

Procedures on Prevention and Surveillance of Contagious Diseases at I-Shou University

Adopted in 1994

Amended on April 30, 2009

Amended on January 4, 2011

I. Legal Basis:

1. Communicable Disease Control Act
2. School Hygiene Act

II. Purpose:

1. To prevent any contagious diseases on campus and achieve effective self health management.
2. To strengthen cooperation among all the units of the University and bring the functions of prevention of contagious diseases into full play.
3. To eliminate any potential sources of infection, control means of infection and protect compromised hosts.

III. Responsibilities:

1. Individuals:
 - a. Self Health Management:
 - (1) having a healthy diet, making exercise a habit and keeping physical fitness;
 - (2) developing a habit of hand washing before eating or after using the bathroom;
 - (3) staying away from places where you could easily get sick (e.g. medical institutes) as possible as you can;
 - (4) avoiding traveling to an area known to have a contagious disease; before you or relatives visit such an area for official necessities, it is highly recommended to get vaccinated and keep in close contact with the health authorities;
 - (5) proactively reporting to the Health Section in case of symptoms, such as acute respiratory infection, a fever of 38 degrees Celsius or higher, vomiting, diarrhea for more than three times with the presence of mucous membrane or blood in the stool, headache, severe fatigue, muscle soreness, blisters all over the body, small blisters or rash inside the mouth/in the palm or sole/on the knee or the hips, acute unilateral/bilateral mumps, self-limited swelling for two days, and the like;
 - (6) wearing a mask in public places in case of respiratory symptoms, such as

coughing, running nose and sore throat;

- (7) avoiding touching blood, seminal fluid, or other fluids coming from another person;
- (8) avoiding multiple sex partners; using condoms if you have intercourse with more than one person;
- (9) seeking help from teachers or the Health Section if you or any family members have contagious diseases.

b. Faculty:

- (1) knowing well about students' attendance and health conditions;
- (2) teaching students good hygiene habits by using incidental teaching;
- (3) keeping an eye on students' health conditions, and reporting to the Health Section when any students feel unwell;
- (4) understanding the reason why students have applied for sick leave, and reporting to the Health Section for follow-ups if it is suspected that they have contagious diseases;
- (5) knowing whether there are students whose family members have contagious diseases or take care of patients with contagious diseases to prevent household infection.

c. Nurses of the University:

- (1) understanding the reason why teachers, staff or students have applied for sick leave to discover suspected cases of contagious diseases as early as possible;
- (2) offering the faculty, staff and students correct information on prevention of contagious diseases;
- (3) helping the faculty, staff or students infected with contagious diseases or suspected of having contagious diseases to seek medical advice;
- (4) keeping detailed records of how the Health Section has discovered cases of contagious diseases, taken care of patients with contagious diseases, and helped with patient referral, and reporting to superiors;
- (5) collaborating with health authorities on preventive measures for contagious diseases;
- (6) collaborating with health authorities on prophylactic administration to contacts;
- (7) conducting follow-ups on suspected cases and making investigations on the development of an epidemic;
- (8) showing consideration to the faculty, staff or students who have contagious diseases, are suspected of having contagious diseases or are subject to home quarantine;

(9) purchasing the equipment, drugs and supplies required for prevention of contagious diseases.

2. Grouping and Division of Labor: The President serves as the chairperson, the Dean of Student Affairs the vice chairperson, and the section chief of the Health Section the executive secretary. The members to each task force and respective responsibilities are as follows:

Unit	Responsibilities
President	<ol style="list-style-type: none"> 1. supervise preventive measures for contagious diseases and corresponding responses 2. preside at emergency meetings 3. decide on announcements to the public and appoint a spokesperson 4. decide on suspension and resumption of classes
Dean of Student Affairs	<ol style="list-style-type: none"> 1. draw up and implement projects for prevention of contagious diseases 2. have a full understanding of the development of an epidemic and call emergency management meetings 3. report to the competent authority 4. have a full understanding of the whole situation and explain to students and their families
Office of Secretariat	Make sure that the Communicable Disease Control Act of the Republic of China is applicable to international students, overseas compatriot students and mainland Chinese students
Office of Accounting	Raise fund and make reimbursement for the equipment, drugs and supplies required for prevention of contagious diseases
Office of Personnel	<ol style="list-style-type: none"> 1. understand the reason why the faculty or staff have applied for personal leave or sick leave, and report to the Health Section for surveillance and follow-ups if it is suspected that they or their families have contagious diseases 2. help the faculty or staff infected with contagious diseases or subject to home quarantine to apply for leave 3. help the faculty or staff who have collaborated on prevention of contagious diseases with stress adjustment 4. handle applications for consolation payment to the faculty or staff who died of contagious diseases 5. handle applications for staff rewards or punishments in association with prevention of contagious diseases
Office of International Affairs	<ol style="list-style-type: none"> 1. act as the bridge between international students' families and the University 2. proactively investigate whether there are any international students coming from an area known to have an outbreak of a contagious disease, have a

	<p>complete understanding of such international students' health conditions, if any, and report to the Health Section if any international student feels unwell</p> <p>3. offer any possible assistance to international students who do not manage to go to class because of illness</p>
Computer Center	<p>1. assist in promoting information on prevention of contagious diseases</p> <p>2. posting real-time announcements and relevant information in case of an outbreak of contagious diseases</p>
Registration Section	help students who need convalescence for a long time to apply for suspension or resumption of schooling
Curriculum Section	<p>1. draw up regulations and rules for suspension and resumption of schooling as per Article 35 of the Communicable Disease Control Act</p> <p>2. help students infected with contagious diseases or subject to home quarantine with remedial teaching</p> <p>3. help teachers infected with contagious diseases to look for substitutes</p> <p>4. help classes which need sampling or a clinical examination to reschedule classes</p>
General Affairs Section (Office of General Affairs)	<p>1. collaborate with health and environmental protection authorities on campus disinfection</p> <p>2. purchase the equipment, drugs and supplies required for prevention of contagious diseases</p> <p>3. control animals that can transmit contagious diseases (e.g. dogs, cats or rats)</p>
Student Campus Life Guidance Section	<p>1. understand the reason why students have applied for sick leave, and report to the Health Section for follow-ups if it is suspected that they have contagious diseases</p> <p>2. report to the Health Section without delay when any students have been diagnosed as having contagious diseases</p> <p>3. help dormitory residents infected with contagious diseases to seek medical advice and disinfect the dormitory area</p> <p>4. prepare private rooms for those infected with contagious diseases</p> <p>5. take measures to prevent a contagious disease from spreading within the dormitory</p> <p>6. take care of students infected with contagious diseases and help such students to apply for student insurance coverage</p>
Counseling and Guidance Section	<p>1. offer counseling to the faculty or students infected with contagious diseases, considered as contacts or subject to home quarantine</p> <p>2. offer counseling to all the faculty and students for fear of students infected with contagious diseases, considered as contacts or subject to home quarantine being rejected</p>

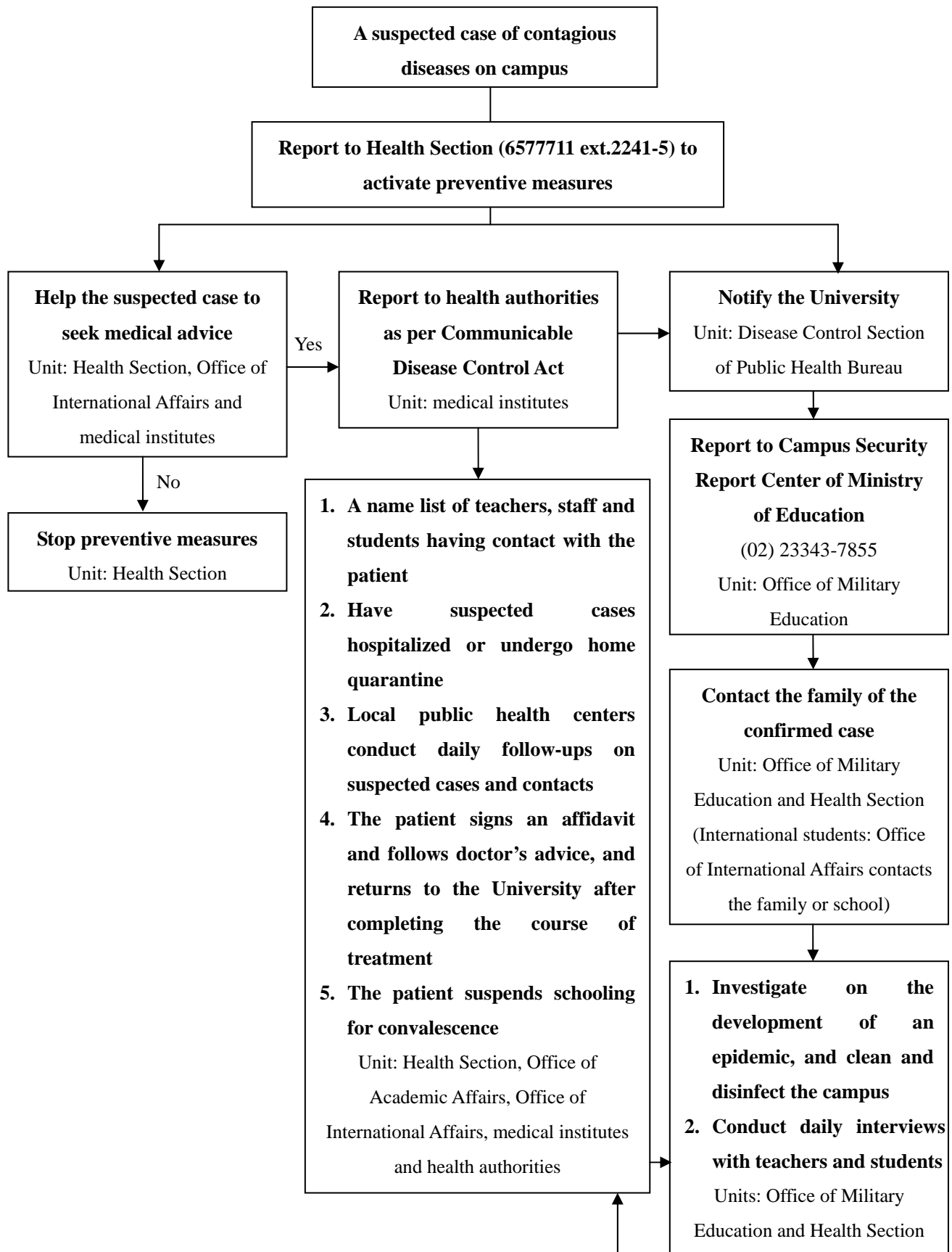
	3. show consideration and offer any possible assistance to students infected with contagious diseases through advisors
Health Section	<ol style="list-style-type: none"> 1. implement projects for prevention of contagious diseases 2. set up a schedule for all prevention projects to achieve the goals 3. collaborate health authorities on preventive measures 4. collect and promote information on prevention of contagious diseases 5. conduct follow-ups on suspected cases and make investigations on the development of an epidemic 6. coordinate patient referral with hospitals 7. help health authorities collecting samples 8. purchase the equipment, drugs and supplies required for prevention of contagious diseases

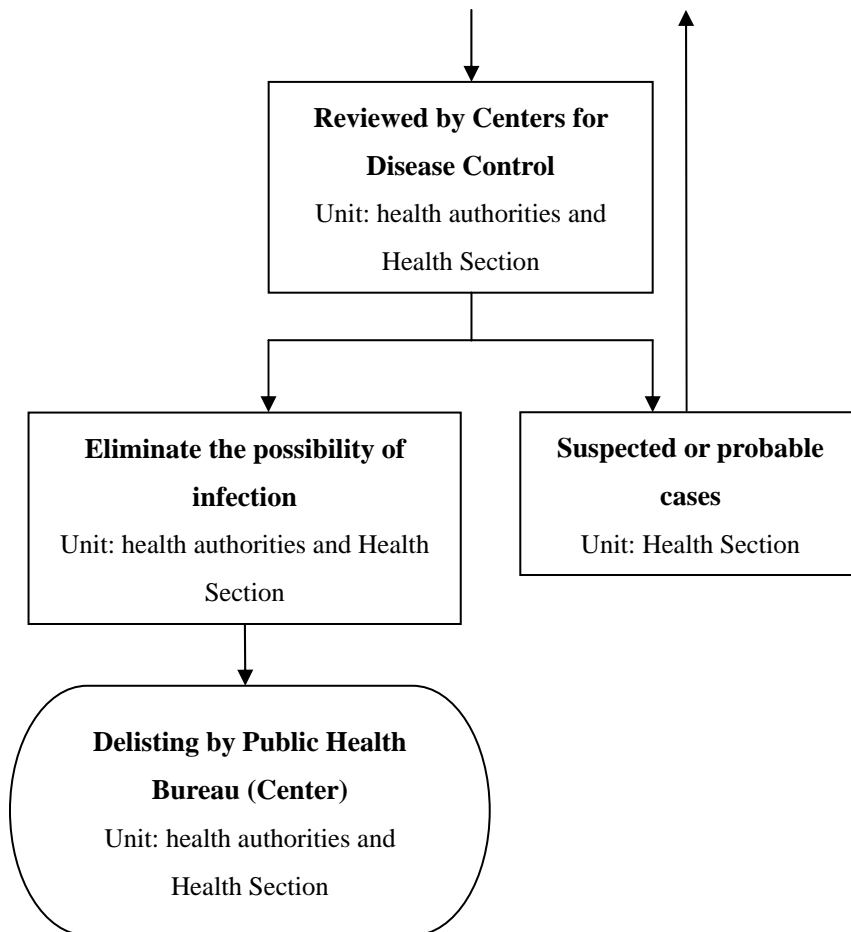
IV. Flowcharts

1. Flowchart on Prevention and Control of Contagious Diseases at I-Shou University (Appendix 1)
2. Flowchart on Management and Follow-ups of Tuberculosis Contacts (Appendix 2)
3. Flowchart on Sending People with a Fever to Hospitals During the Epidemic of a Contagious Disease (Appendix 3)
4. Flowchart on Handling Cases of Novel Influenza on Campus (Appendix 4)
5. Flowchart on Handling Cases of Novel Influenza at Dormitories (Appendix 5)
6. Flowchart on Management of Cholera Cases on Campus (Appendix 6)

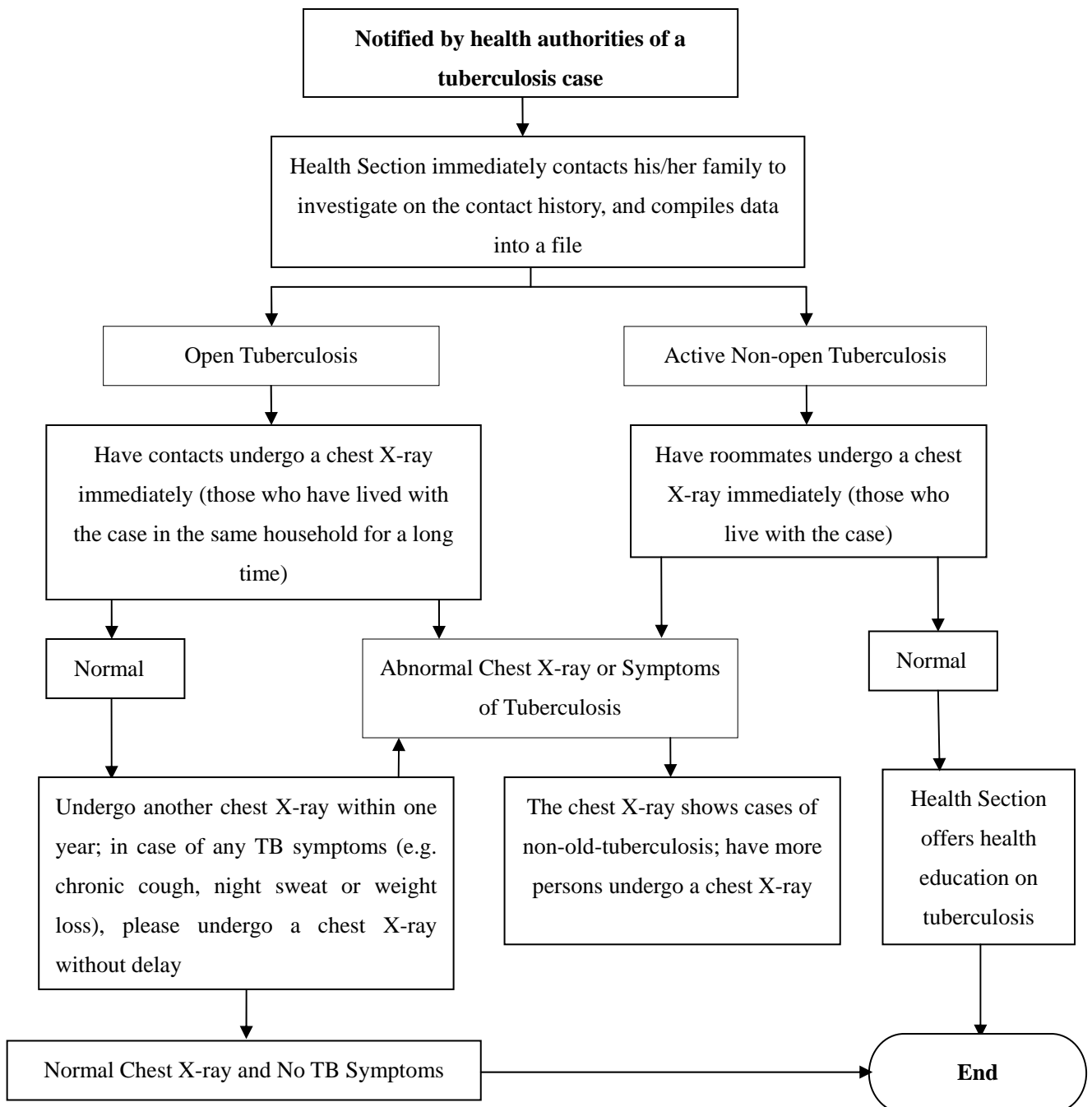
Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Procedures, the Chinese language version shall prevail.

Flowchart on Prevention and Control of Contagious Diseases at I-Shou University



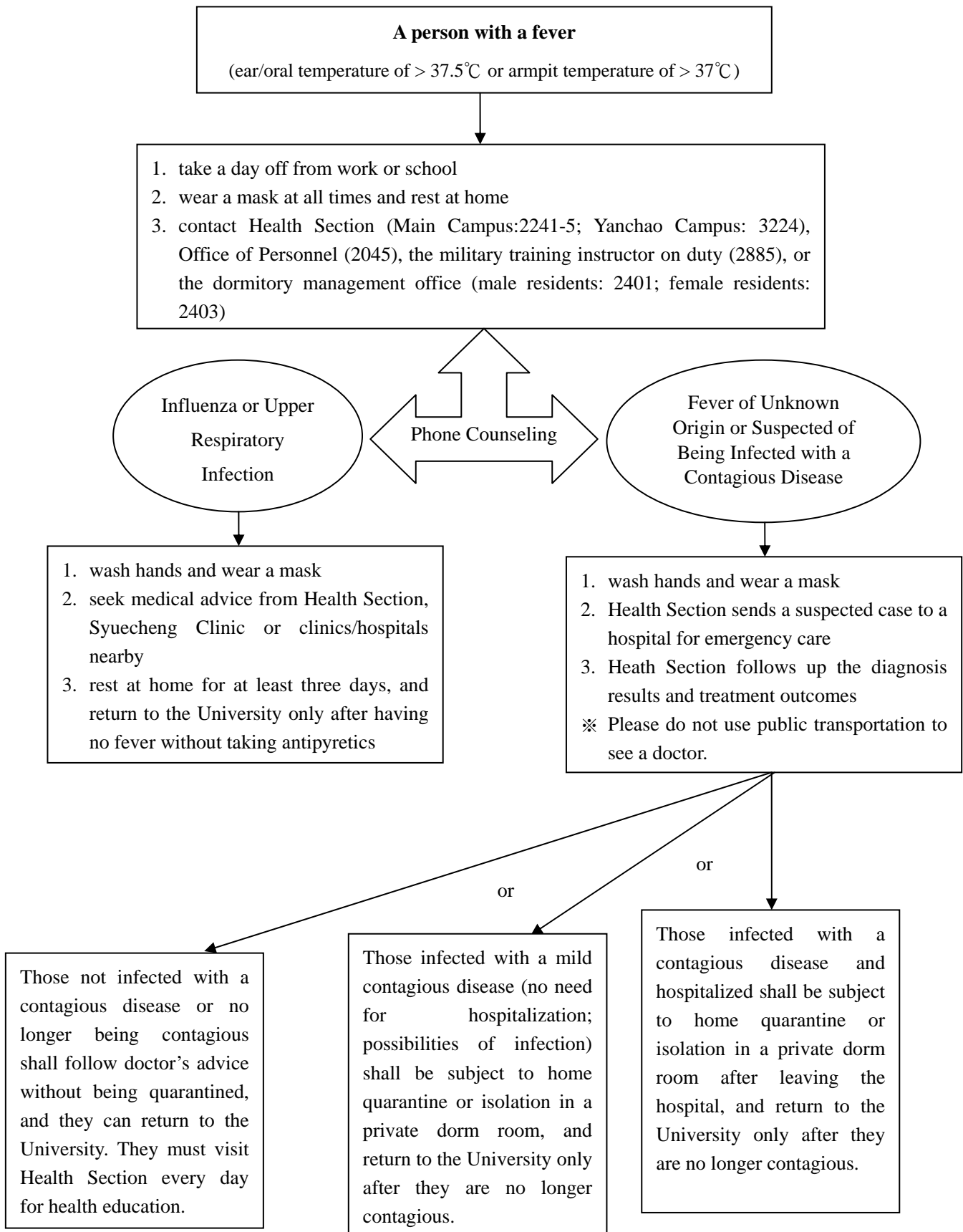


Flowchart on Management and Follow-ups of Tuberculosis Contacts at I-Shou University

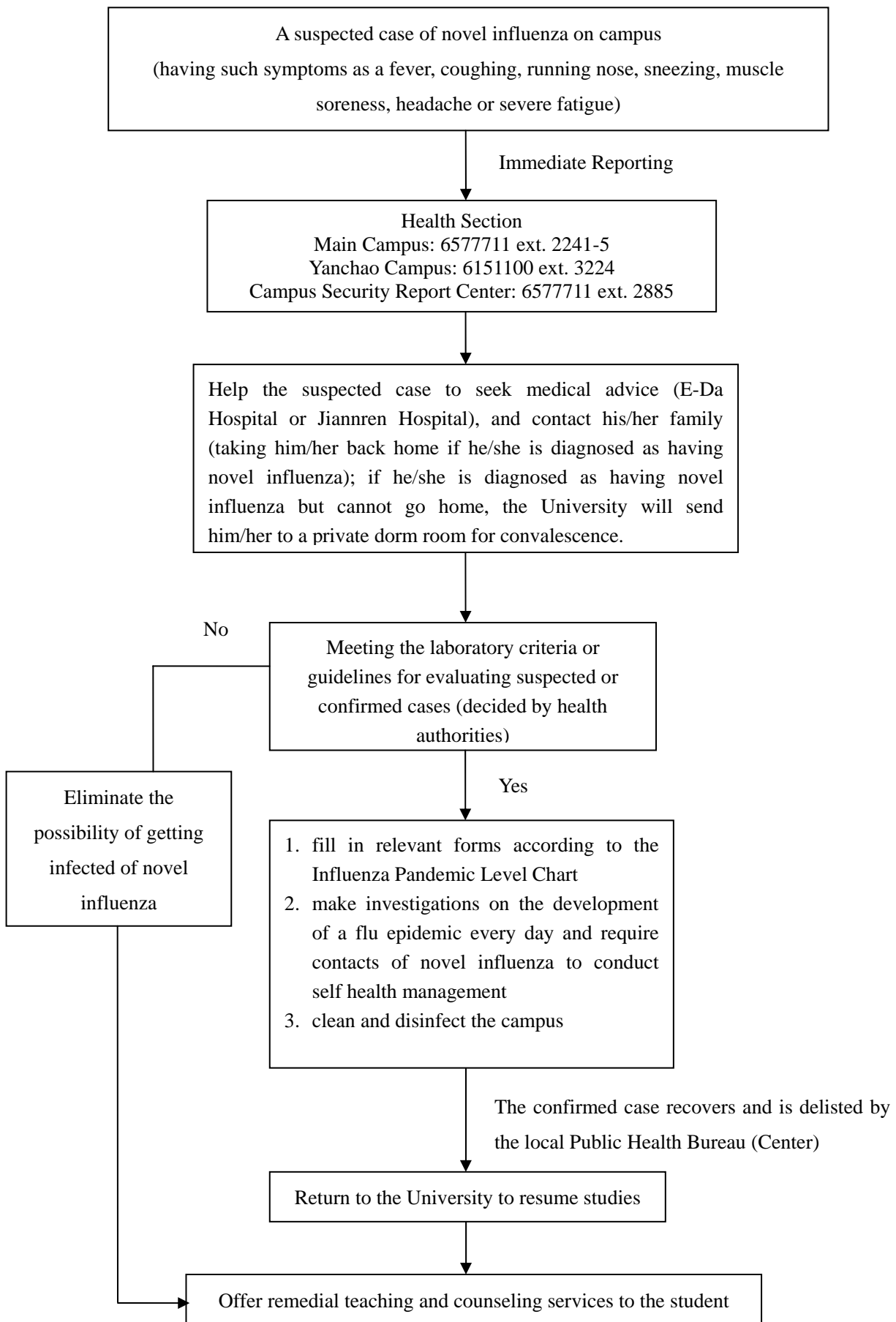


- ◆ Contacts with tuberculosis shall undergo a chest X-ray as instructed by the University. Alternatively, they can submit a report on chest X-ray issued by a public hospital or regional hospital (or above) to the University.
- ◆ Contacts with tuberculosis shall undergo a chest X-ray within three months of occurrence of the incident, and another chest X-ray within one year of occurrence of the incident.
- ◆ If the patient with tuberculosis is an international student, the Office of International Affairs is responsible for contacting his/her family or school.

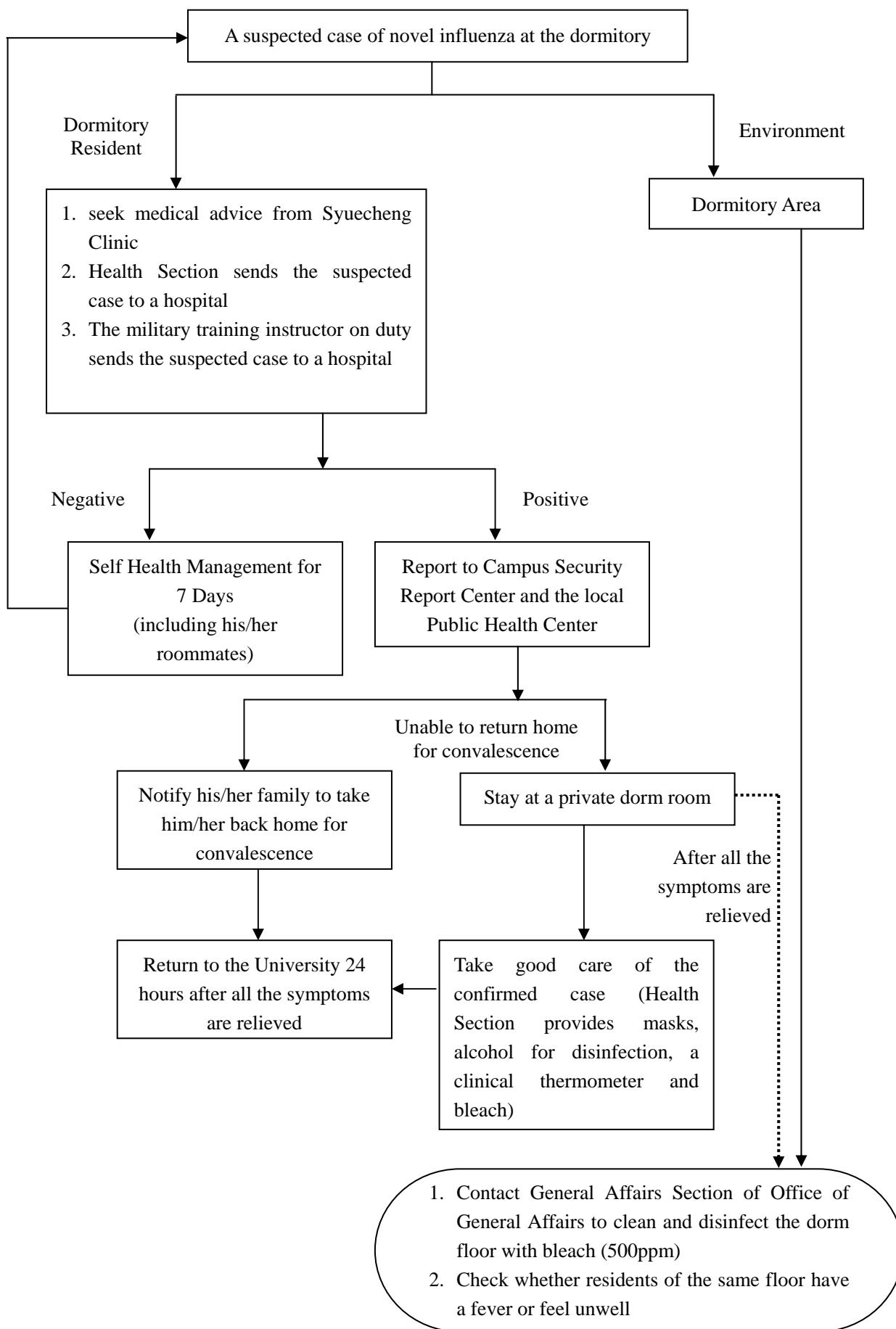
Flowchart on Sending People with a Fever to Hospitals During the Epidemic of a Contagious Disease



Flowchart on Handling Cases of Novel Influenza on Campus



Flowchart on Handling Cases of Novel Influenza at Dormitories



Flowchart on Management of Cholera Cases on Campus

