

These guidelines are the basic guidelines, based on the response system of the **Student Infectious Disease Prevention / Crisis Response Manual** and various guidelines related to COVID-19, and were discussed by the Ministry of Education and the Central Disaster Management Headquarters, Ministry of Food and Drug Safety, Food Safety Management Division and organized according to the situation regarding the spread of COVID-19.

The guidelines already provided by the Ministry of Education are included in these guidelines and they should be applied accordingly depending on the circumstances of each school.

# COVID-19 Infection Prevention and Control Guide for Pre-schools, Elementary schools, Middle schools and Specialized Schools

2nd Edition

May 7, 2020

Ministry of Education  
Central Disaster Management Headquarters  
Central Disease Control Headquarters  
Ministry of Food and Drug Safety

## **< Table of Contents >**

- I. Purpose and Basic Principles
  - 1. Purpose
  - 2. Basic Principles
- II. Basic Direction for COVID-19 Response
  - 1. Structure of Management System and Cooperation System with Related Agencies
  - 2. Management Measures to Prevent Infection
- III. Guidelines for Normal Situations
  - 1. Before Going to School
  - 2. On the Way to School
  - 3. At School (During Class)
  - 4. School Meals
- IV. Guidelines for Situations with Suspected Cases
- V. Guidelines for Situations with Confirmed Cases
- VI. Management of Dormitories and Other Facilities

## **References**

1. Proposed Inspection Items for COVID-19 Prevention and Control
2. Standards for Temperature Monitoring at Schools
3. Correct Way to Measure Temperature
4. School Sanitization Reinforcement Plan
5. Proper Way to Wear a Mask
6. Measures for Limiting Facilities Usage in Case of Confirmed Cases in School
7. Recommendations for Students' and Parents' Compliance
8. Recommendations for Mental and Emotional Health Management for Students under Quarantine
9. Rules for Preventing Infectious Diseases
10. General Code of Conduct for COVID-19
11. Code of Conduct for School Life under COVID-19
12. Code of Conduct for Epidemic Control at Preschools and Kindergartens
13. Code of Conduct for Patients under Quarantine
14. Code of Conduct for People Eligible to Quarantine
15. COVID-19 Cases Definition

## **Forms**

1. Template Form for Recording Health Care at Home
2. Template Form for Suspected Patients from Temperature Checks
3. Template Form for Monitoring School Faculty Members under Suspension due to COVID-19 Related Symptoms
4. Template Form for Monitoring Visitors

❖ This can be continuously updated based on the situation with COVID-19 spread

# I. Purpose and Basic Principles

## 1. Purpose

- After the first patient of Coronavirus Disease 2019\* (Hereafter COVID-19) (1.20.2020), the Crisis Level was raised (2.24.2020, Orange → Red) due to situations of confirmed spread within the community
  - \* Classified as 'Class 1 Infectious Disease - Novel Infectious Syndrome' under *Infectious Disease Prevention and Management Act* Section 2 of Article 2
- Minimize damage by establishing management standards for students and teachers/staffs in each school\* to prevent and manage COVID-19 after school reopens
  - \* Pre-schools, elementary, middle, and high schools, special schools and various schools

### Properties of COVID-19

- Symptoms
  - Symptoms are fever, fatigue, cough, respiratory distress and pneumonia, acute respiratory distress syndrome, etc. and most of the symptoms are mild but there is a high probability to become severe if one has underlying health conditions
  - Beside above symptoms, sore throat, headache, phlegm, hemoptysis and nausea, diarrhea could appear
- Transmission methods
  - Droplet transmission: COVID-19 gets infected by droplets, produced when an infected person coughs or sneezes, getting into other person's respiratory system and a virus permeates through mucous membrane
  - Contact transmission: When the droplet of an infected person gets on an object or surface, etc., one can get infected by touching eyes, nose, mouth, etc. after touching the object
- Transmission characteristics
  - 1) Transmission occurs in the beginning of development when the symptoms are mild,
  - 2) If the transmission occurs in a closed area, the range of the spread increases
- ❖ Source: *Response Guidelines for Coronavirus Disease-19 for Group Facilities and Multi-use Facilities* (3.25.2020)

- This guideline suggests the role of the Principal, teachers, and staff and countermeasures to situations that can occur in schools to prevent and manage COVID-19 in schools
  - ❖ Provide necessary information for students and parents in summary (Reference 7. P.30)

## 2. Basic Principles

- Check for fever and respiratory symptoms before (household) going to school, when arriving at school, and during school hours, for early detection of suspected cases and keep them from going to school in order to prevent transmission and spread of infection
  - ❖ Suspected case: Person with fever of 37.5 °C or higher or respiratory symptoms (cough, difficulty breathing, etc.) In children, it can present as gastrointestinal symptoms including vomiting and diarrhea
- Thorough prevention of infections through infection prevention education for students and staff, environmental hygiene management, and routine distancing
  - ❖ Create a comfortable space for educational activities through regular ventilation before, during, and after classes (However, the frequency of ventilation should be adjusted in consideration of the external environment, such as 'very high' concentration of fine particulate matter outside.)

## II. COVID-19 Response Basic Direction

### 1. Structure of Management System and Cooperation System with Related Agencies

- Establish and implement a response plan that includes the appropriate role assignment\* of school members, for staff management, environmental management, and immediate response to situations.
  - \* Set up a COVID-19 response team in schools to refine their responsibilities and to understand their roles before in-person teaching resumes

#### **Progress checklist for prevention and management of Coronavirus Disease-19 (summary) - Reference 1 (p. 20)**

- Prior to the commencement of physical school attendance
  - Establish school management plan and school staff training session (untact) to minimize contact between students
    - ❖ For face-to-face training, the number of participants should allow the practice of 'safe social distancing'
  - Prepare preventive products and complete disinfection of the whole school
  - Secure a separate space (temporary observation room) for suspected cases
  - Advise of Coronavirus Disease-19-related school suspension criteria and attendance management through home communication
- After the commencement of physical school attendance
  - Monitor suspected cases showing respiratory symptoms, check for temperatures, etc.
  - Support measures to be put in place for absent students to cope with missing classes

- **Designate multiple 'Coronavirus Disease-19 Officer' within the school, and the **Principal** and the **Officer** shall **command and direct infection prevention activities**\***
  - \* Management of a response team, monitoring of student/staff symptoms, receiving reports, preventive education, disinfecting facilities, etc.
  - ❖ Pregnant women, individuals with diabetes, chronic respiratory disease (asthma/chronic lung disease), seniors (65), etc. shall be excluded from being designated as an Officer
- Educating students/staff of Coronavirus Disease-19 disease information and infection prevention and guidelines or emergency instructions
  - Prior to the commencement of physical school attendance, advise the parents the measures school is taking for prevention of Coronavirus Disease-19 and requirements to follow at home
- The **Principal** (including a Director) shall **manage the status of suspected cases** in the school
  - Identify contact information of competent education support offices and related agencies in advance and **maintain the emergency contact system** to respond immediately in the event of an emergency situation
    - \* Public health center, near-by screening clinic, call centre (☎ Area code + 120 or ☎ 1339)

- Prior to the commencement of physical school attendance, identify near-by screening clinic (1-2 places) or method of medical request in advance to visit the screening centre without delay once a student with symptoms is found

### Reference: Coronavirus Disease-19 case definition

- Confirmed case: A person whose infection with a pathogen has been confirmed in accordance with laboratory criteria, regardless of clinical condition
  - Suspected case: A person who, **after contact with a confirmed case** within 14 days of the contact, develops a fever (37.5°C or higher) or respiratory symptoms (e.g., coughing, shortness of breath, etc.).
  - Patient Under Investigation (PUI)
    - 1) A person who, according to 2a physician's judgment, is suspected of COVID-19 or of pneumonia of unknown etiology
    - 2) A person who has travel history abroad and develops fever (37.5°C or higher) or respiratory symptoms (e.g., coughing, shortness of breath, etc.) within 14 days after the return.
    - 3) A person with an epidemiological association with a domestic cluster of COVID-19, and who develops a fever (37.5°C or higher) or respiratory symptoms (e.g., coughing, shortness of breath, etc.) within 14 days
- ❖ Source: *Coronavirus Disease 2019 Response Guidelines (For Local Governments) Edition 7-4*

## 2. Management Measures to Prevent Infection

- Awareness training and advertisement of hygiene rules for students, faculty/staffs, and other visitors
  - Daily training of Covid-19 preventive measures such as hand washing, cough etiquette, etc. to students, faculty, and staff

- What everyone should do
  - You must wash your hands with soap and water or hand sanitizer:
    - 1) After a workout or a break
    - 2) Before eating
    - 3) As soon as you get to school
    - 4) After using the washroom
    - 5) As soon as you arrive home
    - 6) Before and after wearing a mask
  - If you have to cough or sneeze:
    - 1) Cover your mouth with a tissue or your sleeve
    - 2) Dispose the used tissues in a trash can with a lid
    - 3) Wash your hands for more than 30 seconds using soap and water
- What everyone should not do
  - 1) Do not attend school if you have a fever and/or respiratory symptoms
  - 2) Do not touch your eyes, nose or mouth with unwashed hands
  - 3) Do not share food or utensils such as cups, water bottles, plates, writing utensils, towels etc.

- Put up various Covid-19 prevention promotional material such as hand washing, cough etiquette, etc. to high traffic and main areas of the school
  - ❖ Related promotional materials can be found at :
    - Homepage of Student Health Information Center([www.schoolhealth.kr](http://www.schoolhealth.kr))
    - The Center for Disease Control and Prevention ([www.kcdc.go.kr](http://www.kcdc.go.kr))
- Enhancing health management of school members
  - Students and faculty members with underlying conditions (chronic condition, diabetes, etc.) are educated and guided to more strictly comply with personal hygiene (wearing a mask, washing hands)
    - ❖ With the permission of the principal, attendance can be waived (sick leave can be used) for those with underlying conditions.
    - ❖ The health of external staff who enters school on a regular basis, such as staff at cafeteria, janitor, security, etc. is managed according to the health management standards of faculty.
  - Students with suspected symptoms are provided with a form to record health management status at home in order to enhance at-home management
    - \* Record body temperature, respiratory symptoms, international travel history, etc.
    - ❖ Can be used to waive attendance for students who have been suspended from school due to symptoms such as fever at home
  - Actively guide and manage students and faculty to not come to school and to visit a screening center for medical attention and testing in case of developing COVID-19 symptoms such as fever of 37.5°C or higher or respiratory symptoms
  - Measure body temperature once when arriving in school and once during the day (twice every day)
    - ❖ If body temperature is measured at or over 37.5°C following physical activity (physical education class etc.) or after a meal, repeat measurement after 10~30 minutes of rest
    - ❖ In addition to the temperature screening, check the fever or respiratory symptoms by asking questions before each class starts

### **Temperature monitoring criteria for schools (summary) - Reference 2 (p.21)**

- At the entrance
  - Conduct for all students and staff (including outside visitors)
  - Measure before entering the classroom, preferably outdoors
    - ❖ If the outside temperature is out of the usable temperature range in the product manual, fever check may be conducted at the building entrance
  - If fever over 37.5°C or respiratory symptoms are confirmed, contact the guardian then arrange for a visit to a screening center for examination and testing
- During school hours
  - Additional temperature screening in the classroom before lunch time
  - If fever over 37.5°C or respiratory symptoms are confirmed, take the student to a separate waiting space (temporary observation room), contact the guardian then arrange for a visit to a screening center for examination and testing (if the guardian is not reachable, a staff member accompanies)



- If COVID-19 symptoms such as fever over 37.5°C or respiratory symptoms are confirmed, visit a screening center for examination and testing
  - \* Use own vehicle and wear a mask when visiting a healthcare facility
  - \* Notify healthcare providers of overseas travel history and whether there was contact with a person with respiratory symptoms. Even if the test results return negative, those with symptoms should take enough rest at home and observe prognosis while symptoms persist
- Stop attending school (for students) or attending work (for staff):
  - 1) If you have overseas travel history\* or have been informed to home-quarantine due to a contact with a confirmed patient, stop attending school/work and observe 2-week self-quarantine.
    - \* Beginning on April 1, 2020, Korean nationals and foreigners entering the country will be quarantined by the local public health center
      - ❖ International flight attendants are exempt from home-quarantine by the health authorities
  - 2) If there is a person who meets condition ① among the household members, stop attending school or going to work until the person is released from quarantine
    - The principal should be careful not to penalize students or staff who meet the conditions ①, ② for missing school/work
      - ❖ e.g. student: recognize attendance / teacher: work from home or time-off
      - ❖ Manage attendance by utilizing various methods such as related documents (confirmation by a guardian, proof of travel, doctor's note, prescription etc.) or confirmation by a guardian
    - The principal should appoint a designated manager to check the health status of students or staff who meet the above conditions
      - \* e.g. student: homeroom teacher or assistant teacher, staff: service officer
      - ❖ 'COVID-19 officer' should not also serve as the designated manager

- ❖ For students, the designated manager must check their health status everyday
- ❖ For staff, they must-self monitor their health status and report twice daily (am, pm) to the designated manager

- Environmental hygiene management for infection prevention
  - Open classroom windows frequently to ensure adequate ventilation
    - ❖ Increase the amount of natural ventilation by opening windows frequently, before and during the class. Keep the classroom door and windows open considering weather and surrounding conditions
  - Air conditioning may be used if it is inevitable due to high temperature. Use AC with ⅓ of windows open (considering the classroom conditions)
    - ❖ Both during normal times and AC operation, open both the outdoor- and corridor-side windows for ventilation
    - ❖ Internal circulation type air purifiers are not permitted
  - Provide enough hand washing supplies (liquid soap, hand cleaners etc.) and paper towels
    - ❖ Guide students to carry personal supplies of tissues to be prepared for when there is insufficient supply
  - One must cover their mouth with their sleeves when they cough or sneeze. However, put a trash can with a lid so that they can discard used tissue paper immediately if they use it
    - ❖ Trash bins are emptied daily to prevent contaminants from accumulating in the classroom

- ❖ Disposable plastic bags, etc. are provided so that the tissues used for coughing are sealed before discarding
- Reinforce cleaning, disinfection\* and ventilation of main spaces such as school interior, school bus, dormitories, etc.
  - ❖ Door handle, railing, various touch devices, desk, table, chair, phone, computer keyboard, restroom (faucet, toilet bowl, door knob etc.) must be disinfected at least once daily. Entrance doors, elevators and drinking fountains must be disinfected more frequently
  - ❖ Guide to clean their tables themselves often
- Secure epidemic control supplies such as medical-grade masks and thermometers to prevent infection\*
  - \* Thermometer: 1 per each classroom, 2 in nurse's office, 1 for school bus
  - Medical-grade mask: 2 per student (include children's size, allocate public use supply)
  - Hand sanitizer (500 ml size): 2 per each classroom, 4 in nurse's office, 1 each for teachers' office, special purpose room, and cafeteria
  - Disinfectants for desks (alcohol-wipe): sufficient quantity for classrooms, nurse's office, teachers' office, special purpose room, and cafeteria
  - ❖ General masks (or cotton masks) are secured 2 per student (before resuming in classroom sessions).
  - ❖ Efforts should be made to secure enough epidemic control supplies considering the supply situation. Store them in classrooms or nurse's office as deemed appropriate for each school
- Assign dedicated personnel for visitor access management
  - In principle, outside visitors are not permitted
    - If inevitable, a visit may be permitted with the principal's approval in advance. The visitor must be checked for absence of fever or respiratory symptoms and complete a visitor log
- Operate the school to minimize the contact between students and staff, considering the number of classes and students
  - ❖ Detailed attendance management and guidelines for teaching and learning are provided separately

#### **Reference: School operation to practice routine distancing in daily life (example)**

- Clean desks frequently everyday
- Always wear a mask during school hours
  - ❖ If a student experiences adverse reactions (difficulty breathing, dizziness, headache etc) while wearing a mask, take off the mask and wear the mask again when symptoms are subsided. If an adverse reaction persists, contact the guardian and arrange the student to return home, and guide to consult with a doctor in the relevant field and receive treatment.
  - ❖ The teacher should secure a sufficient distance from the students during class. A transparent screen or face shield may be used depending on the school situation
- Place desks to ensure maximum distance between students (group desk arrangements are not permitted)
- Adjust class and break times to minimize contact between students
  - ❖ For elementary schools, avoid a common break time and adjust by class units
- Stagger start and end time for classes, staff start and end time, breaks and lunch times

- Limiting learning activities that can cause infection via exposure to respiratory droplets or physical contact
- During lunch time, keep a certain distance while eating
- Temporary use restrictions on multi-use spaces, such as multi-functional indoor spaces
- Postpone or cancel group events, small group activities, and business trips
- Refrain from educational activities using class materials shared by students

- Prepare a separate waiting space for those with suspicious symptoms such as fever, respiratory symptoms, etc.
  - Separate space should be on the first floor by principle
    - However, depending on the school situation such as the type of teaching and how the classrooms are operated, a waiting space can be on other floors. Choose a space that can minimize the movement between floors and accommodate easy exit.
  - ❖ Selected as a space with a door that can be closed and be easily ventilated
- If there is a need for students who are found to be suspicious cases during fever check at the entrance, consider using a tent so as not to be affected by weather conditions

### III. Guidelines for Normal Situations

#### 1. Before Going to School

- **Students and faculty members:** Check the health condition at home before going to school and if suspected symptom (i.e. fever or respiratory symptom) is recognized, do not go to school and contact the school (i.e. teacher or administrative staff)
  - ❖ Operate daily monitoring system that enables students (i.e. parents) contacting the school after checking student's health condition using designated method (i.e. PC, Mobile, etc.) by the school, starting one week before the school reopens
- Visit the nearest COVID-19 screening center for medical treatment and testing
  - ❖ Use personal vehicles and wear medical-grade masks when visiting COVID-19 screening center if possible
- Even if the test result is negative, spend enough time to rest at home and watch the progress while you have symptoms
- When the fever disappears and the respiratory symptom gets better, notify the teacher or administrative staff and start attending school
  - ❖ If fever with temperature above 38°C continues or symptoms become severe, revisit the COVID-19 screening center
- **School:** Advise students and faculty members not to come to school if they acknowledge suspected symptoms (fever or respiratory symptom) by checking health condition at home and contact the school (teacher or administrative staff) via written notifications, etc. and operate daily monitoring system
  - ❖ The school should count the number of students who have not attended school due to suspected symptoms and etc. everyday (When using NEIS for daily monitoring, it is automatically counted)
- Process paperwork to prohibit students or faculty members from coming to school who have received COVID-19 testing as they have symptoms before coming to school, and assign a designated manager.

- ❖ For students, the designated manager must check their health status everyday
- ❖ For staff, they must-self monitor their health status and report twice daily (am, pm) to the designated manager

#### 2. On the Way to School

- **School:** Temperatures of all students and staff members should be measured before entering the classroom
  - ❖ For all students, staff members, and drivers using the school bus, temperatures should be measured before boarding on the school bus.

### **School temperature monitoring activity standards “on the way to school” (summary) - Reference 2 (p.21)**

- Subjected to all students and staff members (including visitors)
  - Designate the time and route of entry to maintain a certain distance between students before temperature measurements
    - \* Distance should be two stretched arms wide
  - Measurements should be done before entering classrooms, preferably in outdoor settings
    - ❖ If the outside temperature is out of the usable temperature range in the product manual, measurement can be taken indoors at the building entrance
  - Use contactless thermometers as the standard method. When a temperature above 37.5°C is primarily measured, the person in question should rest for a certain period of time and a remeasurement should be taken using an aural thermometer
    - ❖ In absence of a contactless thermometer, an aural thermometer can be used
  - By temperatures above 37.5°C, control for additional symptoms, contact the first contact person and direct them to the COVID-19 screening centre
  - Appoint a designated manager to follow up test results and the health status
- 
- By temperatures above 37.5°C, control for additional symptoms, contact the first contact person and direct them to the COVID-19 screening centre.
    - ❖ By children younger than secondary school age, a staff member should accompany the child in a separate location whilst maintaining a safe distance and wearing medical-grade masks until the guardian arrives
    - ❖ If a student is unable to return on his/her own, measures should be made in consultation with the guardian to ensure a safe return (i.e. refrain from public transportation usage)
  - Appoint a designated manager to follow up test results and the health status
    - ❖ The superintendent should instruct students/staff to visit the COVID-19 screening centre when persisting fever above 38°C or worsening of symptoms are confirmed.

- ❖ For students, the designated manager must check their health status everyday
- ❖ For staff, they must-self monitor their health status and report twice daily (am, pm) to the designated manager

## **3. At School (During Class)**

- **Students and faculty members:** Refrain from unnecessary movement other than moving between classrooms for educational purposes, using restrooms during break times, and consuming school meals and drinks
- **Homeroom teachers or specific subject teachers:** Before going to the cafeteria during lunch period, monitor the students' health conditions through measures such as conducting additional fever tests

- ❖ Though schools and classes can plan additional times and locations for fever tests in accordance to factors such as the availability of thermal imaging cameras, the tests should be conducted before the students enter the cafeteria
- ❖ Schools that distribute meals in classrooms must conduct additional fever tests in the classrooms before lunch
- ❖ At the discretion of the head of the school, additional fever tests during class periods can be conducted and class schedules can be adjusted.

#### **School fever monitoring activity standards “during class” (summary) - Reference 2 (p.21)**

- For lunch break, conduct additional fever tests before moving to the cafeteria
  - Use non-contact thermometers to take temperatures and if the first test result indicates a temperature of over 37.5°C, allow the student to rest and check temperature again.
  - If a temperature of over 37.5°C is confirmed, transfer to a separate space (i.e. temporary observation room).
  - If additional suspected symptoms are identified, contact the student’s guardian and instruct to a COVID-19 screening center
  - Designate a superintendent to check test results and health conditions
- 
- If a suspected symptom is identified during fever tests or educational activities, put a medical-grade mask on the student and transfer to a temporary observation room to check for additional symptoms
  - Contact the guardian of the student and explain the condition of the student and instruct to visit a COVID-19 screening center for a medical examination and treatment.
    - ❖ In the case of infants and elementary students, the staff must put on a medical-grade mask and accompany the student at a safe distance until the guardian arrives.
    - ❖ If the student is unable to return home alone, the staff must consult the guardian to allow the student to safely return home (i.e. refrain from using public transportation)
  - **Designated manager:** Management of the test results and health statuses of the students and staff
    - Even if the test results are negative, if the students or staff show symptoms, allow them to monitor their condition while resting at home. If a fever of over 38°C continues or if the symptoms are confirmed to have grown worse, instruct them to visit the nearest COVID-19 screening center.

- ❖ For students, the designated manager must check their health status everyday
- ❖ For staff, they must-self monitor their health status and report twice daily (am, pm) to the designated manager

## **4. School Meals**

- **How to operate:** Determine **considering each school’s cafeteria conditions and opinions of school members to minimize contact between students**
  - ❖ The Office of Education will consider the local situation and cafeteria conditions comprehensively and provide guidance to schools.

– **Examples of school lunch time operation method**

<b>Serving type</b>	<b>Points to review</b>
<b>Provide outside meals or students bring their own lunch box</b>	<b>Gather parent opinions and deliberate on the school steering committee</b> ❖ Consultation with local governments regarding the availability of outside food service providers near schools and sanitation checks
<b>Serve lunch at each classroom</b>	<b>Prior preparation is necessary, such as adding catering equipment and transport personnel for each classroom</b>
<b>Maintain cafeteria operation</b>	<b>Need to come up with a way to minimize student-to-student contact</b> <Example 1> Maintain distance between students by adjusting seating <Example 2> Disperse lunch time by class & grade <Example 3> Install temporary partitions on the dining table ※ Consider a designated seat system ※ Consider adding personnel to respond to increase in cooking, hygiene, and distribution work.

- ❖ If necessary, simple meals may be provided to minimize student contact at the beginning of school. A gradual transition to standard meals can be made.
- ❖ If simple meals are provided, use disposable supplies and school lunch. Exceptions are allowed from “Nutrition management standards” (Student Health Policy Division-2437, March 27, 2020)
- **Enhancement of epidemic control in cafeteria: Special disinfection of the whole cafeteria** before reopening, clean and disinfect **facility and instruments in frequent contact with the students\***, and **ventilate more frequently**.
  - \* Disinfect using diluted sodium hypochlorite, etc., and ventilate sufficiently after disinfection
  - Place **hand sanitizers at the entrance of the cafeteria** to be used before meals
  - Homeroom teachers etc. should guide students to **avoid conversation while waiting for and having meals**, and **maintain appropriate distance when waiting for meals**.
  - ❖ Thorough guidance for students to follow routine distancing after mealtime until resuming class
- **Food worker health management:** Check health status of the cafeteria workers **twice daily** (immediately after reporting to work and before serving meal) to find suspicious cases
  - If a cafeteria worker shows fever over 37.5°C or respiratory symptoms, immediately report to the principal, have the worker return home and guide them with COVID-19 Code of Conduct
  - ❖ If there is a shortage of personnel due to workers on break, hire alternative personnel or operate in accordance with school lunch management measures in case of emergency.
  - Prevent contamination by wearing a sanitary mask and disposable gloves when serving meals

## IV. Guidelines for Situations with Suspected Cases

- **School:** When students or faculty members in quarantine begin showing COVID-19 symptoms and therefore take the COVID-19 test, report immediately to the district office of education.
- Measures to be taken based on test result

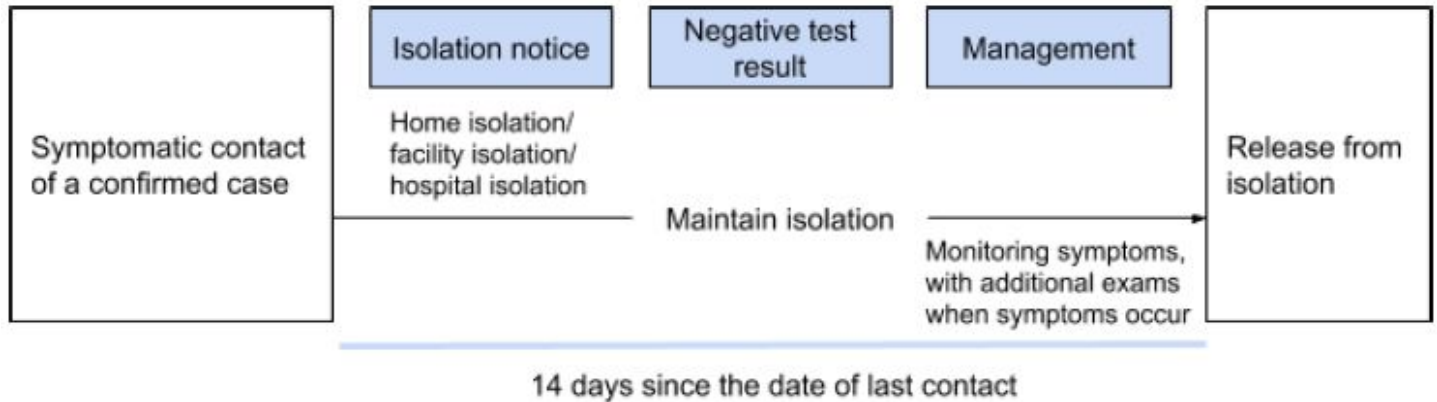
### Reference: Coronavirus Disease-19 case definition

- Confirmed case: A person whose infection with a pathogen has been confirmed in accordance with laboratory criteria, regardless of clinical condition
  - Suspected case: A person who, **after contact with a confirmed case** within 14 days of the contact, develops a fever (37.5°C or higher) or respiratory symptoms (e.g., coughing, shortness of breath, etc.).
  - Patient Under Investigation (PUI)
    - 1) A person who, according to 2a physician's judgment, is suspected of COVID-19 or of pneumonia of unknown etiology
    - 2) A person who has travel history abroad and develops fever (37.5°C or higher) or respiratory symptoms (e.g., coughing, shortness of breath, etc.) within 14 days after the return.
    - 3) A person with an epidemiological association with a domestic cluster of COVID-19, and who develops a fever (37.5°C or higher) or respiratory symptoms (e.g., coughing, shortness of breath, etc.) within 14 days
- ❖ Source: *Coronavirus Disease 2019 Response Guidelines (For Local Governments) Edition 7-4*

- ❖ Confirmed cases, suspected cases, and international travelers are subjects of isolation by the public health center
  - 1) If the test is ongoing, the applicable student•staff must stop going to school until the results of the test are confirmed, during which the school will operate normally
  - 2) If the test results are positive (confirmed case)
    - The applicable student or staff must stop going to school until the health authorities issue a release from isolation\*
    - \* Includes the advised period of home quarantine (2 weeks) after the release from isolation by health authorities
- ❖ Search for methods to provide alternative learning to protect the rights of individual students in isolation to study
- ❖ After the student returns from isolation, search for various methods to make up for the educational loss
- Switch to remote learning (for all students) until health authorities conduct an epidemiological investigation and determine the contact range.
- 2) If the test results are negative
  - International travelers or close contacts of confirmed cases must stay in home quarantine for the notified period of time (14 days) and temporarily stop working or going to school
  - \* Example: If the last contact date is April 1st, then the release from quarantine will take place 14 days later, which is April 16th.



## Reference: Quarantine Release and Management Plan



❖ Source: *Coronavirus Disease 2019 Response Guidelines (For Local Governments) Edition 7-4*

- If you are not an international traveler or a close contact of a confirmed case but continue to show symptoms, get enough rest at home. If conditions improve, reporting to work or going to school is possible
- If you are not an international traveler or a close contact of a confirmed case and do not show symptoms, reporting to work or going to school is possible
- [Office of Education](#): Identifying the occurrence of confirmed cases in schools of the district (including schools where the family members of individuals suspected of being infected attend or work) and strengthening education on prevention of infectious diseases
  - ❖ The Office of Education will consult health authorities and consider factors, such as geographical distances, overlapping commuting routes, etc, to determine the degree of risk of infection of schools within the district.

## Disclaimer

The original document was developed by the South Korean government and has been translated from Korean to English by a group of volunteers listed below.

Use this information at your own risk. COVID Translate Project (hereinafter "the Project") is an unincorporated non-profit organization consisting of a group of volunteers throughout the world. The purpose of the Project is to translate Coronavirus Guidelines published by Korea Centers for Disease Control and Prevention (hereinafter "KCDC") into English. In doing so, the Project does not make any representation as to the reliability, completeness, timeliness, accuracy, or effectiveness of the original document published by KCDC. The Project has attempted to provide an accurate translation of the original material in Korean, but due to the nuances in translating to the English language, slight differences may exist. Some instructions included therein may not work as expected when applied outside of South Korea. THE TRANSLATED MATERIALS ARE PROVIDED "AS-IS" AND WITHOUT WARRANTY OF ANY KIND, EXPRESS OR IMPLIED. In no event shall the Project or any members, managers, volunteers, participants, contributors, assistants thereof, or any other persons associated with the Project be liable to you or anyone else for any direct, special, incidental, indirect or consequential damages of any kind, or any damages whatsoever, including without limitation, physical/emotional/economic injury, loss of profit, loss of use, savings or revenue, or the claims of third parties, however caused and on any theory of liability, arising out of or in connection with the possession, use, or performance of this translation.

If you would like to report a translation error or discrepancy, please contact us (covidtranslate@gmail.com).

## Contributors

Alexander Bae  
Esther J. Lee  
Hansol Min  
Jessica Jung  
Jessica YeSeul Kim  
Jooahn Park  
Sehyo Yune  
Sohl Lee  
Yoojin Chung