

## Introduction of Guidance of Infection Prevention and Control of COVID-19 at Public and Private Schools in Korea

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### I. Introduction

The first case of COroNaVirus Disease 19 (COVID-19) in Korea was detected in January 20, 2020. The number of COVID-19 case in Korea was remained low until February 17. On February 18, 31<sup>st</sup> case was detected and significant outbreak was occurred in Daegu city and Gyungbuk province. The number of daily new cases was increased up to 969 on February 28. After February 28, the number of daily new cases was decreased to lower than 100 on March 12. From April 1 to 12, the number of new cases remained lower than 100. On April 3, total cases in Korea exceeded 10,000.

National infectious disease crisis level in Korea was based on four steps of attention, cautious, warning and serious. The level was raised to “cautious” on January 20 with the first case and “warning” on January 27 with total number of 4 cases. The level was raised to the highest level of “serious” on February 23. With the highest level of national infectious disease crisis, the Korean government has assembled the Central Disaster and Safety Countermeasures Headquarters (CDSCHQ), headed by the Prime Minister. The Central Disease Control Headquarters (KCDC, Korea Centers for Disease Control & Prevention) is the control tower for disease control spearheads the response. the director of the Central Disaster Management Headquarters (Ministry of Health and Welfare) assists disease control efforts as The First Deputy Director of CDSCHQ.

For public and private school system, Ministry of Education manages school system with consultation with CDSCHQ. Ministry of Education decided postponing of spring semester for elementary, middle and high schools from March 2 to March 9 when the national infectious disease crisis level was raised to “serious” on February 23. Semester delay was to prevent transmission, and preemptively stop the corona virus from spreading to families and communities by minimizing students’ contacts and moves. On March 2, spring semester was delayed from March 9 to March 23. WHO declared pandemic of COVID-19 on March 12. On March 17, spring semester was delayed from March 23 to April 6. On March 31, spring semester was delayed from March 6 to 8 and online class was decided. Online classes for high school senior and middle school senior were started from April 9. Other graders are not taking classes yet. High school 1st and 2nd graders, middle school 1<sup>st</sup> and 2<sup>nd</sup> graders, elementary 4,5,6 graders will start from April 16. Elementary 1,2,3 graders will start from April 20.

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Received: 11 April 2020, Revised: 20 April 2020, Accepted: 20 April 2020

Although online class may last for a while in Korea, prevention and responses to COVID-19 in school opening is important. Ministry of Education published a guidance document to prepare school opening as basic guideline. The guideline was prepared to prevent COVID-19 in school based on known facts of March 24. The guideline was consulted with CDSCHQ, KCDC and Korea Food and Drug Administration. We want to introduce this manual to international community.

## II. Methods

Ministry of Education in Korea published ‘guidance of infection prevention and control of COVID19 at public and private schools’ initially on 24<sup>th</sup> March 2020.<sup>1)</sup> Each section of the guidance was summarized and introduced in this review.

## III. Summary of the Guidance

The guidance of infection prevention and control of COVID-19 at public and private schools consisted of six chapters. Two different chapters, measures to suspected infected cases and measures to confirmed cases, were summarized as one chapter below. The other chapters were summarized separately here. The translated document was described in supplement 1. In addition, 14 attachments are available, although the attachments are not included in this review.

### 1. Purpose and fundamental principle

It was introduced the standards for the control and fundamental role of principals and staff for prevention and control of COVID-19 in schools (kindergartens, elementary, middle and high schools, special schools and other various schools) and countermeasures against possible situations in school. Fundamental principles of prevention of COVID-19 in public and private schools are 1) Early detection of symptomatic cases (people with a fever over 37.5°C and respiratory symptoms) before school (at home), during school and in class and suspending school and 2) Encouraging education on infection prevention and control for students and staff and managing environmental hygiene and keeping social distance.

### 2. Fundamental countermeasures against COVID-19

For coping with COVID-19, schools make plans to build control and cooperation system with related organizations and take COVID-19 infection prevention and control. ‘COVID-19 managers’ are appointed and their main tasks are control symptomatic cases and contact to related agencies such as local public health centers, selected screening clinics immediately when symptomatic cases are reported.

The key methods to prevent and control infection are minimizing contacts between person-to-person and managing school members’ (students and staff) health and environment hygiene. The members are educated to keep social distance and stay in separate spaces (in case of the suspected cases with fever and respiratory symptoms). Also, only limited visits are permitted. The ways of personal hygiene are introduced such as hand washing, cough etiquette, things not to do such as touching face with unwashed hands, sharing things and going to school when people feel symptoms. Furthermore, frequent cleaning, disinfection, and ventilation in major spaces are encouraged.

### 3. Measures in general situations

It shows available measures in different situations. Before school, in case that the members notice suspected symptoms by health condition test at home, They should contact to their schools and not to go to the schools. Monitoring fever by the test is conducted for the members when they arrive at the schools and flexibly in class. In order to minimize contacts, the way of school meal service can be changed depending on situations and member's opinions such as encouraging to bring their own lunch box. Students should use hand sanitizers before lunch and the canteen, particularly, should be cleaned, disinfected and ventilated before and after lunch. If members with suspected symptoms are found, the members should go back to their homes immediately. Dedicated managers who are appointed by the principals check their health conditions continuously.

### 4. Measures to suspected cases and confirmed cases

If some of the school members are confirmed or suspected as infected cases, the school reports it to local the office of education immediately. Confirmed or suspected cases are not allowed to go to school and should be under self-quarantine for two weeks. By epidemiological investigations, crucial information such as the travel route of the confirmed cases, people who have contacted with them, etc. are identified. The facilities where confirmed cases have visited will be under quarantine measures such as disinfection and temporary restriction on use. The school provides students and staff under isolation with mental health supports in various ways.

### 5. Management of facilities such as dormitory

The school discourages the students who spend less than one day for commuting to stay in the dormitory. Also, before operating the dormitory, the school should check health conditions such as fever, respiratory symptoms, tuberculosis, etc. of all students who will stay in the dormitory. They are tested twice a day additionally. Infection prevention control such as disinfection and ventilation is enhanced and personal hygiene items (hand sanitizer, liquid soap, etc.) are provided sufficiently in the dormitory restroom.

## IV. Conclusions

Many countries may need to address school opening with COVID-19. Therefore, this guidance of infection prevention and control of COVID-19 at public and private schools in Korea could be useful. When the schools are opened in Korea, impact of effectiveness of the guidance should be evaluated.

## References

1. Ministry of Education, Guidance of infection prevention and control of COVID-19 at public and private schools. 2020, Available: <https://www.moe.go.kr/boardCnts/view.do?boardID=294&boardSeq=80103&lev=0&searchType=null&statusYN=W&page=1&s=moe&m=020402&opType=N>[accessed 16 April 2020]. (in Korean)

## Supplement 1. Guidance of infection prevention and control of COVID19 at public schools (2020. 3. 24)

This guideline is a basic guideline based on infection control system of the “Student Infectious Disease Prevention and Control Manual” and various guidelines related to COVID-19. It is designed for spread of COVID19 situations in consultation with Central Disaster and Safety Countermeasures Headquarters (CDSCHQ) · The Central Disease Control Headquarters · Ministry of Food and Drug Safety.

Contents such as guidelines already released by the Ministry of Education were included in these guidelines. It can be applied appropriately according to the circumstances of each school.

Ministry of Education · Central Disaster and Safety Countermeasures Headquarters · The Central Disease Control Headquarters · Ministry of Food and Drug Safety.

### 1. Purpose and fundamental principle

#### 1.1. Purpose

As the first domestic COVID-19 outbreak (20th, Jan.2020) was reported, crisis phase has risen to a situation that the spread of COVID-19 in the community is confirmed (24th Feb., Warning→Serious)

Minimize damages by establishing standards for the management of student and staff at a different level of schools\* based upon the guideline for prevention and control of COVID-19 after schools start

\*Kindergartens, elementary, middle and high schools, special schools and other various schools

#### ◆ Characteristics of COVID-19

- Symptoms
  - Fever, exhaustion, cough, dyspnea and pneumonia, acute respiratory distress syndrome, etc. Although most symptoms are mild, however, mild symptoms are likely to progress to sever symptoms to people who have underlying diseases.
  - Other symptoms including sore throat, headache, phlegm, hemoptysis, nausea and diarrhea can appear.
- Transmission
  - (Droplet transmission) In COVID-19, when an infected person coughs or sneezes, droplets from him/her can enter into the respiratory system of another person. The virus penetrates through the mucous membrane and infects a non-infected person.
  - (Contact transmission) When droplets from an infected person remain on objects or surfaces, another person can be infected by touching those by their hands and touching eyes, nose, mouth and etc. with the hands afterwards.
- Characteristics of transmission
  - ① Transmission occurs from the initial stage of mild symptoms,
  - ② In the case of close contacts within a closed space, diffusion is more likely to occur.

In this guidance, it suggests the role of **principals and staff** for prevention and control of COVID-19 in schools and **countermeasures for possible situations** in school.

※ Important information for students and parents is summarized and provided

#### 1.2. Fundamental principle

Transmission and spread of infections are prevented with suspending school by early detection of symptomatic cases by checking fever and respiratory symptoms during education activities **before school (at home), during school and in class.**

- ※ Symptomatic case: People with a fever over 37.5°C or respiratory symptoms (cough, dyspnea, etc.). Children may also have digestive symptoms such as vomiting and diarrhea. Infections can be prevented by **encouraging education on infection prevention and control** for students and staff and **managing environmental hygiene** and **keeping social distance**.
- ※ Make comfortable environment through frequent ventilation before, during and after class. (However, control ventilation times considering outdoor environment such as level of particulate matter ‘Very bad’)

## 2. Fundamental countermeasures against COVID-19

### 2.1. Build the control and the cooperation system of related organizations

**Establish and implement action plans** including appropriate **role assignment** of **school members** and implement school staff management, environmental management, and take actions immediately in situations, etc.

\* Organize action groups against COVID-19, assign detailed tasks and make them understand their roles before school starts

\* The list for prevention and control against COVID-19 (Summary)

Before school starts

For minimizing student-to-student contacts, establish guideline for management of schools and educate faculty members (Non face-to-face)

※ In face-to-face education, implement in units of people that can keep ‘social distance’

Preparation of quarantine supplies and complete disinfection in the entire schools

Secure separate spaces (temporal observation rooms) for symptomatic cases

Provide information including attendance, suspension of school related to COVID-19 issue, etc. through notice for parents

After school starts

Monitor fever, respiratory symptomatic cases, etc.

Provide additional measures for absent students

**Several ‘COVID-19 managers’ should be appointed in each school and the principal manages general infection prevention and control activities\* with the managers.**

\* Manage organizations that cope against COVID-19, report and monitor symptoms of student and staff, and provide prevention education, facility quarantine, etc.

※ Excluding pregnant women, people with diabetes or chronic respiratory symptoms (asthma, chronic lung diseases), etc. from COVID-19 manager positions.

Educate behavior measures such as COVID-19 information and infection prevention and control measures for student and staff.

Before school starts, it provides parents with the lists that school are preparing and that parents should follow at home for prevention.

**The principal** is responsible to control **symptomatic cases at the school**, obtains contacts of the local office of education and relevant agencies\* before school starts, **maintains an emergency contact system** and deals with at the occurrence immediately.

\* Local public health centers, selected screening clinic centers, and call centers (☎ area code +120 or ☎ 1339)

◆ (Reference) Definition of COVID-19 case

**Confirmed case:** A person who has been confirmed to be infected with an infectious disease pathogen according to test diagnosis criteria regardless of clinical conditions

**Suspected case:** A person who has a fever (over 37.5°C) or respiratory symptoms (cough, dyspnea, etc.) within 14 days after **contacts with the confirmed cases** during the period of symptomatic manifestation.

**Symptomatic case under investigation**

- ① A person who is suspected as a COVID-19 case including unknown pneumonia based on the doctor's diagnosis
- ② A person who has a fever (over 37.5°C) or respiratory symptoms (cough, dyspnea, etc.) within 14 days after visiting **countries where local COVID-19 transmission exists, such as China including Hong Kong and Makau.**
- ③ A person **who is associated epidemiologically with domestic community COVID-19 outbreak** and have a fever (over 37.5°C) or respiratory symptoms (cough, dyspnea, etc.) within 14 days

## 2.2. Control for COVID-19 infection prevention

### Education and promotion of hygienic rules for students, staff, and other visitors

Provide daily education for students and staff to prevent COVID-19 infection prevention rules, hand washing, and cough etiquette.

Things everyone has to do

In the following circumstances, hands must be washed with soap and water or hand sanitizer.

- ① After exercise or a break
- ② Before eating
- ③ As soon as you arrive at school
- ④ After using the toilet
- ⑤ As soon as you get home
- ⑥ Before and after wearing a mask

When you cough or sneeze

- ① Cover with tissue or sleeves
- ② Dispose used tissue immediately in a trash can with a lid
- ③ Must wash your hands with soap and water for at least 30 seconds.

Things not to do

- ① Going to school when you have a fever or respiratory symptoms
- ② Touching your eyes, nose and mouth with unwashed hands
- ③ Sharing things such as cups, water bottles, plates, writing utensils, and towels

**Attach promotional materials** to prevent COVID-19, **such as hand washing and cough etiquette, at major places in the school.**

※ Related promotion materials are obtained from student health information center website in the Ministry of Education ([www.schoolhealth.kr](http://www.schoolhealth.kr)) or Korea Centers for Disease Control and Prevention (KCDC) website ([www.kcdc.go.kr](http://www.kcdc.go.kr)) or are self-produced.

### Enhancing health management of school members

Educate and guide **students and staff** with **underlying diseases** (chronic diseases, diabetes, etc.) to care more **strictly** in personal hygiene (wearing a mask, washing hands)

- ※ For people with underlying disease, absence (sick leave in case of staff) is admitted with the permission of the principal
- ※ The health of regular visitors such as canteen, cleaning, security staff, etc. is managed in compliance with the health care standards of facility members.

Enhance home care by providing students with a form \* to **record their health care conditions at home**

\* Record temperature at home, respiratory symptoms, travel history during holidays, etc.

- ※ The form can be considered as the evidence of absence for students who were not able to go to school due to confirmed symptoms such as fever, etc.

If students and staff have a **fever over 37.5°C or respiratory symptoms**, they are **guided and managed actively not to go to school or attend school**.

Check **fever and respiratory symptoms when attending school**, and check it additionally during the day (2 times a day)

\* Standards for monitoring fever in the school (summary)

In school

Monitor for all students and faculty members (including visitors)

Measure temperature before entering classroom (preferably outdoor)

- ※ If outdoor temperature is out of range of available temperature on the product manual, it can be conducted indoor (entrance of the building)

If people with a fever over 37.5°C or respiratory symptoms are confirmed, return them back home after contacts with protectors such as parents.

After school

Measure temperature additionally in the classroom before lunchtime

If people with a fever over 37.5°C or respiratory symptoms are confirmed, take them to a separate space (temporary observation room) and contact their protectors to return them back home (if it is not possible, accompanied by staff)

The students and staff with the conditions below are suspended from going to school.

① With a fever over 37.5°C or respiratory symptoms

- ※ If the students or staff have been recovered within 3-4 days, it is informed to their homeroom teachers and people in charge and allows them to go to school

◆ (Reference) Guideline of actions against COVID-19 [Symptomatic case]

1. **Do not go to school and refrain from going outdoor**
2. **Take enough rest at home and check health conditions in 3-4 days**
3. Follow **the rules of personal hygiene** and keep a **social distance** for family and people living together.
4. **If the fever persists over 38 degree or the symptoms are not recovered**, contact the ① call center (☎1339, ☎area number+120), public health center, or ② visit the screening clinic center first and get medical treatment.
5. When visiting healthcare centers, **take your own vehicle and wear a mask**.
6. Inform healthcare staff of **travel history and whether they contact with respiratory symptomatic cases**.

② If people have the **history of travel oversee or are related to the community outbreak**, they are required to stay at home and are observed for two weeks.

Principals **should be careful not to give disadvantage** students or staff who meet the conditions of ① and ② above.

※ (Example) Student: confirmation of attendance/Faculty member: holidays/Other staff: working at home or holidays

※ Attendance is managed with various ways such as documents that can prove related activities (travel-related evidence, medical confirmation, prescription, etc.) or protector’s confirmation

The principal appoints **dedicated managers\*** for students or faculty members who meet the conditions above, and the dedicated managers check **health conditions on a daily basis**.

\* (Example) Student: Homeroom teacher or assistant homeroom teacher, Faculty member: service officer in charge

※ Excluding ‘COVID-19 managers’ from the dedicated manager position

❖ **For students, dedicated managers check their health conditions** on a daily basis by call during the period.

❖ **For faculty members, they check health conditions of themselves** and report it to ‘dedicated managers’ twice a day (morning, afternoon)

**Environmental hygiene management for infection prevention**

Open **window** in classroom **frequently** for ventilation

※ Keep fresh air by opening window frequently before and after class and keep opening window as much as possible considering the weather and environment.

※ Do not use indoor air circulation typed ventilation system or facilities

Hand washing products (liquid soap, hand sanitizer, etc.) and paper towels are provided sufficiently in the restroom.

※ Educate and guide people to carry own hygiene items such as toilet paper, etc., in case of lack of hygiene items.

Cover your mouth with your sleeves when students and staff cough or sneeze. However, **in case that they use tissues while coughing, there should be enough trash cans with a lid** to dispose of the tissue they use immediately.

※ The trash can should be empty every day to prevent additional contamination.

※ Disposable plastic bags are provided to seal and throw away the used tissues for coughing.

**Enhance cleaning, disinfection, and ventilation in major spaces in the school** such as school buses, dormitory, etc.

※ Door handles, handrails, various touchable devices, desks, tables, chairs, telephones, computer keyboards, toilets (faucets, toilets, knockers, etc.) are disinfected more than once a day, and doors, elevators, and drinking fountains are disinfected more frequently.

\* The measures for strong disinfection in schools (summary)

Regular disinfection

Disinfection of the entire school before school starts (consigned to professional disinfection companies)

Daily disinfection

Daily surface disinfection (self-disinfection) of facilities, equipment, etc. that people frequently contact

※ Wipe the cloth with alcohol or diluted sodium hypochlorite.

Temporary disinfection

Disinfection in special situations such as the occurrence of confirmed cases in the school or in rented school facilities (consigned to professional disinfection companies)



Secure quarantine supplies for infection prevention such as masks and thermometers \*

\* (Thermometer) 1 in each classroom each, 2 in health room, 1 in school bus

(Mask) 2 masks per student (including masks for children, publicly-provided masks will be assigned)

(Hand sanitizer, 500 ml standard) 2 bottles per classroom, 4 bottles per health room, 1 bottle per office, special room and canteen.

※ Two or more face masks (or cotton masks) are secured per student (Before school starts).

※ Make efforts to secure items sufficiently considering the supply of quarantine products, and places, where items are located, are decided based on the conditions in each school such as classrooms or health rooms.

#### Assignment of dedicated staff for visitor access management

In principle, **visitors are not allowed to enter the school.**

- **However, if it is inevitable**, visitors need the **approval from the principal** in advance, and **if they have no symptom** after checking fever or respiratory symptoms, they fill out the form and are **permitted to visit**

The school operates in ways of **minimizing contact between students and staff** by considering the number of classes and students by school.

※ Detailed guidelines for attendance processing and teaching-learning case-based guidelines are provided separately.

#### ◆ Management to practice social distance in schools (example)

Place desks to keep as far as possible between students, and group seats are not allowed

Control class and break time to minimize contacts between students

※ In the case of elementary school, avoid break time with all students simultaneously and control it by class level

Execute different commuting, break time and lunchtime by class

Limit learning activities that may cause droplet or contact transmission.

Keep a certain distance between students while having meals

Temporary use restrictions on multi-use spaces such as indoor lounges and multi-functional activity spaces

※ Do not eat refreshments and lunch in the lounge, etc.

Postpone or cancel group events, small meetings, business trips, etc.

※ Domestic and foreign events, events, hobby clubs, parties, etc.

Refrain from educational activities that use class materials shared by students

Prepare a **separate space** for **waiting for symptomatic cases** with a fever or respiratory symptoms, etc.

In principle, the separate space should be located **on the first floor**

- However, if it is difficult to secure the space due to circumstances in schools such as teacher conditions, class operation, etc., space can be placed that is able to **minimize the movement between floors and return back home quickly.**

※ Space whose doors can be closed and that can be ventilated properly should be selected

If extra spaces for waiting for symptomatic cases for fever tests are needed before school, it should consider further strategies to avoid being affected by the weather, such as using tents.

### 3. Measures in general situations

#### 3.1. Before school

**(Students and staff)** In case that people notice **suspected symptoms (fever and respiratory symptoms) by health condition tests at home before going to school, contact to schools (homeroom teachers and service officers)** and do not go to school

- ※ Start a daily inspection system for students (parents) to contact the school for reporting the student's health conditions by methods designated by the school (PC, mobile, etc.) from one week before the school starts

**Refrain from going outside**, get rest sufficiently at home and observe the health conditions

However, **children** may have **fever for various causes**, so after 2 or 3 days of observation at home, if the fever persists or symptoms worsen, **wear a mask to prevent the disease from worsening** and visit healthcare centers

- ※ Take personal a vehicle and wear a mask when visiting healthcare centers

If the fever continues over 38 °C or the symptoms worsen, contact ① the call center (☎1339, ☎area number +120), public health center, or ② visit first the selected COVID-19 screening clinic center

**If your fever goes down or your respiratory symptoms get better**, go to school after notifying your homeroom teacher and service officers

**(School)** In case of recognizing suspected symptoms (fever or respiratory symptoms) by checking the health conditions at home, the school announces students or staff with suspected symptoms to contact the school (homeroom teacher or service officer) without going to school and operates daily inspection system.

**Before going to school**, if student or staff with suspected symptoms contact to school, they are given the suspension of attendance and assigned a dedicated manager

❖ For students, dedicated managers check their health conditions on a daily basis by call during the period.

❖ For faculty members, they check health conditions of themselves and report it to 'dedicated managers' twice a day (morning, afternoon)

**(Dedicated manager)** If the result of monitoring the student or staff for 3 to 4 days shows that **fever over 38°C** persists or **symptoms worsen**, the dedicated manager announces them to **inquire the call center (☎1339, ☎area code+120) or the public health center and to report it to the principal**

#### 3.2. Arrival at school

**(School)** **Fever test for all students and staff\*** are conducted before entering the classroom

- ※ School bus drivers, teachers, and students are taken a fever test before taking a bus

## \* Standard of monitoring fever “At school” (Summary)

A fever should be tested for all students and faculty members (including visitors)

Before a fever test, make plans including the time to school, access route, etc. for keeping distance\*

\* Distances that reach out with arms out of reach

Measuring temperature before entering the classroom (preferably outdoor)

※ If the outdoor temperature is out of range of available temperature on the product manual, it can be conducted indoor (the entrance of the building)

In principle, use a non-contact thermometer, and if a fever over 37.5 °C is confirmed, relax for a certain period of time and then re-measure it by the use of the eardrum thermometer.

※ If there is no non-contact thermometer, use eardrum thermometer

If people with a fever over 37.5°C or respiratory symptoms are confirmed, return them back home after contacts with protectors such as parents.

The practitioner wears a health mask and disposable gloves

If a **fever above 37.5 °C** is confirmed, the staff with a fever will return home immediately after wearing a mask or the school will contact the protectors in case of the student with a fever

※ Prepare and provide a separate space for waiting in case the student cannot return home alone, and take measures to ensure a safe return home in consultation with protectors (refrain from using public transportation)

Dedicated managers are designated for students or staff who meet the conditions above

❖ **For students, dedicated managers check their health conditions** on a daily basis by call during the period.

❖ **For faculty members, they check health conditions of themselves** and report it to dedicated managers twice a day (morning, afternoon)

**(Dedicated manager)** If the result of monitoring the student or staff for 3 to 4 days shows that a **fever over 38°C** persists or **symptoms worsen**, the dedicated manager announces them to **inquire the call center (☎1339, ☎area code+120) or the public health center and to report it to the principal**

### 3.3. In class

**(Students and faculty members)** Refrain from movements between classrooms and unnecessary movements **except for moving to the classroom** due to educational activities, **going to toilet** during break time, **using canteen and drinking water**.

\* **(Teachers)** Observe student health conditions **during lunch time** (before moving to canteen) and take **additional fever tests**

※ Time and place for further fever tests can be flexible considering class hours, thermal imaging camera possession, etc. However, it is recommended to finish fever tests before students enter into canteen

※ In schools offering meal in class, additional fever tests should be conducted in the classroom before lunch.

※ Additional tests can be taken during class and class hours may be changed by the principal’s decision

## \* Standard of monitoring fever “In class” (Summary)

Measuring temperature additionally before moving to the canteen for lunch

In principle, using a non-contact thermometer, and if the fever over 37.5°C is confirmed as the first result, relax for a certain period of time and re-measure it

If people with a fever over 37.5°C or respiratory symptoms are confirmed, take them to a separate space (temporary observation room) and contact their protectors to return them home (if it is not possible, accompanied by staff)

**If suspected symptoms are confirmed during additional tests or educational activities**, the staff immediately return home wearing a mask, and students are taken to a separate quarantine area and contact the protectors. (In the case of infants and elementary school students, faculty members, etc. wear a mask and stay together with certain distance)

※ However, since children may have a fever due to various causes, they wear a mask to prevent the disease from worsening. Protectors visit healthcare centers with the children for the test.

※ In case the student cannot return home alone, and take measures to ensure a safe return home in consultation with the protectors (refrain from using public transportation)

Dedicated managers are designated for students or staff who meet the conditions above

❖ **For students, dedicated managers check their health conditions** on a daily basis by call during the period.

❖ **For faculty members**, they **check health conditions of themselves** and report it to dedicated managers twice a day (morning, afternoon)

**(Dedicated manager)** If the result of monitoring the student or staff for 3 to 4 days shows that a **fever over 38°C** persists or **symptoms worsen**, the dedicated manager announces them to **inquire the call center (☎1339, ☎area code+120) or the public health center and to report it to the principal**

### 3.4. Management of school meal service

**(Management)** Management strategies are determined based on the consideration of school meal service conditions and collection of opinions from school members **in order to minimize contact between students**.

※ Office of Education applies them to schools in consideration of the local situation and school meal conditions comprehensively (Guide)

#### - Examples of school meal management (Proposal)

The way of serving	Review
Offering alternative food or bring student's own lunchbox	<b>Collection of parents' opinions and review of the committee of school management (advisory)</b> ※ Consult with the local agencies about alternative food providers near the school and hygiene inspections.
Change of the way of classroom meal service	Pre-preparation is required such as the addition of food service equipment and catering staff by each class.

Maintaining meal service in the canteen	<p><b>Ways to minimize contact between students are required</b></p> <p>&lt;Example 1&gt; Distance between students by managing seating arrangement</p> <p>&lt;Example 2&gt; Distribute lunchtime as much as possible by making lunchtime different by grade and class.</p> <p>&lt;Example 3&gt; Temporary partition is set up on the dining table</p> <p>※ For small schools, review plans to offer students designated seats</p> <p>※ Review additional staff taking into consideration on the potential overwork in cooking, hygiene, and catering work</p>
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- ※ If simple meals are provided, use disposable items temporarily and consult and review with relevant ministries about the delay of the application of “school meal nutrition management standards”

**(Enhancement of quarantine in the canteen)** Before the start of meals, **special disinfection and ventilation in the entire canteen, daily cleaning and disinfection of facilities and equipment that student can contact frequently** should be conducted

- \* Disinfect with diluted sodium hypochlorite, etc., and ventilate sufficiently after disinfection

**Hand sanitizers are placed at the entrance of the canteen** and guide students to use it before having meals

Homeroom teachers and other teachers in the place them guide to refrain from **conversation during serving and having meals and keep a certain distance when they are waiting for meals**

- ※ Students should be guided thoroughly to maintain social distance after lunch and before class begins

**(Canteen workers' health management)** Check the health conditions of canteen workers twice a day (just after coming at work and before serving meals) for identifying symptomatic cases

If canteen workers with a **fever over 37.5°C or respiratory symptoms** are confirmed, report it to the principal immediately and make them to **return back home** and provide them with COVID-19 guideline.

※ If there is a lack of support for serving meals due to some staff absence, it is operated with alternative staff or based on the emergency policy of school meal.

- Prevent transmission by **wearing a mask and disposable gloves** when serving meals

#### **4. Measures to suspected infected cases**

**(School) If students or staff are tested COVID-19 as they are suspected as infected cases, report it to local office of education immediately.**

If the **test result is positive** (confirmed cases), **suspend going to school** until the authorities confirmed to release the quarantine.

- ※ In order to prevent disadvantage due to quarantine, guide and provide them with home-learning programs for continuous education
- ※ When they return to school, provide them with further support for the disadvantages caused by their absence

**In the case of a negative test result, follow the measures below**

Suspected cases receive self-quarantine notice from the healthcare center and **suspend to go to school for 14 days.**

Although symptomatic cases under investigation get a negative **test result, they shall suspend to go to school** if they have a history of overseas travel or community outbreak and epidemiological association.

**(Students or faculty members who are asymptomatic but contacted with confirmed cases)** they receive **self-quarantine notice** from the public health center and suspend going to school for 14 days

#### ◆ (Reference) Definition of COVID-19-related terms

Confirmed case: A person who has been confirmed to be infected pathogen by test criteria regardless of a clinical test result

Suspected case: A person who has a fever over 37.5°C or respiratory symptoms (cough, sneezing, etc.) within 14 days after **contacting confirmed cases**

#### **Symptomatic cases under investigation**

A person who is suspected as a COVID-19 case including unknown pneumonia according to the doctor's diagnosis

A person who have a fever (over 37.5°C) or respiratory symptoms (cough, dyspnea, etc.) within 14 days after visiting **countries where local COVID-19 transmission exists, such as China including Hong Kong and Makau.**

A person **who is associated epidemiologically with domestic community COVID-19 outbreaks** and have a fever (over 37.5°C) or respiratory symptoms (cough, dyspnea, etc.) within 14 days

**(Office of Education) Identify whether there are confirmed cases** in the school nearby (including the school where the suspected case's family is attending or working) and **enhance the education** on the prevention of infectious diseases

※ The schools nearby are determined by the education office based on the risk of infection by geographical distance, overlapping school commuting route, etc. in consultation with local authorities.

### 5. Measures to confirmed cases

<Measures of authorities when confirmed cases occur>

- ① Execution of epidemiological investigations to identify the travel route of the confirmed cases, people who have come into contact with them, etc.
- ② Execution of quarantine measures for facilities where confirmed cases have been (temporary facility use restrictions, disinfection, etc.

**(School) According to the request of the authorities, take temporary measures to students and staff** and cooperate for **epidemiological investigation.**

- **By the results of epidemiological investigations by the health authorities, students and staff who have contacted (or are expected to have contact) confirmed cases will do self-quarantine \***

\* The health authorities request self-quarantine for 14 days from the date of the last contact with the confirmed cases.

- Dedicated managers check the status (health conditions, results, etc.) of the student or staff.

☞ (Reference) Those who are self-quarantine due to contacts of confirmed cases are being actively monitored by the Ministry of the Interior and Security currently.

- **The temporary restriction** on the use of facilities based on **the route of confirmed cases**

※ The schools nearby are determined by the education office based on the risk of infection due to geographical distance, overlapping school commuting route, etc. in consultation with local authorities.

## \* Measures to restrict the use of facilities in case of confirmed cases in schools

By the guidance of the health authorities, the principal takes actions such as temporary use restrictions of facilities, access restriction, and restrictions on movement within facilities etc.

The range of facility use restrictions

Occurrence	Route		The range of facility use restrictions (example)
One case (including visitor)	Clear route	⇨	▪ <b>Restriction on the classroom or office and the travel route of the case</b>
	Unclear route		▪ Restriction on the use of <b>the places where confirmed cases have visited expectedly and areas where general public use or visit frequently</b> (classrooms, school offices, toilets, hallways, canteens, elevators, etc.)
Multiple cases (including visitor)	Clear route	⇨	▪ If multiple cases occur on the same floor, the use of that floor is restricted ※ if the movement between floors can be under control, the floor the cases happened is disinfected intensively
	Unclear route	⇨	▪ <b>If multiple cases occur on several floors, the temporary restriction on the use of the entire building should be under review</b> ▪ <b>The entire school is restricted temporarily</b>

The definite range of facility use restrictions, etc., is determined by the results of epidemiological investigations by health authorities.

- Decision and implementation of disinfection, etc. in facilities on the temporary restriction.
- **After restriction on the facility is over**, provide students and staff with **the education** on the infection prevention

**(Students and staff) In case that the principal has taken measures such as temporary use restrictions and prohibition of access, all students and faculty members stay at home for the period and refrain from going out.**

- **Check daily a fever or respiratory symptoms**, and, when suspicious symptoms appear, ① inquire at the call center (☎1339, ☎area number +120), public health center, or ② visit first the selected COVID-19 screening clinic center

**(Office of education) Support measures\* to be taken in the school through advice from local public health centers and monitor additional cases**

\* Temporary restriction on school use, prohibition of access, disinfection, etc.

- **Enhance disinfection and monitoring circumstances in other schools nearby the school\* where confirmed cases are studying or working** (including family members of the cases are studying or working)

\* The schools nearby are determined by the Office of Education based on risk of infection due to geographical distance, overlapping school roads, etc. in consultation with local authorities.

- Provide **students and staff with mental health support** in consultation with the school where confirmed cases happened (Available to use social media)

## \* Mental health guidelines for self-quarantine students (Summary)

Pay more attention to students under self-quarantine  
 Support them to understand the self-quarantine situation and have a positive mind that they can recover from.  
 Explain the situation so that they do not think they have been quarantined due to his or her fault.  
 Communicate continuously with friends and teachers for helping them not feel isolated  
 Teach them to have a healthy and regular life during the period of quarantine  
 Welcome warmly when students come back to school after the period of quarantine and support them to get used to school life

- Provide them with further supports for the **disadvantages caused by the quarantine** (such as online class, etc.)
- Prepare for measures to support childcare for two-income families and support meals for low-income families

## 6. Management of facilities such as dormitory

### Comprehensive management for infection prevention

Discourage students who take less than one day for commuting to school to stay in dormitory

- ※ Make decisions with their protectors taking into account transportation, time for commuting, etc.

**Before operating the dormitory**, check **health conditions** (fever, respiratory symptoms, tuberculosis, etc.) of all students

- ※ Use one room per person if possible and keep sufficient distance between beds in case of a shared room.

Provide **guideline for infection prevention** such as hand washing and cough etiquette and **attach promotional materials** to prevent COVID-19 at major places in the school

Hand sanitizer, liquid soap, tissue, and paper towels are provided sufficiently to restroom sink (faucet) in the dormitory

- ※ Trash cans with a lid are provided in many places and the trash cans are emptied daily to prevent contaminants from being left in the dormitory.

**Enhance cleaning, disinfection and ventilation** of major spaces in the facility

- Enhance disinfection of places and objects\* that are frequently touched by hands, and ventilate regularly

\* Door handles, handrails, various touchable devices, desks, tables, chairs, telephones, computer keyboards are disinfected more than once a day, and doors, elevators, etc. are disinfected more frequently.

### Enhance the control of admission and visit

**Additional fever tests are executed for students staying in the dormitory twice a day\***

- \* The fever test is executed before breakfast and before entering the dormitory after class

Limit access to protectors or visitors\*

### Measures in case of symptomatic cases

If a **student with suspected symptoms** such as fever is confirmed, make him/her **wear a mask and stay in a separate space other than the health room and** follow measures advised by contact to the call center (☎1339, ☎area code+120) or the public health center

If the student **tested COVID-19** due to **suspected infection**, the student staying in the dormitory will have



to **wait in a single room** (including toilet and washroom) in the dormitory with **wearing a mask**.

- **If the test result is negative**, the student can return to facilities **as usual**

※ The student classified as a suspected case with negative result conduct self-isolation.

- If a symptomatic case is identified as a **confirmed case as a result of the test**, the place where the confirmed case has used shall **execute preventive measures\*** (temporary restriction of use, disinfection, etc.) according to the **health authorities' measures**.

※ The place where dormitory students will stay will be determined in consultation with the health authorities

\* Restrictions on the use of facilities in the case of confirmed cases in the school

By the guidance of the health authorities, the principal takes actions such as temporary use restrictions of facilities, access restriction, and restrictions on movement within facilities etc.

The range of facility use restrictions

Occurrence	Route	The range of facility use restrictions (example)
One case (including visitor)	Clear route	<ul style="list-style-type: none"> <li>▪ <b>Restriction on the classroom or office and the travel route of the case</b></li> <li>▪ Restriction on the use of <b>the places where confirmed cases have visited expectedly and areas where general public use or visit frequently</b> (classrooms, school offices, toilets, hallways, canteens, elevators, etc.)</li> </ul>
	Unclear route	
Multiple cases (including visitor)	Clear route	<ul style="list-style-type: none"> <li>▪ If multiple cases occur on the same floor, the use of that floor is restricted</li> <li>※ if the movement between floors can be under control, the floor the cases happened is disinfected intensively</li> <li>▪ <b>If multiple cases occur on several floors</b>, the temporary restriction <b>on the use of the entire building</b> should be under review</li> </ul>
	Unclear route	<ul style="list-style-type: none"> <li>▪ <b>The entire school is restricted temporarily</b></li> </ul>

The definite range of facility use restrictions, etc., is determined by the results of epidemiological investigations by health authorities.

#### <Author Information>

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