

This document consists of basic guidelines that are to be followed appropriately and in accordance with the situation of each ministry, organization or business.

# Guidelines for Organizations/Businesses

for control and prevention of COVID-19

- Version 6 -

Feb. 24, 2020

These guidelines are subject to continued update according to the trends in occurrence of the infectious disease.



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# I Overview of COVID-19

## 1 Legal Basis

- Until specific information is revealed on the clinical aspects and epidemiological characteristics of the coronavirus disease, reported in Hubei Province, China, and other areas, the case of the Grade 1 Emerging Infectious Disease Syndrome shall be applied for preparedness and response.

## 2 Clinical Characteristics

- Main symptoms include fever (37.5°C or higher) and respiratory symptoms (such as cough, throat pain, etc.)
- Incubation period: An accurate incubation period has not been reported to date, but in general, the rules regarding the coronavirus family is applied, with a maximum incubation period of 14 days to be used as the standard for control of the disease.

## 3 Diagnosis

- COVID-19 genetic test (PCR), virus separation

## 4 Treatment

- To date, a vaccine or treatment has not been developed for the treatment of the disease, and treatment is implemented focusing on alleviating the symptoms.

## 5 Prevention

- Basic protective measures to prevent infectious diseases

- Adhere to rules regarding personal hygiene, such as washing one's hands thoroughly with soap.
  - Cover your nose and mouth with your sleeve or tissue when coughing or sneezing.
  - Wear a mask when visiting a medical institution or a screening center.
  - Do not touch your eyes, nose, or mouth with unwashed hands.
  - Avoid contact with persons showing fever, cough or other respiratory symptoms.
  - When infection of the disease is suspected, visit the public health center, or call 1339, or (regional code)+120 for advice.
  - Pregnant women, people above 65, and chronically ill patients\* should refrain from visiting places filled with crowds.
    - \* Patients with illnesses such as diabetes, heart failure, chronic respiratory diseases, kidney failure, and cancer.
  - In case of fever or respiratory symptoms (cough, throat pain, etc.), do not go to work and refrain from going out.
    - \* Take a good rest at home, observe symptoms for three to four days, and in case of exacerbation, visit the public health center, or call 1339 or (regional code)+120 for advice. Take your car when visiting a medical institution, and wear a mask.
- Adhere to prevention measures when travelling abroad and/or visiting contaminated regions.
- If possible, refrain from outside activity.
  - Adhere to personal hygiene rules such as hand washing and cough etiquette.
  - In case of fever or respiratory symptoms, visit the public health center, or call 1339 or (regional code)+120 for advice.
  - Do not come into contact with animals while out of town or on a business trip.
  - Do not come into contact with persons with fever or respiratory symptoms (such as cough or throat pain).

## II

## Response Plan

### 1 Purpose

- The purpose of these guidelines is to prepare for the spread of the coronavirus disease that occurred recently in China, and prevent the transmission and spread of COVID-19 within business sites, so as to protect the health of workers.

### 2 Basic Direction

- The business site must independently make a thorough assessment of the status of employed workers (including subcontractors, third party dispatched workers, temporary service workers), including absences and suspected manifestations of symptoms of the coronavirus disease.
- When there is a COVID-19 case among employed workers (including subcontractors, third party dispatched workers, temporary service workers), the manager of the business site shall take measures so that the case (including those already classified as requiring isolation) is immediately isolated as appropriate.
- The health manager of the business site (or an outside health control agent) shall deliver the instructions of these guidelines to the employed workers (including subcontractors, third party dispatched workers, temporary service workers), and confirm that they have been implemented.
- To prepare for the spread of COVID-19, each business site shall designate an exclusive division or manager for business maintenance and operations continuity, and establish a preparedness and response plan. In this case, the plan shall include suppliers and vendors at the company level.

### 3 Measures for control and prevention of COVID-19

#### a. Strengthen workers' hygiene control and maintain cleaning and disinfection care

- Strengthen personal hygiene control
  - Secure sufficient number of sinks for hand washing, and install sufficient hygiene-related items such as hand soaps and sanitizers, single-use towels or toilet paper, to encourage workers to practice personal hygiene.
  - Provide guidance in order for workers to adhere to cough etiquette, such as covering the mouth and nose with your sleeve or tissue.

◆ Basic protective measures against the new coronavirus (Attachment 1)

- Regularly and thoroughly wash your hands with soap under running water for at least 30 seconds.
- In the case of respiratory symptoms such as cough, adhere to cough etiquette.
  - When coughing or sneezing, cover your nose and mouth with your sleeve or tissue.
  - Wear a mask, when visiting a medical institution due to respiratory symptoms, or visiting crowded places.
- Do not touch your eyes, nose or mouth.
- When you have fever, respiratory symptoms (cough, throat pain, etc.) or pneumonia within 14 days from traveling China, report to the public health center.

- In order to be ready for a supply shortage or problem, preparedness is essential to ensure that protective equipment and hygiene related products\* are provided without fail.

\* Masks, soap, hand sanitizers, hand towels, toilet paper, antiseptics, thermometers.

- Promote practice of personal hygiene for workers and customers (visitors)
  - In order to prevent transmission of the disease within the business site, practice of basic personal hygiene (hand washing, cough etiquette, etc.) is promoted among workers and customers (visitors).
  - Signs and informative posters are attached to the shower room, sink, and so on

of business sites and branches.

\* Refer to materials at [www.cdc.go.kr](http://www.cdc.go.kr).

- Maintain cleanliness within the business site
  - Maintain clean and disinfected state of the business site, including the sinks, door knobs/handles, handrails, wash basins, etc.
  - Workers in charge of disinfection must wear personal protective equipment when cleaning or disinfecting, and adhere to the guidelines regarding the purpose, method and quantity of usage for each disinfectant product approved by the Ministry of Environment.
    - \* For details, refer to the guidelines (Attachment 6) on disinfecting collective facilities and publicly used establishments to prevent contagion of COVID-19 published by the Korea Center for Disease Control and Prevention (hereunder "KCDC").
  - Cups, dishes and spoons should not be shared, and interiors should be ventilated on a regular basis.
- Furniture and rooms of dormitories run by business sites should be clean, and beddings such as bedspreads and pillow cases should be separated from towels and other bathroom utensils for usage.
- When a shuttle bus is in operation for workers' commute, hygiene should be strictly managed, such as frequently disinfecting the bus, instructing workers to adhere to basic cough etiquette, and other principles while on the bus.

#### b. Prevent intrusion and spread of disease within the business site

- Workers with fever or respiratory symptoms (cough, throat pain, etc.) are recommended to wear a mask and receive a diagnosis from a medical institution nearby.

◆ Recommendations on when and how to wear masks for the prevention of COVID-19 infections

○ How to use a mask: Cover your mouth and nose completely with the face mask. Wear the mask so that there is no space between your face and the mask. Do not touch the mask while in use, and if you do, wash your hands with soap and water, or with an alcohol-based hand sanitizer.

○ Use at least KF80 masks in the following cases: ① If you have a cough or respiratory symptoms; ② When you are healthy and you are nursing a suspected case; ③ When you are visiting a public health center; ④ If you are in an occupational group with high risk of infection/transmission.\*

\*eg) Mass transportation vehicle drivers, salesmen, train station officers, mail carriers, delivery men, managers of large buildings, people who directly interact with customers, etc.

○ When a mask is not necessary: Non-crowded outdoors, individual spaces

[Excerpt from the Ministry of Food and Drug Safety's

"Recommendations for wearing face masks to prevent COVID-19]

- Strengthen control of workers before and after their business trips and/or travels
  - Workers planning on going on a business trip or travelling should be instructed to thoroughly study "the personal hygiene rules and guidelines when entering crowded and concentrated areas, as well as precautionary measures that need to be taken abroad and after returning to Korea."
  - \* In the case of China, a Level 3 travel warning (Recommendation to Withdraw: To withdraw unless there is an urgent matter, and to cancel trips) was issued to Hubei Province, while a Level 2 travel warning (Travel Restraint: To take special care of one's safety and be cautious about travel) was issued to China as a whole excluding Hubei (as of January 28, 2020).
  - \*\* For Singapore, Japan, Thailand, Malaysia, Vietnam and Taiwan, regions where COVID-19 has occurred, the government warns that one should refrain from travel unless circumstances are unavoidable (as of February 10, 2020).
  - When workers entering from abroad have abnormal symptoms, they must truthfully fill out a "health questionnaire", and provide information on their condition and travel history to the quarantine office.
  - If a worker that has recently entered the country from abroad has fever or respiratory symptoms (cough, throat pain, etc.), and visits a medical institution or a screening center, he/she must inform them of his/her recent overseas travel record.

- Notably, for workers that have returned to Korea and to their occupations within 14 days of visiting China (including Hong Kong and Macao), until the 14th day after returning, they must refrain from contacting others or engaging in outside activity, and try to make use of leave, working from home, or temporary shutdowns in order to prevent and respond before the spread of the disease.
- Notably, in the case of collective facilities\* and publicly used establishments\*\* that have a high likelihood of becoming contaminated with the disease, independent fever monitoring and other measures should be taken to conduct full-time monitoring of signs of the potential spread of the disease.
  - \* (collective facilities) Schools, business sites, youth/family facilities, day care centers, kindergartens, social welfare facilities, postnatal care centers, medical institutions, etc.
  - \*\* (publicly used establishments) Libraries, museums, performance halls, sports facilities, shopping centers (large discount marts, markets, duty free stores, department stores, etc.), movie theatres, etc.
- Service occupations in which workers receive customers, such as medical institutions\*, airlines, discount marts and transport must conduct independent inspections and establish response plans by reflecting the nature of the business site.
  - \* This includes persons in cleaning, clothes washing, caring (caregivers, nursing professionals) services, as well as private police guards, and positions in agencies affiliated with hospitals.
- In order to prevent infection, the business owner must encourage the worker that receives customers to disinfect\* his/her hands and wear a mask, and place hygiene products at the business site for use.
  - \* Other than instances when a patient is received or physiological specimens are dealt with at a medical institution, in the case of workers that receive customers, if they continue to use contaminated gloves without replacing them, there is danger of transmission of pathogens, and personal hygiene control should be practiced by washing hands and using (alcohol-based) hand sanitizers rather than wearing gloves.

c. Upon the discovery of a suspected or confirmed case within the business site

- When a suspected case has been discovered at the business site, an inspection is made on whether symptoms exist, and the person is instructed to wear a mask. In addition, an immediate report must be made to the public health center or the KCDC call center at 1339.

◆ Suspected cases

- ① Anyone who has developed fever (37.5°C or higher) or respiratory symptoms (cough, throat pain, etc.) within 14 days after returning from China
  - ② Anyone who has developed fever or respiratory symptoms (cough, sore throat, etc.) within 14 days after having a close contact with a confirmed case while that patient was symptomatic
  - ③ Anyone who may be suspected of COVID-19 based on a physician's judgment
- \* Anyone who has developed fever or respiratory symptoms (cough, throat pain, etc.) within 14 days after travelling affected countries/areas of COVID-19 with community spread or anyone with unknown pneumonia

- If in this case, there is a worker that has come into contact with that worker, they should not move until an inspection and epidemiological investigation has been conducted by the public health center. They should wait for the public health center personnel at an appropriate quarantine space within the business site\* wearing personal protective equipment\*\*(masks, single-use gloves, etc.)
- \* When it is not possible to secure a temporary quarantine space, instructions of the public health center shall be followed.
- \*\* Before arrival of the public health center personnel, those coming into contact with the suspected case must also wear a mask.
- After transporting the suspected case to the public health center, one must wear protective equipment (masks, single-use gloves, etc.) and use disinfectants such as alcohol and household bleach to disinfect the quarantine area where the suspect case has been.
- Workers, or persons that have come into contact with them, selected for self-isolation by the health authority shall not go to work, and make a report

by telephone to their manager. They shall be quarantined at the hospital or at home, according to the instruction of the health authority.

- When a confirmed case\* is confirmed at the business site, the fact must be immediately notified to all workers\*\* within the business site.

\* Regardless of the clinical features, persons that have been confirmed to have been infected by a pathogen of an infectious disease in accordance with the inspection criteria for diagnosis, including all workers working in the business site, customers that have visited the business site, etc., and have been confirmed as confirmed cases.

\*\* Includes workers that are under partner companies, third party agents or service companies and work with other employees within the business site.

- The business owner cooperates fully with KCDC's epidemiological inspection team for in-depth epidemiological investigations of confirmed cases.
- The business owner shall cooperate fully with measures implemented by the public health center, such as disinfection of the movement route of confirmed cases.
- The space in the business site that was exposed to the confirmed case must be disinfected according to the "COVID-19 Disinfection Guidelines for Collective Facilities and Publicly Used Establishments (Attachment 5)". Use of the space must be prohibited up until the following day, and may be resumed afterwards.
- \* Upon disinfection, the virus dies on that day. However, the area should be blocked from access for one day in light of possible hazards due to the use of disinfectants.
- The public health center personnel shall be consulted in order to take measures to manage workers that were working in the same place\* at the same time as the confirmed case, or were at the same place at the same time when the confirmed case was on the move.
- \* This refers to all places within the business site, such as the work site, resting place, cafeteria, and areas visited by customers and visitors.

**d. Build exclusive system and establish response plan for large scale absences**

- Establish a response and preparedness plan at the business site level, and designate an exclusive division or manager that can perform the related duties.
- In order to continue operations of major areas in the business site upon the outbreak of the infectious disease, the status of major personnel and technology shall be assessed, and a Plan for Continuation of Operations shall be established to prepare for emergencies. This shall be used to make regular reviews by using the independent check list (Reference 3).
- When establishing this plan, workers from partner companies, third party agents and service companies that work together within the company shall be included.
- A business plan shall be established to prepare for employee absences due to the occurrence of confirmed cases or suspect cases.
- In order to reduce damages from large scale absences, the personal information of workers shall be assessed beforehand, and a plan shall be provided to manage workers' status.
- \* For workers, personal infection, nursing of patients, care of children due to closing of schools, etc. are acceptable.
- In order to minimize the vacuum in operations due to absences, a plan for reorganization of operations\* is established.
- \* Establish alternative work teams, designate alternative work areas, adjust working hours, work from home.
- Provide for compensation/vacation regulations for infected persons, and procedure to return to work upon recovery.

**4 Additional guidelines**

**a. Managing leaves and temporary shutdowns**

- In accordance with Article 41-2 of the Infectious Disease Control and Prevention Act, when a person is hospitalized and quarantined by the health authority, the

national government shall provide assistance for either paid leave\* or for living expenses\*\*. The business owner that receives assistance for paid leave must grant a paid leave to the worker.

※ Assistance shall not be provided in duplication for both paid leave and living expenses.

Type	Paid leave costs*	Living expenses support**
Target of assistance	Business owner that provides paid leave to quarantined worker	Worker that is quarantined upon receipt of quarantine notification
Assistance level	Daily salary per individual (Maximum of KRW 130,000 per day)	Emergency welfare assistance amount (KRW 1.23 mln per 4-member household)
Apply to	National Pension Service branch	Respective <i>si, gun, gu</i> as indicated in resident's registration documents (or <i>eup, myeon, dong</i> )
	Applications are received until February 17, 2020. Payment shall be made speedily as soon as the allocation of budgets such as preliminary costs are completed.	

- When the business owner has made the independent judgment to prohibit a worker from coming to work in order to prevent the spread of the infectious disease, and when this case does not pertain to hospitalization and quarantine as per the Act on Prevention of Infectious Diseases, or if there is a temporary shutdown due to other reasons, the business owner shall pay the shutdown allowance\*.

\* When the worker does not apply for leave, but the business shuts down temporarily due to the independent judgment of the owner, at least 70% of the average wage shall be paid to the worker during the shutdown period. (When 70% of average wage exceeds the general wage, the general wage shall be paid.) (However, if quarantine measures are made by the government, and/or the business shuts down unavoidably, no payment is given for the shutdown period.)

- In addition, according to the situation of the business site, paid leave\*, or working from home is possible.
- \* ①Paid sick leave can be applied when there are provisions for paid sick leave pursuant to collective agreements or employment rules. ②Even when there are no

separate provisions, paid sick leave should be applied on a voluntary basis if possible.  
(Forcing the use of annual paid leave against the will of the worker is not allowed.)

**b. Adopt flexible working hours**

- The disease can spread when use of mass transportation is concentrated in commute hours, or lunch or rest hours are unilaterally allocated during certain time frames. In such cases, systems such as commuting with a time lag, working from home or afar should be used, and lunch and rest hours should be allocated with time lags.

<p>◆ Description of flexible working system</p> <ul style="list-style-type: none"><li>○ (Commuting based on time lags) While adhering to the existing work hours, the time workers come to work and when they leave work is adjusted.</li><li>○ (Working from home) System in which the worker makes use of IT equipment to provide for a work space in his/her home for work.</li><li>○ (Telecommuting) System in which the worker works at an office near his/her home or business site, designed for telecommuting, or a place that is not an office with use of mobile equipment.</li></ul> <p>◆ When adopting the system of time lags for coming to and leaving work, as well as working from home or a remote office, the system of "Assistance for Indirect Labor Costs for the Flexible Working System" can be used.</p> <ul style="list-style-type: none"><li>○ (Assistance target) Assistance to owners of priority companies that use flexible working hours according to the needs of the worker, such as commuting based on time lags, telecommuting and working from home.</li><li>○ (Level of assistance) For workers that use the system once or twice a week, KRW 2.6 million per person per year. For workers that use the system at least 3 times a week, KRW 5.2 million per person per year.</li></ul>
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**c. Delay period for medical examinations of special cases, before worker placement in new positions**

- Workers that pertain to the following shall have their medical examinations for special cases and before placement in new positions delayed until the point in which the National Disease Crisis Alarm is lifted.

\* National Disease Crisis Alarm: "Alert (Orange)" (January 27, 2020), "Serious

(Red)" (February 23, 2020)

- All medical examinations that must be conducted on the worker for special cases and before placement in new positions, such as examinations that could result in the appearance of water droplets, including lung function examinations.\*
- \* Lung function examinations (lung capacity examinations, measurement of peak expiratory flow rate during work, nonspecific airway oversensitiveness test), sputum cytology
- Workers with fever or respiratory symptoms on the day of physical examination.
- When a medical personnel related to special physical examinations conducts a medical examination of workers, he/she must wear a mask, and strictly manage personal hygiene such as using hand sanitizers or washing hands, in order to prevent infection.



Reference 1

How to manage confirmed cases, suspected cases, cases with symptoms subject to investigation, cases that have come into contact with relevant cases  
 \* From Guidelines for Response to COVID-19 of the Central Disease Prevention Division (Version 6)

Classification	Definition	Instructions	Control of persons that came into contact with case
Confirmed case	○ Regardless of the clinical features, a case regarding which an infection by the disease pathogen has been confirmed according to inspection standards for diagnosis	○ Transfer to sickbed for hospitalization and treatment as designated by the government, and conduct hospitalization treatment	○ Self-isolation or active monitoring for 14 days from the final day of contact with the confirmed case * (Active monitoring) Contact twice a day by phone, and check for fever or respiratory symptoms.
Suspected case	① Case experiencing fever (at least 37.5°C) or respiratory symptoms (cough, throat pain, etc.) within 14 days from visiting China (including Hong Kong and Macao)	○ In principle, the case should be subject to self-isolation. However, if necessary, the case should be quarantined in a sickbed for hospitalization treatment as designated by the government, or in a facility of a public hospital * Cases with symptoms within 14 days from visiting Hubei Province of China should, upon recognition, immediately be transferred to and quarantined in a sick bed for hospitalization treatment as designated by the government	○ If a case that has come into contact with a suspected case has symptoms, the case shall wear a mask and receive a diagnosis at a district public health center or screening center.
	② During the period in which symptoms occur in the confirmed case, case that has fever or respiratory symptoms within 14 days of contacting the confirmed case		
	③ Case of pneumonia of unknown cause that requires hospitalization pursuant to medical opinion		
Cases with symptoms subject to examination	① Case with fever or respiratory symptoms within 14 days of visiting a COVID-19 infected country/region	○ Instructions pursuant to the results of the diagnostic test - (Positive) Measures taken by classifying as confirmed case - (Negative) Recommend adherence to instructions of health training up until 14 days after the manifestation of symptoms (or day of entry into the country)	
	② Case suspected of COVID-19 according to medical opinion		

Reference 2

Basic protective measures upon the occurrence of confirmed cases, suspected cases, and cases with symptoms subject to examination within the business site

Basic protective measures upon the occurrence of confirmed cases, suspected cases, and cases with symptoms subject to examination within the business site

The inflicted worker must immediately wear a mask, and move to a separate quarantine area (He/she must wait until the health authority issues instructions to the business site)



Immediately report to the public health center or call the KCDC call center 1339



Inform the situation within the business site (partner companies, third party agents, service companies, visitors/customers)



Maintain personal hygiene (such as wearing masks) of all workers within the business site, restrain mutual contact, such as waiting in the business site or moving around



In the case of workers that have come into contact with confirmed or suspected cases, or have fever (at least 37.5°C) or respiratory symptoms (cough, throat pain, etc.), they shall wait in a separate quarantine area before receiving the instructions of the health authority

[When instructions have been issued by the health authority]

According to the instructions of the health authority, cooperation and support shall be provided to conduct epidemiological investigations, business site disinfection\*, and examinations to check for confirmed COVID-19  
 \*The area is disinfected according to the disinfection guidelines of the KCDC  
 The area is blocked from entry until the following day, when it can then be used.



Conduct confirmed case inspection upon instruction of health authority. Take follow-up measures\* contingent upon results, and provide cooperation and support  
 \*Hospitalization, self-isolation or termination of quarantine

Business site overview

Name of business site		Industry area and major items produced	
Address		Contact no.	
Name of manager on site (mobile phone no.)		No. of workers (male/female)	persons(male/female)

 Independent checklist for business sites to control and prevent COVID-19

	Item	Results of independent check	Cause for non-implementation, or details of follow-up measures (use separate paper if necessary)
Preparedness/response plan	1) Has a preparedness/response plan for COVID-19 been established within the business site? [Obligatory] - Measures to manage confirmed and suspected cases (including workers from partner companies, third party agents, service companies) - Measures to manage potential absences due to occurrence of confirmed and suspected cases *Establish alternative shifts, designate alternative workplaces, adjust work hours, work from home, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No *Essential items must be satisfied to check "yes"	
	2) Has an exclusive division or manager been designated to conduct the work?	<input type="checkbox"/> Exclusive division has been designated <input type="checkbox"/> Manager has been designated <input type="checkbox"/> No	
Business site hygiene control	1) Is the business site being cleaned and disinfected on a consistent basis? * Key facilities for maintenance: Sinks, door knobs/handles, handrails, wash basins and other facilities used by many people (If there are dormitories and shuttle buses, include them as subjects of hygiene control)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	2) Is there a wash basin where workers can wash their hands?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	3) Are protective equipment and hygiene related items supplied and positioned for usage? * Face masks, soaps, hand sanitizers, hand towels, tissue/toilet paper, sanitizers, and thermometers should be supplied and positioned at the business site.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Personal hygiene control	1) Has the business site implemented workers' training such as regarding rules for preventing and controlling infectious diseases (hand washing, cough etiquette, etc.), behavioral tips, etc.? * Including workers from partner companies, third party agents, service companies	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	2) Have workers been given guidelines on practicing personal hygiene (hand washing, cough etiquette, etc.) in order to prevent spread within business site? * Are there posters and signs at the business site or branch promoting the practice of personal hygiene?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	3) (In the case of workers that receive customers*) Are there hand sanitizers placed within the business site, and are workers wearing masks to prevent infection? * Such as the case of medical institutions (service providers and care providers included), airlines, discount marts, transportation businesses	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Reference 4

List of guidelines for reference regarding COVID-19

Prevent inflow and spread of infection	1) (In the case of collective facilities and publicly used establishments) Is there full time monitoring to check for fever (37.5°C) or respiratory symptoms (cough, throat pain, etc.) within the business site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	
	2) Are there workers that have entered the country from overseas within the recent 14 days?	<input type="checkbox"/> Yes→ go to 2-1) <input type="checkbox"/> No	
	2-1) (If there are workers that have entered the country from overseas) are there signs of fever (37.5°C) or respiratory symptoms (cough, throat pain, etc.)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	3) Are there workers of your employment that have entered the country from China within the past 14 days?	<input type="checkbox"/> Yes→ go to 3-1),2) <input type="checkbox"/> No	
	3-1) (If there are workers that have entered Korea from China) do they have fever (37.5°C) or respiratory symptoms (cough, throat pain, etc.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	3-2) (If there are workers that have entered Korea from China) have they had vacation, worked from home or has the business been shut down until the 14th day after returning to refrain from outside activity?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Other	1) Has a confirmed or suspected case (including employed workers or visiting customers) occurred or visited the business site?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

※ (Fill out cause for non-implementation) If the preparedness/response plan is “not established, not designated”, and if business site hygiene control and personal hygiene control are not (“no”) being carried out.

(Fill out details of followup measures) If the answer is “no” or “yes” for preventing inflow and spread of infection, and for other.

Other difficulties and suggestions	
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2020 . . .

Inspector: Organization          Position          Name          (Signature)

Business owner: Organization          PositionName          (Signature)

Labor representative: Organization          Position          Name          (Signature)

No.	Title of Document	Relevant department
1	Guidelines for response to collective facilities and publicly used establishments to prepare for the spread of COVID-19	KCDC, Central Accident Prevention Division
2	Guidelines for disinfection of collective facilities and publicly used establishments to prevent infection of COVID-19	KCDC, Central Accident Prevention Division
3	Guidelines for prevention measures against COVID-19 regarding group events	KCDC, Central Accident Prevention Division
4	Guidelines for response to COVID-19 (for local government districts)	Central Disease Prevention Division
5	Information for medical institutions regarding COVID-19	Central Disease Prevention Division
6	Recommendations for use of mask to prevent COVID-19	Ministry of Food and Drug Safety
7	Guidelines for systematic response to COVID-19 by universities	Ministry of Education
8	Guidelines for academic management to respond to COVID-19	Ministry of Education
9	Guidelines for nurseries to respond to the spread of COVID-19	Ministry of Health and Welfare (Childcare policy officer)
10	Scenario to respond to each COVID-19 situation (Version 1) - for outside agencies	National Health Insurance Service

## Reference 5

Measures of the health authority against COVID-19  
\* Excerpt from Central Disease Prevention Division's Guidelines on Response to COVID-19 (Version 6)

※ In the case of revisions to the Guidelines on Response to COVID-19 by KCDC, they shall be reflected and the document shall be revised and updated.

### 1. Managing confirmed cases, suspected cases and cases with symptoms subject to examination/investigation

#### 1 Confirmed cases

- Regardless of clinical features, case in which infection by a pathogen of the disease has been confirmed according to examination criteria for diagnosis\*  
\* COVID-19 PCR diagnostic test, virus separation
- (Measures) Transfer to sickbed for hospitalization treatment as designated by government, conduct hospitalization treatment

#### 2 Suspected cases

- Case with fever (at least 37.5°C) or respiratory symptoms (cough, throat pain, etc.) within 14 days from visiting China

Persons that visited China (including Hong Kong, Macao) within past 14 days

Persons that show fever (at least 37.5°C) or respiratory symptoms (cough, throat pain, etc.)

- Case with fever or respiratory symptoms (cough, throat pain, etc.) within 14 days from coming into contact with a confirmed case during the occurrence of symptoms

Persons that had contact with a confirmed case within past 14 days

Persons that show fever (at least 37.5°C) or respiratory symptoms (cough, throat pain, etc.)

- Case with pneumonia of unknown cause that requires hospitalization according to medical opinion.

Persons with pneumonia of unknown cause that requires hospitalization according to medical opinion.

- (Measures) Implement self-isolation\* and diagnostic test

\* Anyone who had contact with a confirmed case, or suspected cases are quarantined in an independent area within their home during the incubation period.

- Self-isolation must be imposed on the suspected case. The practice of self-isolation shall be monitored, and the case should adhere to Appendix 1: Basic preventive measures for persons subject to self-isolation, and Appendix 2: Basic preventive measures for family members and housemates of persons subject to self-isolation.
  - ※ If the case is mild, but cannot isolate oneself within the home (requires acquirement of an independent space, or additional physical support), an appropriate space for self-isolation (quarantine area in facilities or hospital) needs to be provided.
- However, those with symptoms within 14 days of visiting Hubei Province, China shall immediately be transferred to and quarantined in a sickbed for hospitalization treatment as designated by the government upon detection.
- When upon judgment by an epidemiological investigator, it is deemed necessary, or if hospitalization treatment is required, the case shall be quarantined in a sickbed for hospitalization treatment as designated by the government, or in a facility within a public hospital.

### 3 Cases with symptoms subject to examination/investigation

- Cases with fever or respiratory symptoms (cough, throat pain, etc.) within 14 days from visiting a country or region\* where COVID-19 has occurred
  - \* Announcement to be made on the KCDC website, subject to continuous update.

Persons that have visited a country/region during the past 14 days where COVID-19 has occurred.

+

Persons that show fever (at least 37.5°C) or respiratory symptoms (cough, throat pain, etc.)

- Case that is suspected of being infected with COVID-19 due to medical opinion

Persons that may be suspected of COVID-19 infection based on a physician's judgment

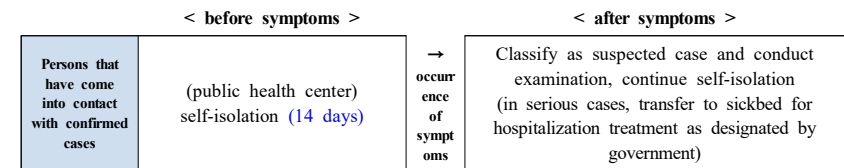
- (Measures) Measures shall be taken upon the results\* of diagnostic test.
  - \* Positive: Take measures as in the case of confirmed cases. Negative: Recommend adherence to health maintenance instructions\* until 14 days from the day of country entry / manifestation of symptoms.

#### ◆ Instructions for maintaining health

- Refrain from going out and contacting with others. Refrain from visiting publicly used establishments.
- Refrain from use of mass transportation.
- Wear a face mask to prevent infection of the respiratory organs.
- For personal hygiene, emphasize washing of hands and adhere to cough etiquette.
- When requiring a visit to a medical institution for unavoidable reasons, inform the staff on overseas countries recently visited.
- When symptoms exacerbate, first inquire at the public health center or call 1339.

## 2. Managing persons that have come into contact with confirmed and suspected cases

### 1 Persons that have come into contact with confirmed cases



- (Investigation) Taking into account the symptoms of the confirmed case, as well as whether a mask had been worn, and what the degree of exposure was, set the range of contacted persons beginning from one day before the appearance of symptoms, and conduct investigation by the epidemiological investigation team.

#### ◆ Example of contacted persons as per WHO

- A person who was exposed while in the process of giving medical treatment (whether protective clothing was worn).
- A person who was working close by the COVID-19 patient, or a student studying in the same room as the patient.
- A person who shared transportation means with the COVID-19 patient, such as automobile, train or airplane.
- A person who lives with the COVID-19 patient.

- (Control) Impose self-isolation for 14 days from the last day of contact, and conduct active monitoring.

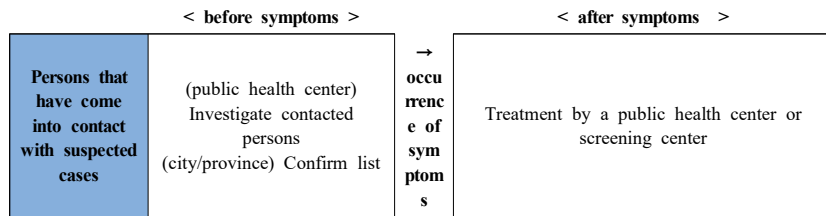
- (Self-isolation) Self-isolation\* must be imposed unless situation requires medical treatment.

\* When it is difficult to secure an independent space, or additional physical

support is necessary, the contacted person should be isolated in an appropriate facility or hospital.

- (Active monitoring) Until termination of self-isolation period, the person must be contacted by phone twice each day to check for fever and/or respiratory symptoms.

**2 Persons that have come into contact with suspected cases**



- (Investigation) In accordance with the movement path and transportation means of the suspected case from one day before symptoms appeared, persons that came into contact with the case (family, housemate, medical personnel, etc.) must be subject to investigation by the epidemiological investigation team.
- (Control) If a contacted person has symptoms, he/she must wear a mask and receive treatment at a public health center or a screening center.

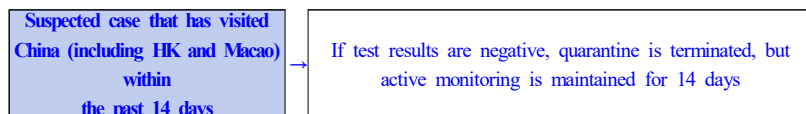
**3. Measures to terminate quarantine**

**1 Criteria for terminating quarantine**

- (Confirmed case) When 48 hours have passed after the disappearance of symptoms, and PCR tests on respiratory organ specimens\* show negative on two occasions in 24 hour intervals.

\* Type of specimen is determined according to clinical situation.

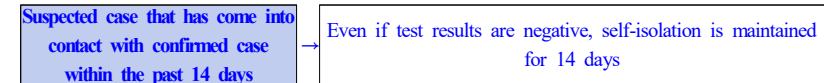
- Suspected case that has visited China within the past 14 days (including Hong Kong and Macao).



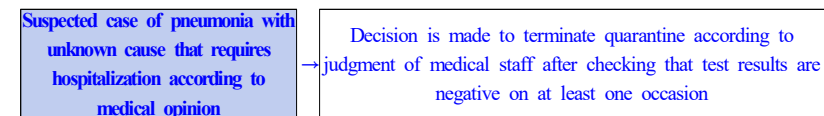
※ Visitor to Hubei, China, that has been transferred to a hospital bed designated

by the government shall receive hospitalization treatment or be subject to self-isolation for 14 days even if test results are negative.

- Suspected case that has come into contact with confirmed case within past 14 days



- Suspected case of pneumonia with unknown cause that requires hospitalization according to medical opinion



**2 Confirm termination of quarantine**

- After checking that test results are negative, quarantine is terminated according to the condition of the patient and the schedule for quarantine termination.


**3 Terminate monitoring of contacted persons**

- For persons that came into contact with confirmed cases, self-isolation and active monitoring shall continue for 14 days from the final day of contact, after which such measures shall be terminated.

\* (Example) On Feb. 16, which is the day after 14 days have passed since the final day of contact (Feb. 1), isolation and monitoring measures shall be terminated.

\* Even if a person that has come into contact with a confirmed case tests "negative", self-isolation and active monitoring shall be implemented for 14 days as planned.

<Appendix 1> Basic protective measures for persons subject to self-isolation


2020.2.12.

## 자가격리대상자 생활수칙

- ✔ **감염 전파 방지를 위해 격리장소 외에 외출 금지**
- ✔ **독립된 공간에서 혼자 생활하기**
  - 방문은 닫은 채 창문을 열어 자주 환기 시키기
  - 식사는 혼자서 하기
  - 가능한 혼자만 사용할 수 있는 화장실과 세면대가 있는 공간 사용하기 (공용으로 사용 시, 사용 후 락스 등 가정용 소독제로 소독하기)
- ✔ **진료 등 외출이 불가피할 경우 반드시 관할 보건소에 먼저 연락하기**
- ✔ **가족 또는 동거인과 대화 등 접촉하지 않기**
  - 불가피할 경우, 얼굴을 맞대지 않고 마스크를 쓴 채 서로 2m이상 거리 두기
- ✔ **개인물품(개인용 수건, 식기류, 휴대전화 등) 사용하기**
  - 의복 및 침구류 단독세탁
  - 식기류 등 별도 분리하여 깨끗이 씻기 전 다른 사람 사용 금지
- ✔ **건강수칙 지키기**
  - 손씻기, 손소독 등 개인위생 철저히 준수
  - 기침이 날 경우 반드시 마스크 착용
  - 마스크가 없을 경우 옷소매로 입과 코를 가려 기침하기, 기침 후 손씻기-손소독 하기

능동감시 기간 동안 관할 보건소가 연락하여 증상 등을 확인할 예정입니다. 확진환자와 접촉 후 14일이 경과하는 날까지 자가 모니터링하여 주시기 바랍니다.

자가모니터링 방법

- ✔ 호흡기증상 등 감염 증상이 나타나는지 스스로 건강상태 확인
- ✔ 매일 아침, 저녁으로 체온 측정하기    ✔ 보건소에서 1일 1회 이상 연락 시, 감염 증상 알려주기

코로나바이러스감염증-19 주요 증상

- ✔ 발열(37.5°C 이상)    ✔ 호흡기증상(기침, 인후통 등)    ✔ 폐렴

Basic protective measures for persons subject to self-isolation

-To prevent transmission of disease, do not go out of the isolated area, including outdoors.

-Stay independently in an isolated area.

+Frequently ventilate the room with the door closed and the window open.

+Eat alone.

+If possible, use a space that has a bathroom and wash basin that you can use alone. (When sharing the facilities, disinfect the area with household bleach after usage.)

-When you have to go out, to visit the doctor, etc., first contact the district public health center.

-Do not come into contact with family members or housemates, such as engaging in conversation, etc.

+If you must engage in dialogue, wear a mask and stay at least 2m apart.

-Use your own personal items (personal towel, tableware, mobile phone, etc.)

+Wash clothes and bedsheets separately.

+Do not allow others to use your tableware and other items before they have been separated and cleaned thoroughly.

-Stick to health control rules

+Take care to adhere to personal hygiene rules, such as hand washing and disinfecting.

+Wear a mask when you have a cough.

+If you do not have a mask, cover your nose and mouth with your bent elbow or tissue when coughing. After coughing, wash and disinfect hands.

During the period in which you are subject to active monitoring, the public health center will contact you and check for symptoms. Please conduct self-monitoring until 14 days pass from the day of contact with a confirmed patient.

<How to conduct self-monitoring>

-Check your own health condition to see if there are any symptoms of infection, such as respiratory symptoms.

-Measure your temperature every morning and evening.

-If the public health center calls at least once a day, inform them of your health condition.


<Major symptoms of COVID-19>

-Fever (at least 37.5°C).

-Respiratory symptoms (cough, throat pain, etc.)


-Pneumonia.

<Appendix 2> Basic protective measures for family members and housemates of persons subject to self-isolation



질병관리본부  
KDCDC

2020.2.12.



## 자가격리대상자 가족·동거인 생활수칙

- ✔

**최대한 자가격리대상자와 접촉하지 않기**

• 특히 노인, 임산부, 소아, 만성질환, 암 등 면역력이 저하된 분은 접촉 금지! • 외부인 방문 제한
- ✔

**불가피하게 자가격리대상자와 접촉할 경우 마스크를 쓰고 서로 2m 이상 거리 두기**
- ✔

**자가격리대상자와 독립된 공간에서 생활하고, 공용으로 사용하는 공간은 자주 환기 시키기**
- ✔

**물과 비누 또는 손세정제를 이용하여 손을 자주 씻기**
- ✔

**자가격리대상자와 생활용품(식기, 물컵, 수건, 침구 등) 구분하여 사용하기**

• 자가격리대상자의 의복 및 침구류 단독세탁

• 자가격리대상자의 식기류 등은 별도로 분리하여 깨끗이 씻기 전 다른사람 사용 금지
- ✔

**테이블 위, 문 손잡이, 욕실기구, 키보드, 침대 옆 테이블 등 손길이 많이 닿는 곳의 표면 자주 닦기**
- ✔

**자가격리대상자의 건강상태 주의 깊게 관찰하기**

**코로나바이러스감염증-19 주요 증상**

✔ 발열(37.5°C 이상)
 ✔ 호흡기증상(기침, 인후통 등)
 ✔ 폐렴

Basic protective measures for family members and housemates of persons subject to self-isolation

-Stay away from persons subject to self-isolation as much as possible

+Do not contact persons with lowered immune levels, such as the elderly, pregnant women, children, chronically ill persons, cancer patients, etc.

+Restrict visits of outsiders.

-When you need to come into contact with a person subject to self-isolation, wear a mask and stay at least 2m apart.

-Live in a space independent of the personal subject to self-isolation, and ventilate shared spaces with fresh air on a frequent basis.

-Wash hands frequently with water, soap or use a hand sanitizer.

-Separate usage of living utensils (such as tableware, cups/glasses, towels, bedspreads) with persons subject to self-isolation.

+Wash clothes and beddings of person subject to self-isolation separately.

+Tableware designated for the person subject to self-isolation should be separated and washed thoroughly before use by another person.

-Wipe frequently high touch surfaces such as table tops, door knobs, bathroom utensils, keyboards, side tables, etc.

-Carefully observe the health condition of persons subject to self-isolation.

<Major symptoms of COVID-19>

-Fever (at least 37.5°C).

-Respiratory symptoms (cough, throat pain, etc.)

-Pneumonia.



**Method of prevention of infectious disease**

<Reference > **Provisions for assistance in issuing paid leaves according to the "Infectious Disease Control and Prevention Act".**

△ Article 41-2 of the Act (**Obligation of business owner to cooperate**)

① When an employee is hospitalized or quarantined according to this Act, the business owner can grant a paid leave during the hospitalization or quarantine period based on Article 60 of the Labor Standards Act, and other. In this case, when the business owner receives assistance to cover expenses for paid leaves, he/she must grant paid leaves.

② The business owner cannot dismiss the employee or treat him/her unfairly due to the paid leave pursuant to Clause 1. During the period of the paid leave, he/she cannot dismiss that employee. However, this shall not be the case if business cannot be continued.

③ The government can provide assistance to cover the paid leave pursuant to Clause 1.

△ According to Enforcement Decree Article 23-2 (on assistance to cover paid leave expenses), and Article 41-2 Clause 3 of the Act, assistance to cover paid leave costs shall be the amount calculated by multiplying the amount notified by the Minister of Health and Welfare upon consultation with the Minister of Economy and Finance, with the period of hospitalization or quarantine of the employee according to the law.

**Public announcement by the Ministry of Health and Welfare**

<Reference> **Public Announcement 2020-30, Ministry of Health and Welfare**

**Assistance for paid leave and living expenses for employees due to occurrence of emerging infectious disease syndrome (COVID-19) or Middle East Respiratory Syndrome (MERS).**

Upon the occurrence of an emerging infectious disease syndrome according to the "Infectious Disease Control and Prevention Act", Article 2-2-ta, and/or Middle East Respiratory Syndrome according to Article 2-2-ha, assistance for paid leave and living expenses shall be provided as per Article 41-2 and Article 70-4, respectively, of the same Act, in the following manner:

① Assistance for granting paid leave: Daily wage per individual, maximum of KRW 130,000 maximum.

② Assistance for living expenses: Adhere to subsistence support amount prescribed by the Minister of Health and Welfare in "Standards for Calculation of Emergency Assistance/Support and Employee's Financial Assets."

## 1. Precautions

### Personal hygiene practice

- ▶ Regularly and thoroughly wash your hands\* with soap and water for at least 30 seconds

\* palms, back of hands, between fingers, hands folded together, thumbs, under fingernails, etc.

- ▶ Wash your hands frequently and do not touch your eyes, nose or mouth with unwashed hands
- ▶ Wash your hands after returning from outside or visiting crowded places
- ▶ Cover your nose and mouth with your sleeve when coughing or sneezing
- ▶ Avoid contact with people with fever or respiratory symptoms

### Precautions when visiting a medical institution

- ▶ Wear a mask, particularly when visiting a medical institution
- ▶ Visit the nearest local clinic if you have mild symptoms. Do not visit large medical centers unless you are suffering from serious illness.
- ▶ Do not visit an emergency care unit unless you face an emergency
- ▶ When visiting a medical institution, answer the health professionals' questions accurately and comply with given recommendations

### When visiting a medical institution for a patient visit

- ▶ Avoid visiting a medical institution to see a patient, particularly if you are a senior citizen

- ▶ Thoroughly practice preventive measures such as masking or hand washing when visiting a patient in a hospital
- ▶ Cooperate fully with any inquiries or investigations by public health representatives after visiting a patient in a hospital

## 2. Infection Prevention Measures for General Population

질병관리본부  
KCDC

1339  
질병관리본부 콜센터

### 비누로 꼼꼼하게 30초 이상

[올바른 손씻기 6단계]

- 1 손바닥
- 2 손등
- 3 손가락 사이
- 4 두 손 모아
- 5 엄지 손가락
- 6 손톱 밑

**올바른 손씻기와 기침예절로  
많은 감염병을 예방할 수 있습니다.**

기침할 때 옷소매로  
입과 코를 가리고!

[올바른 기침예절]

- 1 휴지나 손수건은 필수
- 2 옷소매로 가리기
- 3 기침 후 비누로 손씻기

발행일 2019.11.5.

## KCDC

### 1339 KCDC Call Center

Wash thoroughly with soap for more than 30 seconds

[6 Steps to Wash Your hands Properly]

1. Palms
2. Back of hands
3. Between fingers
4. Hands folded together
5. Thumbs
6. Under fingernails

- By washing your hands properly and practicing cough etiquette, you can protect yourself from many infectious diseases

- Cover your nose and mouth with your sleeve when coughing!

[Cough Etiquette]

1. Cough into a tissue or a handkerchief
2. Cover with your sleeve
3. Wash your hands with soap after coughing

Issued on November 5, 2019




## 꼭! 기억해야 할 국민수칙

### 일반국민 예방수칙



**물과 비누로 꼼꼼히 자주 손씻기**



**씻지 않은 손으로 눈·코·입 만지지 않기**



**기침할 땐 옷소매로 입과 코를 가리기**



**발열, 기침 등 호흡기 증상자와 접촉 피하기**



**사람 많은 곳 방문 자제하기**



**특히 노인·임산부·만성질환자 등은 외출 시 마스크 꼭 착용**

### 발열, 기침 등 호흡기 증상 시



**마스크 착용하기**



**외출 자제, 1~2일 경과 관찰하며 집에서 휴식하기**



**대형병원, 응급실 방문 자제  
관할 보건소, 1339, 지역번호+120으로 먼저 상담하기**



**의료기관(·선별진료소) 방문 시 마스크 꼭 착용 및 자가 이용 권고**  
\* 선별진료소 연료, 교통요금은 무료이며, 관할보건소 또는 1339, 지역번호+120 문의



**진료 전 의료진에게 해외여행력, 호흡기 질환자 접촉 여부 알리기**



**의료인과 방역당국의 권고 잘 따르기**

\* 코로나바이러스감염증-19 정보는 [코로나19 공식페이지 ncov.mohw.go.kr](http://ncov.mohw.go.kr) 에서 확인하세요!
발행일: 2020. 2. 21

## KCDC

Global Infectious Disease Outbreaks NOW

1339 KCDC Call Center

COVID-19 Preventive Measures for General Population

Preventive Measures for General Population

- Regularly and thoroughly wash your hands with soap and water
- Do not touch your eyes, nose and mouth with unwashed hands
- Cover your nose and mouth with your sleeve when coughing
- Avoid contact with people with fever, cough or other respiratory symptoms
- Avoid crowded public places
- Wear a mask when going outside, particularly so for senior citizens, pregnant women and chronically ill patients

When you develop fever, cough or other respiratory symptoms

- Wear a mask
- Stay home, resting and monitoring the progress of your symptoms for 1~2 days
- Do not visit a large medical center or an emergency care unit. Call your district public health center, 1339, or (area code) + 120 for consultation
- Wear a mask and use your car when visiting a medical institution (\* screening centers)
  - \* For information on screening centers, refer to the KCDC website or call your district public health center, 1339, or (area code) + 120.
- Inform health professionals of your travel history and contact with people with respiratory symptoms
- Comply with the recommendations you are given by the health professionals or public health representatives

\* For more information for COVID-19, visit the official COVID-19 website (ncov.mohw.go.kr)!

Issued on February 21, 2020

질병관리본부 KCDC

해외감염병 NOW

# 꼭! 기억해야 할 의료기관수칙

## 진료 시

마스크 등 보호구 착용

## 문진 시

환자의 해외여행력, 의심환자 접촉력 등 반드시 확인

### 조사대상 유증상자

코로나19 발생 국가·지역 방문 후 14일 이내 발열 또는 호흡기 증상이 나타난 환자

의사 소견에 따라 코로나19가 의심되는 환자

### 의심환자 발생 시

STEP1 선제적 격리

STEP2 코로나19 검사 실시  
\* 관할 보건소 신고 필수

**! 발열 또는 호흡기 질환자 진료구역 및 진료절차 구분하여 운영 !**

\* 코로나바이러스감염증-19 정보는 [코로나19 공식페이지 ncov.mohw.go.kr](https://ncov.mohw.go.kr) 에서 확인하세요!

발행일: 2020. 2. 21

KCDC

Global Infectious Disease Outbreaks NOW

1339 KCDC Call Center

COVID-19 Preventive Measures for Medical Institutions

**Before examination**

Wear personal protective equipment such as a mask

**During examination**

Check the patient's travel history and possible contact with suspected patients

**Persons Under Investigation (PUI)**

Anyone who has developed fever or respiratory symptoms within 14 days after traveling affected countries or areas of COVID-19

Anyone who may be suspected of COVID-10 infections based on a physician's judgment

**When suspected cases occur**

Step 1: immediately isolate the suspected patient

Step 2: run a diagnostic test on the patient

\* Reporting to the district public health center is essential

\* For more information for COVID-19, visit the official COVID-19 website (ncov.mohw.go.kr)!

Issued on February 21, 2020

**Attachment 3**

**Q&A on COVID-19**

<Infectious Disease Information>

**Q1. What is a coronavirus?**

- The coronavirus is a large family of viruses which may cause illness in animals or humans. Currently six strains of coronavirus are known to infect humans.
- Of the six, four cause common diseases such as the common cold and the remaining two cause Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS), respectively.
- It's been known through the pneumonia epidemic in Wuhan, China that COVID-19 can spread from person to person.
  - Korea Centers for Disease Control & Prevention (KCDC) has confirmed based on genetic sequencing of the COVID-19 virus that the virus is close to the bat-originated SARS virus, sharing 89.1% of its genetic sequence.

**Q2. How does COVID-19 spread?**

- COVID-19 can spread from person to person through small liquid droplets from the mouth or the nose (mucus or sputum).
- When people with COVID-19 coughs or sneezes, they spray into the air small liquid droplets from their nose or mouth which may contain the virus. These droplets can enter the respiratory

organs of other people. If people touch their eyes, nose or mouth with contaminated hands, the virus can enter their body through mucous membrane and make them sick.

**Q3. What is the official name of the novel coronavirus?**

- As of February 12, 2020, the World Health Organization (“WHO”) announced that the official name for the disease caused by the new coronavirus would be “COVID-19.”
- The official name of COVID-19 in the Korean language is “Corona19” short for “Coronavirus Infection-19.”

**Q4. How long does COVID-19 survive in external environments?**

- Generally, viruses die out if they are separated from a living host.
- Viruses can survive for up to two hours in bodily fluids such as saliva.
- Viruses can survive for several days on the surfaces of beds, tables or door knobs. However, it is uncertain whether viruses in external environments can cause symptoms.
- There have been no reports of infections through external environments such as beds, tables or door knobs.

**Q5. How many people have been infected with the virus in other countries?**

- Latest information on the COVID-19 outbreaks around the world is available in the “Situation Summary” of the COVID-19 official website (<http://ncov.mohw.go.kr>)

**Q6. How many people have been infected with the virus in the Republic of Korea?**

- Latest information on the local COVID-19 outbreaks country is available in the “Situation Summary” of the COVID-19 official website (<http://ncov.mohw.go.kr>).

**<Contact>**

**Q7. How is the scope of contact set?**

- The scope of contact is determined by an epidemiological investigation team based on assessment of the degree of exposure.
- A contact is a person who had contact with a confirmed patient within 2 meters from one day prior to onset of symptoms. The scope of contact is determined based on such factors as the venue and duration of contact, symptoms of the confirmed patients and use of a mask.

**Q8. What happens if I am classified as contact?**

- Anyone who is classified as contact is advised to self-isolate for

14 days starting from the last date of contact with a confirmed patient.

- The head of the public health center will issue a “self-isolation notice” to you if you are classified as contact. You will be informed of the rules you should follow during the self-isolation period. You will be assigned with a dedicated contact point who will call you twice a day to check manifestations of fever or respiratory symptoms until you are released from self-isolation.

**Q9. What should I be aware of when I self-isolate?**

- It is important that you should separate yourself from other people in your home. It is recommended that you should ventilate your room frequently with the door closed and use a separate bathroom and wash basin.
- If a separate bathroom is not available, the bathroom should be thoroughly cleaned using disinfectant such as household bleach after usage.
- You should not share towels, dishes, eating utensils or mobile phones. You should wash clothing and bedding separately and eat alone in your room. The tableware you have used should be washed separately and thoroughly and they should not be used by others before being cleaned thoroughly.

**Q10. What if a quarantine area is not available in my home?**

- If a quarantine area is not available in your home and additional support is required, you can go to a hospital or a quarantine facility designated by local authorities.

**Q11. What kind of support can I get during self-isolation?**

- You will be provided with support for your daily life and are eligible for paid leave.
  - Please call your local district office for more information.

**Q12. Will I be punished for leaving home during self-isolation?**

- If you fail to comply with self-isolation rules, you can face criminal charges and fines up to 3 million won.

**Q13. I am a foreign national in self-isolation, but I have no symptoms. I want to go back to my country. Can I leave the country?**

- No. Once you have received a “self-isolation notice” from the public health center in your district, you should restrict activities outside your home and should not leave the country regardless of whether you are symptomatic.

**Q14. I would like to know the movement of confirmed cases.**



- KCDC regularly publishes media briefs on the movements of confirmed cases and makes the information available on its official website.
- Locations where a close contact with confirmed cases may have occurred from one day prior to onset of symptoms are made public.
- Personal information of confirmed cases is not made public. People who had contact with them are contacted individually and necessary protective measures are taken.
- Information on the movement of confirmed cases is available in the “Movement of Confirmed Cases” of the COVID-19 official website (<http://ncov.mohw.go.kr>).

<Diagnostic Testing>

**Q15. Who is eligible for a diagnostic test?**

- Anyone who has been classified as a suspected case in accordance with the KCDC case definitions for COVID-19 can receive a test.
- You do not need to get a test out of ungrounded fear. Trust your physician’s professional judgment.

**<Definitions of Suspected Cases>**

- ① Anyone who has developed fever or respiratory symptoms (cough, throat pain, etc.) within 14 days after returning from China
- ② Anyone who has developed fever or respiratory symptoms (cough, throat pain, etc.) within 14 days after having a close contact with a confirmed case while that patient was symptomatic
- ③ Anyone who may be suspected of COVID-19 based on a physician’s judgment (Anyone who has developed fever or respiratory symptoms (cough, throat pain, etc.) within 14 days after traveling affected countries/areas of COVID-19 with community spread or anyone with unknown pneumonia)

**< Definitions of Persons Under Investigation (PUI)>**

- ① Anyone who has developed fever or respiratory symptoms (cough, throat pain, etc.) within 14 days after traveling affected countries/areas\* of COVID-19
- \* Disclosed via the KCDC website and updated regularly
- ② Anyone who may be suspected of COVID-19 based on a physician’s judgment
- ※ Fever: 37.5 ℃ and above

**<Source: KCDC 「COVID-19 Response Guidelines (6th Edition), February 20, 2020>**

**Q16. How are suspected cases and PUI different?**

- Suspected cases are at a higher risk of infection than persons under investigation because suspected cases include anyone who has traveled from China, Hong Kong and Macao, anyone who has had contact with a confirmed case or anyone with unknown pneumonia. Persons under investigation are at a lower risk of infection than suspected cases and include anyone who has traveled from affected countries/areas of COVID-19 and anyone who may be suspected of COVID-19 by a physician’s judgment.

**Q17. Where can I get a diagnostic test?**

- You can get a diagnostic test at COVID-19 screening centers where clinical specimens can be collected.

- Call the KCDC call center at 1339 or your district public health center for more information and inquiries.

**Q18. How is the diagnostic test conducted?**

- Collection of clinical specimens
  - Clinical specimens will be collected by a physician, a nurse or a pathologist (under the guidance of a physician) at a designated location (screening centers, etc.). Two specimens will be collected, which may cause some pain or discomfort.
    1. Lower respiratory tract (sputum)
      - : Cough hard and spit the sputum into a plastic cup. Be careful not to include saliva in the sample.
    2. Upper respiratory tract (nasopharyngeal and viral throat swab)
      - : (nasopharyngeal swab) insert a dry swab deep through one nostril straight back and collect a sample of secretions
      - : (viral throat swab) rub a swab across the back of the throat to collect a sample of secretions
- Transport of collected specimens and commissioning of genetic testing
  - If possible, screening centers conduct genetic testing of the collected specimens on site. If not, the collected specimens will be sent to designated testing agencies.

**Q19. How long does the genetic test take?**

- A genetic test takes about six hours. But considering the time taken to transport the specimens to the testing agency and waiting time,

the test result will be available within 24 to 48 hours from the testing.

**Q20. How much does the test cost?**

- If you meet the criteria of a suspected case, the test will be free of charge.
- However, you will still be subject to payments for other medical services such as general examination and x-rays.

**Q21. Can I get a test if I have traveled from China, but have no symptoms?**

- You do not have to get a test if you have no symptoms. But, if you develop symptoms within 14 days after traveling China, call the KCDC call center at 1339 or your district public health center to get information on the screening center where you can get a test.

<Treatment>

**Q22. Is there a vaccine for COVID-19?**

- To date, there is no vaccine for COVID-19.

**Q23. I learned that there is no medicine for COVID-19. Then how are the confirmed patients treated?**

- The confirmed patients are treated with symptomatic therapy to ease their symptoms.
- That there is no medicine for COVID-19 means that there is no

targeted therapy which targets the COVID-19 virus or affected cells to treat the disease. It does not mean that COVID-19 is incurable.

**Q24. If I am diagnosed with COVID-19, will the government pay for my treatment?**

- Yes. The government will pay for your treatment in accordance with the Infection Disease Control and Prevention Act.

**<Quarantine inspections>**

**Q25. How is quarantine conducted for travelers from China?**

- Currently, China (including Hong Kong and Macao) is designated as a contaminated area. Before entering the country, travelers arriving from China, both Korean and foreign nationals, should walk by fever scanners, submit a “health questionnaire” and a “special quarantine report”, and identify their contact information and local address.
- Any foreign national who has traveled from Hubei Province, China within 14 days from the date of arrival will be banned from entering the country. Korean nationals who have traveled from Hubei Province, China within 14 days from the date of arrival should identify their contact information and local address and should self-isolate for 14 days.

**Q26. How is quarantine conducted for travelers arriving from outside of China?**

- Fever scanners have been installed at the entry area to screen travelers with fever. Anyone with symptoms at the time of entering the country is told to submit a “health questionnaire.”

**<Travel>**

**Q27. Can we travel to China where COVID-19 is spreading rapidly?**

- The government of the Republic of Korea has issued travel warning Level 3 for Hubei Province, China (evacuation recommended, as of January 25, 2020) and Level 2 for China\* (refrain from traveling, as of January 28, 2020).

\* Includes Hong Kong and Macao and excludes Taiwan

- Latest information on the COVID-19 outbreaks around the world is available at “Global Infectious Disease Outbreaks NOW” of the KCDC’s official website.
- Check out infectious disease outbreaks and prevention measures on “Global Infectious Disease Outbreaks NOW” of the KCDC’s official website before traveling.
- (During travel)
  - Avoid any contact with poultry or wild animals.
  - Avoid any contact with people with respiratory symptoms (fever, difficulty breathing, etc.).
  - Refrain from visiting local markets and other places posing high risks of infections.

- Thoroughly take personal hygiene measures such as hand-washing and cough etiquette

- (After traveling)

- If you develop fever or respiratory symptoms (cough, throat pain, etc.) within 14 days, call the KCDC call center at 1339 (operating around the clock) or your district public health center.
- If you need to see a physician for suspected symptoms, first visit a screening center in your district,
- and share your travel history with the medical staff before examination.

**Q28. I booked a trip to Southeast Asia. Can I go?**

- COVID-19 infections have been reported in 29 countries including Southeast Asia (as of February 15). Check out infectious disease outbreaks around the world in “Global Infectious Disease Outbreaks NOW” of the KCDC’s official website.
- Check out infectious disease outbreaks and prevention measures in “Global Infectious Disease Outbreaks NOW” of the KCDC’s official website before traveling.
- (During travel)
  - Avoid any contact with poultry or wild animals.
  - Avoid any contact with people with respiratory symptoms (fever, difficulty breathing, etc.).
  - Refrain from visiting local markets and other places posing high risks of infections.

- Thoroughly take personal hygiene measures such as hand-washing and cough etiquette

- (After traveling)

- If you develop fever or respiratory symptoms (cough, throat pain, etc.) within 14 days, call the KCDC call center at 1339 (operating around the clock) or your district public health center.
- If you need to see a physician for suspected symptoms, first visit a screening center in your district,
- and share your travel history with the medical staff before examination.

**Q29. What should I be aware of after traveling China?**

- Any foreign national who has traveled from Hubei Province, China within 14 days from the date of arrival will be banned from entering the country. Korean nationals who have traveled from Hubei Province, China within 14 days from the date of arrival should identify their contact information and local address and should self-isolate for 14 days.
  - The quarantine office at the airport will send the list of Korean nationals who have traveled from Hubei Province, China to local health authorities in the city or province where they reside. They will be monitored by the district public health center in their regions as to whether they comply with self-isolation rules or develop symptoms.

- Korean nationals who traveled from China outside Hubei Province should self-monitor health conditions for 14 days. If you develop fever or any respiratory systems (cough, sore throat, etc.) within the 14 days, call the KCDC call center at 1339 and the public health center in your district. Visit the nearest screening center and share your travel history with the medical staff before examination.

<Others>

**Q30. What preventive measures should be taken by publicly used establishments?**

- Publicly used establishments have been advised to take infection prevention measures such as supplying hand sanitizers and directing employees to wear a mask. As for mass events, refer to the guidelines that have been drafted to help prevent and control outbreaks.

**Q31. What actions have been taken for the publicly used establishments visited by confirmed patients?**

- ※ Refer to “COVID-19 Disinfection Guidelines for Collective Facilities and Publicly Used Establishments”
- Areas exposed to confirmed patients will be subject to control measures such as disinfection under the direction of the district public health center.

- Areas exposed to COVID-19 patients should be disinfected in accordance with disinfection guidelines. Use of the space should be prohibited up until the following day, and may be resumed afterwards.

\* Upon disinfection, the virus dies on that day. However, the area should be blocked from access for one day in light of possible hazards due to the use of disinfectants.

**Q32. Please let us know how to disinfect the home where a confirmed case has occurred.**

※ Refer to “COVID-19 Disinfection Guidelines for Collective Facilities and Publicly Used Establishments”

1. Wear a medical mask and gloves before disinfection and do not touch your face or eyes during cleaning or disinfection.
2. Prepare disinfectant.

\* Products approved by the Ministry of Environment - sodium hypochlorite (household bleach) 70% alcohol, etc.

**<Recommended dilution of sodium hypochlorite>**

- Dilution ratio: 0.05% or 500ppm
- Dilution methods (1mL diluted solution) :  
Dilute 5% sodium hypochlorite in the ratio of 1 to 100 - 1,000mL of water with 10mL of 5% sodium hypochlorite
- Contact time: over 10 minutes for nonporous surfaces and 30 minute soaking
- After disinfection, at least two hours of ventilation is required depending on the degree of contamination (more than six times per hour).

\*\* Use alcohol to disinfect surfaces (e.g.: metal) not suitable for use of sodium hypochlorite

3. Keep the windows open for ventilation.

4. Wipe the floor repeatedly from one end of the exposed area to the other end with disinfectant.
5. Use disinfectant-soaked cloth (towel) to clean high touch surfaces and bathroom surfaces.
  - \* Handles, arm rests, tables, chairs, keyboards, mouses, switches, blinds, windows, walls, etc.
6. Wash bed sheets, pillow cases and blankets in a washing machine with detergent.
7. Mattresses, pillows, carpets, and cushions used by suspected patients should not be used until the test result comes in.
  - \* They have to be disposed of if the test result is positive. They can be used if the test result is negative.
8. Any cloth (towel) used for cleaning and any waste produced from cleaning should be disposed of into dedicated plastic bags.
9. Remove gloves and wash hands with soap and water.
10. Remove the medical mask and wash hands with soap and water.
11. Dispose of gloves and masks into dedicated plastic bags.
12. Any waste produced from cleaning should be disposed of, separately from other household waste.
13. Take a shower immediately after cleaning and change your clothes.
14. Ventilate the disinfected area.

**Q33. How is information shared with health authorities of China, Singapore, Japan or other countries?**

- Each country has a National Focal Point designated in accordance with to the IHR (International Health Regulations) of WHO. We are sharing information through the National Focal Point of China.
- We are also leveraging communication channels between the KCDC and China CDC as well as diplomatic channels for information sharing with China.

**Q34. Does the new coronavirus spread through aerosols?**

- When people with COVID-19 cough or sneeze, they spray into the air small liquid droplets from their nose or mouth which may contain the virus. These droplets can enter the respiratory organs of other people. If people touch their eyes, nose or mouth with contaminated hands, the virus can enter their body through mucous membrane and make them sick.
- However, there is a possibility, though limited, that the virus can spread in closed areas through an artificial respirator or other medical treatments for respiratory symptoms.
- WHO explains about the transmissibility of the virus through the air as follows:
  - When people sneeze or cough, they may spray big droplets, but the droplets do not stay suspended in the air for long. They fall.
  - Health care procedures like intubation can spray small droplets into

the air.

- We know about environmental contamination for MERS-CoV and finding RNA in air filtration systems (but not the live virus).
- However, for the new coronavirus, we still need to see the data and understand how transmission has been assessed.

**※ Source : (WHO, Q&A on coronaviruses)**

Does the new coronavirus spread through aerosols?

: When people sneeze or cough, they may spray big droplets but the droplets do not stay suspended in the air for long. They fall. Health care procedures like intubation can spray small droplets into the air. Bigger droplets fall quickly. Smaller ones fall less quickly. We know about environmental contamination for MERS-CoV and finding RNA in air filtration systems (but not the live virus). However, for the new coronavirus, we still need to see the data and understand how transmission has been assessed.

**Q35. Can COVID-19 be caught from a person who has no symptoms?**

- There have been no reports of confirmed cases in our country where the virus spread while the infected person was asymptomatic.
- Whether any asymptomatic infections really occurred or the symptoms were so mild that the infected person did not feel ill can be only determined after multi-faceted analyses are run on a sufficient number of samples of confirmed cases.
- WHO announced, “According to recent reports, it may be possible that people infected with 2019-nCov may be infectious before showing significant symptoms. However, based on currently available data, the people who have symptoms are causing the majority of virus spread.”

**※ Source: (WHO, Q&A on coronaviruses)**

Can 2019-nCoV be caught from a person who presents no symptoms?

: According to recent reports, it may be possible that people infected with 2019-nCov may be infectious before showing significant symptoms. However, based on currently available data, the people who have symptoms are causing the majority of virus spread.

**Q36. Is it safe to receive a package from China?**

- There are many things still unknown about the spread of COVID-19.
- The likelihood of coronavirus such as SARS or MERS to survive on the surfaces of products is low. The risk of catching the virus that causes COVID-19 from a product that has been traveled for a certain period of time or from the package of such product is low.
- The US Center of Disease Control and Prevention announced, “Currently there is no evidence to support transmission of COVID-19 associated with imported goods and there have not been any cases of COVID-19 in the United States associated with imported goods.”

**※ Source : (US CDC, Coronavirus Disease 2019 (COVID-19) FAQs)**

: Am I at risk for COVID-19 from a package or products shipping from China?

(Currently there is no evidence to support transmission of COVID-19 associated with imported goods and there have not been any cases of COVID-19 in the United States associated with imported goods.)

**Q37. Can I catch COVID-19 from companion animals such as cats and dogs?**

- There are still many unknowns about the transmission of COVID-19.
- At present there is no evidence that companion animals or pets such as cats and dogs have spread COVID-19.

**Q38. Should I wear personal protective equipment such as a mask during travel?**

- COVID-19 infections have been reported in 26 countries around the world including Southeast Asia (as of Feb. 6). Latest information on the COVID-19 outbreak in the country is available on the COVID-19 website (<http://ncov.mohw.go.kr>).
- When visiting affected areas of COVID-19, take prevention measures described below.

**※ If you travel to affected areas of COVID-19, take prevention measures described below during your travel.**

- Regularly and thoroughly clear your hands for more than 30 seconds with an alcohol-based hand sanitizer or wash them with soap under running water.
  - \* palms, back of hands, between fingers, hands folded together, thumbs, under fingernails, etc.
- Wash your hands after using toilet, before meals, after going out or returning from crowded public places.
- Use a alcohol-based hand sanitizer if soap and water are not available.
- When you have respiratory symptoms such as cough, comply with cough etiquette.
- Wear a mask when visiting crowded public places
- Wear a mask when visiting medical institutions.
- Cover your nose and mouth with your sleeve when you cough or sneeze without wearing a mask.
- If you covered your mouth and nose with a tissue when coughing or sneezing, use the nearest trash bin to dispose of the tissue and perform hand hygiene.
- Do not touch your eyes, nose or mouth with your hands.
- Do not come into contact with people showing symptoms like fever or cough.
- Do not eat raw or under-cooked foods.
- Be careful not to visit animal markets or to touch animal products including raw meat.
- Do not touch sick animals.

**Q39. What kinds of masks should I wear?**

- The Korea Medical Association and the Ministry of Food and Drug Safety (MFDS) announced recommendations on “when and how to wear masks” for the prevention of COVID-19 infections based on WHO recommendations (January 29, 2020).

**※ Recommendations on when and how to wear masks or the prevention of COVID-19 infections**

- Ministry of Food and Drug Safety -
- ◎ Who these recommendations are for  
Average people living in local communities (workers at high risks of infections such as workers at medical institutions and infected persons are excluded)



◎ When and how to wear a mask

A. When to use a medical mask (KF80 and above)

- 1) If you are experiencing respiratory symptoms such as cough, sneeze, sputum, runny nose or soar throat
- 2) When you are healthy and you are nursing a person with suspected COVID-19 infection
- 3) When visiting medical institutions
- 4) If your are in an occupational group with high risk of infection/transmission\*

\* e.g.) mass transportation vehicle drivers, salesmen, train station officers, mail carriers, delivery men, managers of large buildings, people who directly interact with customers, etc.

B. When a mask is not necessary

Non-crowded outdoors, individual spaces

C. How to use a mask

- 1) Clean your hands with an alcohol-based hand sanitizer or soap and water before wearing a mask
- 2) Cover your mouth and nose completely with the face mask and make sure there are no gaps between your face and the mask.
- 3) Do not touch the mask while in use, and if you do, wash your hands with soap and water or with an alcohol-based hand sanitizer.

※ These recommendations are for average people in local communities and are subject to change depending on the situation of the outbreak.

○ Regularly and thoroughly wash your hands for at least 30 seconds with an alcohol-based hand sanitizer or with soap under running water.

\* palms, back of hands, between fingers, hands folded together, thumbs, under fingernails, etc.

- Wash your hands after using toilet, before meals, after going out or returning from crowded places

- Use an alcohol-based hand sanitizer if soap and water are not available.

○ When you have respiratory symptoms such as cough, comply with cough etiquette.

- Wear a mask when visiting crowded public places.

- Wear a mask when visiting medical institutions.

- Cover your nose and mouth with your sleeve when you cough or sneeze without wearing a mask.

- If you covered your mouth and nose with a tissue when coughing or sneezing, use the nearest trash bin to dispose of the tissue and perform hand hygiene.

○ Do not touch your eyes, nose or mouth with your hands.

○ Do not come into contact with people with symptoms like fever or cough.

○ Do not eat raw or under-cooked foods.

○ Be careful not to visit animal markets or to touch animal products including raw meat.

○ Do not touch sick animals.

※ Refer to the KCDC website (<http://www.cdc.go.kr>) for more information (February 21, 2020).

Attachment 4

COVID-19 Preventive Measures for Collective Facilities and Publicly Used Establishments

\* KCDC/Central Accident Prevention Division  
(excerpt, Feb. 2020)

◆ For further information, refer to the KCDC website ([Announcements/Archive] - [Laws/Guidelines/Forms] - [Guidelines] - [COVID-19 Preventive Measures for Collective Facilities and Publicly Used Establishments])

I Purpose and Basic Direction

1. Purpose

□ Confirmed cases of COVID-19 have risen rapidly in the Republic of Korea since the first confirmed case was reported on January 20, 2020. In preparation for a possible “community spread” of the virus,

○ these guidelines have been drafted to help collective facilities\* and publicly used establishments\*\* to take necessary actions to prevent and control COVID-19 infections in order to minimize damage from infections

\* Collective facilities: schools, business sites, youth/family facilities, day care centers, kindergartens, social welfare facilities, postnatal care centers, medical institutions, etc.

\*\* Publicly used establishments: libraries, museums, performance halls, sports facilities, public transport (bus, railway, subway and taxi), shopping centers (large super markets, local markets, duty free shops, department stores, etc.), theaters, large restaurants, public bathhouses, etc.

◆ COVID-19 Symptoms

Patients usually develop fever or respiratory symptoms such as cough. Some patients become seriously ill and develop pneumonia and difficulty breathing.

□ These guidelines outline the role of the manager or representative (hereunder “managers”) of collective facilities and publicly used establishments in preventing and controlling COVID-19 infections.

## 2. Basic direction

- Managers of collective facilities and publicly used establishments visited or used by a large group of people should establish **“COVID-19 infection control procedures” and collaboration procedures with relevant authorities.**
- Managers should **maintain a clean and hygienic facility and provide necessary equipment and support** to prevent COVID-19 infections for facility users, employees and other visitors.
- Managers should **immediately report to the public health center in their district** if a COVID-19 case (including a suspected case) is identified in their facility. They should **take necessary actions to prevent further infections.**

## II COVID-19 Prevention and Control Measures

1. Establish COVID-19 infection control procedures and collaboration procedures with relevant authorities
  - Maintain emergency contact channels between facility managers and relevant local authorities\* (public health centers or medical institutions) and take immediate actions when a situation occurs
    - \* Public health centers, screening centers, and call centers (area code+120 or 1339)
  - Designate an employee who will serve as a main contact point for receiving reports of suspected cases from facility users and other visitors
  - Train facility staff on COVID-19 disease, infection control measures and behavior tips
2. Robust management for infection prevention
  - Facility employees or users who have traveled China (including Hong Kong and Macao) should be **excluded from work or use of the facility (attendance)\*\* temporarily for 14 days\* from the date of arrival**
    - \* (e.g.) A traveler who entered the country on 15:00 February 6 should be excluded from work until February 20 (D+14 days).
    - \*\* Absence from day care centers, kindergartens or schools should be considered as attendance. Temporary care service will be provided for children in isolation.
  - Those excluded from work should **refrain from coming into contact with others or leaving home for 14 days** and check for fever or respiratory symptoms during self-isolation.
    - \* Call your district public health center or KCDC at 1339 when developing fever or any respiratory symptoms suspected of COVID-19 infection.
  - Facilities that have **employees returning from China (including Hong Kong and Macao)** are advised to instruct those employees to **take a**

**leave or work from home, or to shutdown the facilities for two weeks.**

**Educate facility staff, users and visitors on personal hygiene measures**

- Administer training on infectious disease prevention for employees. Educate employees to practice personal hygiene such as hand-washing and cough etiquette [Attachment 1~3]

- Put up posters\* in major areas of the facilities containing personal hygiene measures such as hand-washing and cough etiquette that can help prevent COVID-19 infections

\* Use materials on the KCDC website ([www.kcdc.go.kr](http://www.kcdc.go.kr))

**Maintain a clean and hygienic environment to prevent infections**

- Make wash basins available in toilets with a sufficient supply of soap, hand sanitizers and tissue

- Hands or face must be dried with paper towel or handkerchief after washing

- Tissue must be readily available throughout the facility

- Trash bins must be placed every corner of the facility so that soiled tissue used for coughing can be immediately disposed of

- Public transport operators (bus, railway, subway and taxi) should thoroughly disinfect gates, handles, handrails and toilets. Staff should wear a mask.

- Thoroughly clean and disinfect main areas in the facilities

- Extra attention should be paid to ensure cleanness in crowded public places and places used by high risk groups\*

\* Patients with pre-existing medical conditions (diabetes, chronic lung diseases, cancer, kidney failure, and immuno-compromised patients)

- Ensure a sufficient supply of essential protection items such as masks and thermometers in the facilities and provide masks to facility users if requested

- When a suspected case occurs, a quarantine area should be set up for the suspected patient to wait in until there is an action by the district public health center

\* A quarantine area should be a well-ventilated room with doors that can be closed. Entry to the room should be limited to a person wearing a designated or medical mask.

### 3. Care Providers

- **Care providers** such as caregivers or housekeepers that have returned from China should be managed properly to ensure they will **provide service after 14 days from their arrival**

#### 4. Actions when a suspected case is identified

- If a suspected case is identified in your facility, immediately report to your district public health center
  - \* **(COVID-19 symptoms)** Patients usually develop fever or respiratory symptoms such as cough. Some patients become seriously ill and develop pneumonia and difficulty breathing.
- Until there is an action by the district public health center, the suspected patient should stay in a temporary quarantine area, wearing a mask
  - \* The person attending the suspected patient should also wear a mask until they arrive at the district public health center
  - If a temporary quarantine area is not available, follow the instructions from municipal or provincial health authorities (the district public health center).
    - \* The suspected patient should be immediately transferred for medical attention or visit the district public health center.
  - The suspected patient should wear a mask during transfer to prevent the spread of the virus to others
- Clean the quarantine area used by the suspected patient with disinfectant such as alcohol or chlorine bleach after the patient is transported to the public health center

## Attachment 5

### COVID-19 Disinfection Guidelines for Collective Facilities and Publicly Used Establishments

\* KCDC/Central Accident Prevention Division (excerpt, Feb. 2020)

- ◆ For further information, refer to the KCDC website ([Announcements/Archive] - [Laws/Guidelines/Forms] - [Guidelines] - [COVID-19 Disinfection Guidelines for Collective Facilities and Publicly Used Establishments])

## I Preparations and Precautions for Disinfection

### 1. General guidance

- Disinfection crews should be adequately trained on infection prevention and control
- Disinfection crews should **wear personal protective equipment\*** during cleaning and disinfection
  - \* Medical masks, full body protective clothing or aprons with arms, goggles or face protective shields, shoe covers, rubber gloves or double-sided disposable gloves (rubber on the outside)
- Environmental surfaces must be **cleaned before disinfection** to remove any **secretions (stool or blood) of the patient** for more effective disinfection
  - Disinfectant-soaked cloth or towel should be used for cleaning
    - \* Do not use a broom or a vacuum cleaner to prevent the aerosolization of infectious materials
  - **Do not spray the disinfectant.** Thoroughly wipe environmental surfaces using clean, disinfectant-soaked cloth (towel) or disinfectant wipe products
- **Use disposable or dedicated tools for disinfection** to the extent possible
  - \* When cleaning tools are reused, disinfect them with proper disinfectant and dry

them before storing

## 2. Disinfection equipment

- Personal protective equipment (disposable gloves, medical masks, disposable gowns, boots, goggles, etc.)

\* Wear disposable gloves and medical masks (KF94, KF99, and N95) for regular disinfection. Wear disposable gowns, goggles or boots additionally if needed depending on the degree of contamination)

- Disinfectants for environmental disinfection (Attachment 1)

- (Types) sodium hypochlorite, alcohol (70%), phenolic compounds, NR4+, and peroxygen compounds

- Comply with the label recommendations on usage and dosage for disinfectants approved by the Ministry of Environment

☞ [Attachment 1] Quasi drugs usable for COVID-19 disinfection (Chemical Product Management Department at the Ministry of Environment)

- Comply with the label recommendations on dilution ratios, contact time, precautions when using disinfectants for environmental disinfection

- When using sodium hypochlorite, prepare a diluted solution in advance (500ppm, 1000ppm)

※ Dilution of sodium hypochlorite (e.g.: household bleach) - example

· Dilution ratio: 0.05% or 500ppm

· Dilution methods (1mL diluted solution) :

- Dilute 4% household bleach in the ratio of 1 to 100:

1,000mL of water with 12.5mL of 4% household bleach

- Dilute 5% household bleach in the ratio of 1 to 100:

1,000mL of water with 10mL of 5% household bleach

· Contact time: at least 10 minutes for nonporous surfaces and 30 minute soaking

\* Use alcohol for surfaces like metal not suitable for disinfection with sodium

hypochlorite

\* If other disinfectants are considered, check with the manufacturers for their effectiveness against COVID-19 and apply the disinfectant in accordance with the manufacturers' recommendations (Attachment 1)

- Extra set of clothes

- Dedicated medical waste disposal containers, buckets/trash bins, disposable cloth (towel), water, etc. (Attachment 2)

## 3. Precautions for disinfection

- Properly wear personal protective equipment such as disposable gloves, disposable long-armed gowns, goggles, medical masks, and boots

☞ [Attachment 3] Refer to "How to wear and remove personal protective equipment"

- Do not touch your nose or mouth after wearing personal protective equipment (Goggles prevent touching eyes with hands.)

- Change gloves if they become damaged during cleaning and disinfection

- Remove the mask safely if it is physically damaged and wear a new mask

## 4. Preventive measures after disinfection

- Remove all personal protective equipment items after disinfection is complete

☞ [Attachment 3] How to wear and remove personal protective equipment

- ☑ It is important that personal protective equipment should be removed properly in accordance with the instructions so as not to contaminate your clothing or skin with infectious materials

- Disinfection crews should wash hands with soap and water after removing personal protective equipment and after completing cleaning and disinfection
- Used personal protective equipment should be disposed of in medical waste disposal containers and tightly sealed in accordance with the instructions set forth in Attachment 4
  - \* If reusable, used goggles should be disinfected in accordance with the manufacturers' recommendations
- **If any of the disinfection crews develops fever or respiratory symptoms, report to the district public health center**

## II Disinfection Procedures by Facility

### 1. Homes of patients

- It is recommended that disinfection specialists should be hired**
- **Household items** (kitchen ware, glasses, cups, tableware, bedding) **should not be shared and used individually and cleaned thoroughly with detergent and water**
- Wear **personal protective equipment such as medical masks or gloves before starting** cleaning and disinfection. **Do not touch your face or nose** during cleaning and disinfection.
- Prepare disinfectant (in compliance with the manufacturers' recommendations)

- **Keep the windows open for ventilation**
- **Clean and disinfect the floor repeatedly** with disinfectant from one end to the other end
  - Do not move from non-disinfected areas to disinfected areas to prevent contamination of the disinfected areas
- **Clean all high-touch surfaces\* and toilet surfaces** with disinfectant-soaked cloth
  - \* Handles, armrests, seatbacks, tables, keyboards, mouses, switches, blinds, windows, walls, etc.
- **Disinfectant should not be sprayed.**
  - \* Infectious materials can be aerosolized
- Wash bed sheets, pillow cases and blankets in a **washing machine with detergent**
  - For a hot water cycle, wash the laundry with disinfectant and hot water at 70°C for more than 25 minutes
  - For a warm water cycle (below 70°C), use chemicals that work effectively in warm water when used in proper concentration
- Mattresses, pillows, carpets and cushions (non-washable fabrics) should not be used until the suspected patient tests negative
  - If the test result is positive, replace permeable surfaces such as fabrics
  - Soiled fabrics should be disposed of. If disposal is not possible, soak them in a diluted sodium hypochlorite solution (500ppm) for 30 minutes

- Soiled cloth (towel) and other cleaning waste should be disposed of into medical waste disposal containers
- Remove the gloves and dispose of them into medical waste disposal containers and wash your hands with soap and water
- Remove the mask and dispose of them into medical waste disposal containers and wash your hands with soap and water
- Any cleaning and disinfection waste should be disposed of separately from other household waste
- ☞ [Attachment 4] Refer to “Manual for waste disposal for persons subject to self-isolation”
- Take a shower immediately after cleaning and disinfection and change into new clothes
- Keep the windows open for at least two hours for ventilation after cleaning and disinfection. Wipe surfaces with clean, wet disposable cloth (towel).

## 2. Areas exposed to COVID-19 patients

◆ **Areas exposed to COVID-19 patients should be disinfected** in accordance with the procedures outlined below. **Use of the space** should be prohibited up until the following day, and **may be resumed afterwards**.

\* Upon disinfection, the virus dies on that day. However, the area should be blocked from access for one day in light of possible hazards due to the use of disinfectants.

- Contaminated areas should be clearly marked before cleaning and disinfecting contaminated environmental surfaces. Contaminated items should be sealed.
  - \* To prevent exposure to others
- Prepare cleaning and disinfection equipment
- Disinfection crews wearing proper personal protection equipment should be assigned for the cleaning and disinfection of the places that have been exposed to confirmed patients
  - Change gloves when they become soiled or damaged
  - Remove and dispose of disposable personal protective equipment after cleaning is complete
  - Disinfect goggles (if used) after each use in accordance with the label recommendations
  - Wash your hands with soap and water after personal protective equipment
- Keep the windows open for ventilation
- Use disinfectant-soaked cloth (towel) to clean surfaces

- Do not spray disinfectant because it may not reach the contaminated surfaces sufficiently and may reduce effectiveness of disinfection. It can also accelerate aerosolization of infectious materials
    - \* To prevent the splash of the fluid which can generate aerosol
  - To prevent aerosol from being created and splashed, repeatedly wipe the floor or horizontal surfaces during cleaning and disinfection
  - Do not use cleaning methods such as use of pressurized air that can cause aerosolization of infectious materials
- Wipe the floor with disinfectant (diluted sodium hypochlorite solution (500ppm~1000ppm))
  - Clean all high touch surfaces\* and toilet surfaces with disinfectants
    - \* Elevator buttons, handles, door knobs, armrests, seatbacks, tables, lighting switches, keyboards, switches, etc.
  - Clean with disinfectant blinds and walls of up to 3 meters in height (diluted sodium hypochlorite solution (500ppm~1000ppm))
  - Wash washable curtains, fabrics and beddings in a washing machine with warm water
    - For a hot water cycle, wash the laundry with disinfectant and hot water at 70°C for more than 25 minutes
    - For a warm water cycle (below 70°C), use chemicals that work effectively in warm water when used in proper concentration
  - Disinfection crews should properly disinfect mattresses, pillows, cushions and

- carpets used by infected patients
  - Replace permeable surfaces such as fabrics
  - Soiled fabrics should be disposed of. If disposal is not possible, soak them in a diluted sodium hypochlorite solution (500ppm) for 30 minutes
- Clean the floor repeatedly with disinfectant
  - Disinfect the buckets used for cleaning by soaking them in a disinfectant solution (or in a diluted sodium hypochlorite solution (1000ppm) for more than 10 minutes) or rinsing them with hot water
  - To prevent cross contamination, disinfect nonporous cleaning equipment\* after cleaning each area and dispose of cleaning and disinfection equipment made of hydrophilic materials such as cloth
    - \* Disinfection equipment should be managed, separately from other equipment.
  - Disinfection waste should be disposed of into medical waste disposal containers