keep in touch with students and assist in epidemic investigation and case follow-up tracking.</li> <li>3. To maintain a smooth communication channel with the Campus Security Report Center and report the epidemic situation on campus to the authorities in accordance with relevant regulations.</li> <li>4. When a student advisor finds a student is a suspected or confirmed case while approving their leave of absence, they should notify the Campus Security Report Center and Health Center, and offer care and assistance to the student in a timely manner.</li> </ol>
Student Counseling Center	To assist in strengthening life education and psychological counseling to lessen the panic of students and parents, and to offer appropriate counseling and care for students.
Health Center	<ol style="list-style-type: none"> <li>1. To cooperate with health authorities to disseminate information on the correct control measures of communicable diseases and raise the awareness on prevention.</li> <li>2. To cooperate with health authorities to carry out prevention and control measures.</li> <li>3. To assist in case tracing and epidemic investigation.</li> <li>4. To assist infected cases in seeking medical treatment, and report the confirmed case to the supervisor, Campus Security Report Center, and Taipei City's Reporting System of Communicable Diseases for Schools.</li> <li>5. To record and report cases confirmed by a medical or health institution.</li> <li>6. To maintain contact with health authorities and assist with close contact management</li> </ol>

Division of Student Services	<ol style="list-style-type: none"> <li>1. To keep track of information and updates and communicate with students and parents.</li> <li>2. To assist infected students with financial difficulties to apply for emergency relief assistance by helping them obtain needed documents.</li> </ol>
Division of Extracurricular Activities	To consider suspending large-scale activities based on the development of the epidemic.
Student Housing	<ol style="list-style-type: none"> <li>1. To arrange a dorm room for rest and recuperation for any infected dorm residents who are unable to go home after seeking medical attention; and to clean and disinfect their original dorm room.</li> <li>2. To assist students practice self-health management and enhance their health knowledge in response to prevention protocols.</li> </ol>

## National Taiwan Normal University Campus Tuberculosis Control Procedures



## National Taiwan Normal University Campus Rabies Control Procedures





# National Taiwan Normal University Campus Respiratory Communicable Disease Control Procedures

