

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

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

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❖ 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 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) - Reference¹ (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.
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- 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)
 - The Center for Disease Control and Prevention (www.kcdc.go.kr)
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- 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 fever check, check the fever or respiratory symptoms by asking questions before each class starts

Fever 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 fever check 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 $\frac{1}{3}$ 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 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

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