

# Ming Chuan University Procedures for Communicable Disease Prevention and Management

Revised and passed at the Administrative Council Meeting on March 9, 2015

## Article 1

In accordance with University Sanitation Law and Communicable Disease Control Act, "Ming Chuan University Procedures for Communicable Diseases Prevention and Management" (hereafter refer to as these procedures) were established to effectively control the occurrence, spreading and outbreak of communicable diseases among faculty, staff and students during their stay at MCU and to monitor and prevent communicable diseases, and maintain the health of faculty, staff and students.

## Article 2

These procedures are applicable when any MCU faculty, staff, student, contract employee, visiting scholar or exchange student is reported or diagnosed with a suspected or confirmed case of communicable disease by a doctor.

## Article 3

Classification of communicable diseases is to be identified in accordance with the announcement of Centers for Disease Control, Ministry of Health and Welfare, Executive Yuan.

## Article 4

Communicable disease cases may originate as any of the following:

1. Referrals from governmental health institutes
2. Health check for faculty, staff and students
3. Check for communicable diseases

## Article 5

Handling procedures for communicable diseases are as follows:

### 1. Cases of communicable diseases:

- (1) Case prevention, monitoring and reporting, and follow-up are to be dealt with in accordance with the "Communicable Diseases Prevention Handbook" announced on the website of Centers for Disease Control, Ministry of Health and Welfare.
- (2) Faculty, staff and students identified as confirmed cases of communicable diseases are required to follow doctor's orders and comply with

regulations of health institutes to be treated, rechecked, followed up and filed as cases for further management by Campus Health Services Section. To prevent the spread of communicable diseases on campus, the patient may be suspended from school or work; only until the patient submits a diagnostic certificate issued by a medical institute proving the patient is treated and will not spread the disease, and approved by Campus Health Services Section, may they resume work or study. During treatment, patients should maintain good personal hygiene and health management, and keep air circulating in their environment of activity.

(3) Faculty, staff and students identified as confirmed cases of communicable diseases who do not require quarantine may apply for leaves in accordance with relevant regulations and return home. Dormitory tenants may be arranged to stay in an individual room with good ventilation. Regardless of where the patient is quarantined, good personal hygiene should be maintained to avoid the spread of germs.

(4) In case of sending highly contagious (including suspected) disease cases to the hospital, the escorts' protection includes masks and gloves. When necessary, a barrier gown may also be required by Centers for Disease Control or Department of Health. For transport of patients, 119 should be called to dispatch an ambulance.

(5) The process is shown as Figure 1.

## 2. Contact with communicable disease patients:

(1) Those who have contact with patients will be checked, monitored, reported and followed up on within the time limit in accordance with the "Communicable Diseases Prevention Handbook" of Centers for Disease Control, Ministry of Health and Welfare.

(2) The process is shown as Figure 2.

## Article 6

Administrative support from relevant units are as follows:

1. General Secretary's Division: Assist to contact press and receive media inquiries, issue public statements and news releases.
2. Academic Affairs Division: Provide contact roster of the class in accordance with relevant communicable disease prevention procedures and format of the health

management unit of the jurisdiction where the campus is located, and handle final examination make-up matters for individual cases, as required.

3. Human Resources Division: Assist faculty and staff with leave application matters for special incident, personal or sick leaves.
4. General Affairs Division, Taoyuan Campus Administration Division: Cooperate with hygiene, environmental protection and animal protection offices to handle campus and dormitory sterilization, control of common vectors of communicable diseases (including the report of campus dogs and cats, abatement of mice, fleas, mosquitos, and flies, and so on), assist to prepare vehicles, equipment or facilities for preventing the spread of communicable diseases.
5. Career Planning and Counseling Division: Provide counseling sessions for cases and contacts when necessary.
6. Office of International Student Service: Cooperate and assist with life counseling and hospital contact matters for international students.
7. Legal Affairs Office: Provide legal consultation during disease prevention and handling period.
8. Student Advising Section, Student Affairs Division: Assist students with applying for special incident, personal or sick leaves, and insurance benefits for hospitalization.
9. Housing Service Section, Student Affairs Division: Provide close contacts roster in dormitory in accordance with relevant format when infected case is a dormitory tenant. Arrange and manage rooms for patients, and arrange dormitory environment cleaning and disinfection and other relevant matters.
10. Extracurricular Activities Section, Student Affairs Division: epidemic prevention assistance matters with university student associations.
11. Overseas and Mainland Chinese Students Service Section, Student Affairs Division: Cooperate and assist with life counseling and hospital contact matters for Overseas and Mainland Chinese Students.
12. Campus Health Services Section, Student Affairs Division: Protect case privacy, cooperate with disease protection measures of governmental health institutes, and assist patients to receive medical treatment, case medical treatment data management, follow-up and archival. Contact governmental health institutes to carry out contact inspection, follow-up on abnormal cases and conduct health education sessions on communicable diseases.

13. Taoyuan Student Affairs Section: Implement campus disease prevention affairs and promotion, master campus epidemic report, and follow-up on cases (including suspected cases) on campus.
14. Class advisors and department secretaries: Calm students down in class, reduce inter-student suspicion, assist in coordinating time for contacts checkup and venue for group health education session. Assist to increase check-up rate among students and convey notices for check-ups.
15. Campus Security Center: Comply with the confidential requirements listed in Communicable Disease Control Act, and send mandatory campus security report of communicable disease according to relevant regulations of Ministry of Education, also is responsible for coordination of liaison matters.
16. Other administrative and academic units: (Mainland China Education and Exchange Division provide assistance to exchange students and individual cases in programs from Mainland China; daily care and other relevant matters of exchange scholars are to be handled by the inviting unit)
  - (1) Responsible to inform Campus Health Services Section upon the occurrence of communicable diseases, and cooperate with the implementation of relevant matters.
  - (2) Comply with university health policies to prevent the spread of communicable diseases.

## Article 7

### Communicable Disease Prevention Team

1. The Secretary General serves as the convener, the Dean of Student Affairs serves as the deputy convener, Section Chief of Campus Health Services Section serves as the Director, and relevant units should appoint personnel as team members who are responsible for relevant communications and handling matters.
2. Depending on the epidemic, Campus Security Center may summon "Campus Incident Emergency Meeting" to discuss response and handling measures when necessary.

## Article 8

### Communicable Disease Prevention Education

In compliance with the disease prevention policies and plan launched by Ministry of Education, Ministry of Health and Welfare, and Department of Health, Campus Health

Services Section of Student Affairs Division combines internal and external resources to implement campus disease prevention campaign to protect and promote the health of faculty, staff, and students on campus. Relevant communicable disease prevention education materials are prepared and handled in accordance with the communicable disease prevention material announced on the official website of Centers for Disease Control website Pro version.

#### Article 9

Matters not covered in these procedures will be dealt with in accordance with University Sanitation Law, Communicable Disease Control Act, and other relevant regulations of governmental health organizations.

#### Article 10

Upon being passed at the Administrative Council Meeting and approved by the president, these procedures were implemented. Any revision must follow the same procedure.

\*\*In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.\*\*

Figure 1  
Individual Communicable Disease Case Handling Procedure

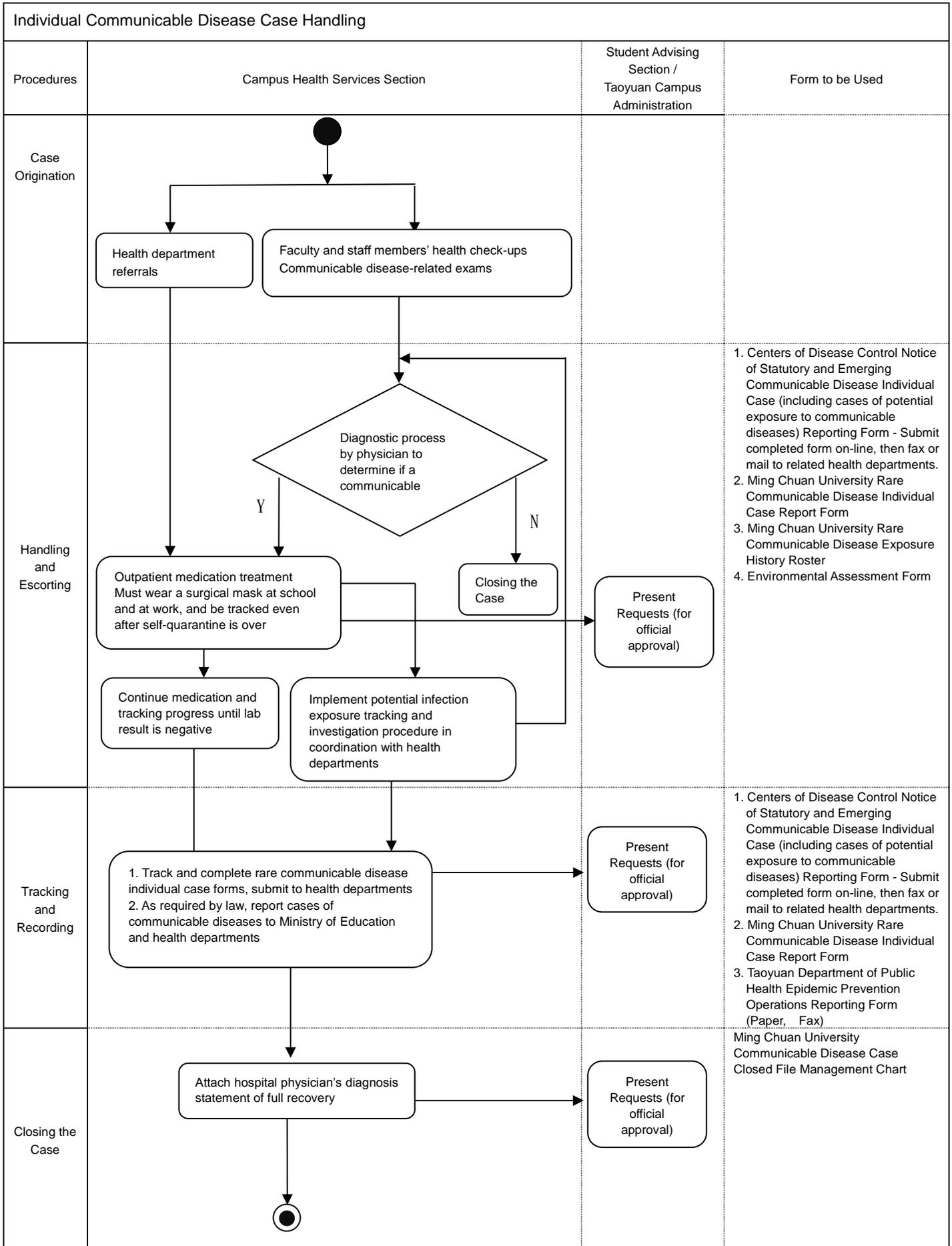


Figure 2  
Handling procedure for contacts with individual communicable disease case

