

COVID-19 Response Manual of PUTS

A. Government’s Quarantine Standards

1. The basic name of all distancing steps shall be unified to ‘social distancing’, and categorized into steps 1 through 3 according to the severity of infectious diseases and the intensity of preventive measures.

Categorization (recent 2 weeks)	Social distancing		
	Step 1 (distancing in daily life)	Step 2	Step3
Daily confirmed cases (focus on community patients)	Below 50 people	50~100 people	100~200 people and more, twice doublings within a week
Ration of Infection path unknown case	Under 5%	-	Rapid increment
Current status of group outbreaks under control	Decline or restrained	Rapid increment	Rapid increment
Percentage of management in quarantine network (%)	Increment or over 80%	-	-

A. Quarantine measures for Step 1

- 1) Gatherings, meetings, and events should be convened in compliance with quarantine rules (distance keeping, wearing masks, etc.)
- 2) Multi-use facilities use is allowed in principle
 - Make observation of high-risk facilities’ quarantine measures (wearing masks, fill in electronic entrance ledger, etc.) obligatory

- 3) Lectures on-site and on-line are proceeded at the same time together
- 4) Minimize density by flexible working and telecommuting (e.g. a third of the total number of people) by office and department of public institutions, and by lunch wave system during lunch time.

B. Quarantine measures for Step 2

- 1) Recommendation for postponement or cancellation of gatherings, meetings, events, etc. of 50 or more people indoor and 100 people outdoor
- 2) Multi-use facility operation shutdown basically (if non-face-to-face service is available, operation allowed)
 - Operation of high-risk facilities shutdown
 - Make observation of other facilities' quarantine measures (wearing masks, limitation on the number of users, etc.) obligatory
- 3) Lectures on-site and on-line are proceeded at the same time together
 - Minimize the student density by the reduction of the number of attendee
- 4) Minimize density by flexible working and telecommuting (e.g. a half of the total number of people) by office and department of public institutions, by lunch wave system during lunch time, and by staggered commuting.

C. Quarantine measures for Step 3

- 1) Executive order for the cancellation of gatherings, meetings, events, etc. of 10 or more people

- Exceptionally permitted if necessary for official and management activities; funeral attendance is allowed only for family.
- 2) Restrictions and suspensions on the operation of all non-essential multi-use facilities
 - Discontinued operation of public and private facilities
 - Mandatory compliance with quarantine rules (wearing masks, limiting the number of users, etc.) + suspension of operation after 9 pm.
- 3) Switching to on-line classes or closing classes
- 4) Telecommuting of all personnel other than essential work force of public institutions

II. PUTS's Response Manual

1. Common Requirements

A. Wear masks all the time

B. Maintain physical distancing at least 1m in all directions

C. Hand washing: wash with soap for more than 30 seconds or wash with hand sanitizer

D. Disinfection

- i. Disinfection activities by specialized organizations (regular): once a week for dormitory, other buildings biweekly (on semester)
- ii. Self-disinfection (always)
 - a. Beautification team (contractor company): facilities (once a day)
 - b. Under responsibility of administration departments: quarantine activities with ethanol at least twice a day for the all the surfaces that are touched in charge of the director of nearby department.

E. Ventilation: Open the entire window every two hours and ventilate (same for air conditioning operating condition)

F. Cover with your sleeve when you cough

G. In case of over 37.5 Celsius degrees' body temperature and abnormal symptoms, contact the Centers for Disease Control and Prevention (Tel. 1339) immediately after returning home.

H. Use personal containers when using food and beverage stores

2. Find attached file for the information about access control, classes, etc.

Categorization (recent 2 weeks)	Social distancing		
	Step 1 (distancing in daily life)	Step 2	Step3
Entrance gate (South, North, West)	1)Building-specific control 2)Installation of notice for wearing masks at all three gates	Identical to step 1	-West Gate shutdown - allocate full-time workers to North and South gate to control all the people (febrile check, fill out entrance ledger, etc.)
Samuel A. Moffett Memorial Building	1) Exit: B2, 1 st , 3 rd floor 2) Elevator: entire floor 3) Febrile check/entry ledger: allocate full-time workers at the lobby of 3 rd floor, from 9 to 17, attach stickers to the <u>visitors from outside</u> 4) Those who do not have stickers are	1) Exit: B2, 3 rd floor 2) Elevator: B2, 3 rd floor 3) febrile check/entry ledger: allocate full-time workers at the lobby of 3 rd floor, from 9 to 17, attach stickers to the <u>all visitors</u> 4) Those who do not have stickers are <u>required</u> to febrile check/fill out the	-West Gate shutdown - allocate full-time workers to North and South gate to control all the people (febrile check, fill out entrance ledger, etc.)

	<u>required</u> to febrile check/fill out the ledger at respective offices	ledger at respective offices	
Lee SangJo Memorial Library	<p>1) Exit: 2nd, 3rd floor of Moffett Building</p> <p>2) Elevator: B2, 2nd, 3rd floor</p> <p>3) Febrile check/entry ledger: allocate full-time workers at the lobby of 3rd floor, from 9 to 17, attach stickers to the <u>visitors from outside</u></p>	<p>1) Exit: shutdown 2nd floor entrance - Enter & exit from 3rd floor of Moffett building</p> <p>2) Elevator: B2, 3rd floor</p> <p>3) Febrile check/entry ledger: allocate full-time workers at the lobby of 3rd floor, from 9 to 17, attach stickers to the <u>all visitors</u></p> <p>4) Those who do not have stickers are <u>required</u> to febrile check/fill out the ledger at respective offices</p>	-West Gate shutdown - allocate full-time workers to North and South gate to control all the people (febrile check, fill out entrance ledger, etc.)
Han KyungJik Memorial Chapel	1) Exit: 1 st floor of Moffett Building (iron door in front of the old maintenance office, Spirituality Formation room open), shutdown the main entrance of 1 st floor, shutdown 3 rd floor, Mizpah entrance	1) Exit: 1 st floor of Moffett Building (iron door in front of the old maintenance office, shutdown Spirituality Formation room), shutdown the main entrance of 1 st floor, shutdown 3 rd floor, Mizpah entrance	-West Gate shutdown - allocate full-time workers to North and South gate to control all the people (febrile check, fill out entrance ledger, etc.)
Presbyterian Women's Memorial Music Hall	<p>1) Exit: B1, shutdown the entrance to Spirituality formation room</p> <p>2) No elevator</p>	<p>1) Exit: B1, shutdown the entrance to Spirituality formation room</p> <p>2) No elevator</p>	-West Gate shutdown - allocate full-time workers to North and South gate to control all the people

	3) Febrile check/entry ledger: allocate full-time workers at the lobby of 3 rd floor, from 9 to 17, attach stickers to the <u>all visitors</u>	3) Febrile check/entry ledger: allocate full-time workers at the lobby of 3 rd floor, from 9 to 17, attach stickers to the <u>all visitors</u>	(febrile check, fill out entrance ledger, etc.)
Soyang Ju KiCheul Memorial Prayer Tower	1) Exit: Only available through 4 th floor entrance, other exits are shutdown 2) Elevator: both are normally running 3) Febrile check/entry ledger: allocate full-time workers at the lobby of 3 rd floor, from 9 to 17, attach stickers to the <u>visitors from outside</u>	1) Exit: Only available through 4 th floor entrance, other exits are shutdown 2) Elevator: both are normally running 3) Febrile check/entry ledger: allocate full-time workers at the lobby of 3 rd floor, from 9 to 17, attach stickers to the <u>all visitors</u>	-West Gate shutdown - allocate full-time workers to North and South gate to control all the people (febrile check, fill out entrance ledger, etc.)
Center for World Mission	1) Exit: 1 st floor, apartment side 2) No elevator	1) Exit: 1 st floor entrance only 2) No elevator 3) Febrile check/entry ledger: allocate full-time workers at the lobby of 3 rd floor, from 9 to 17, attach stickers to the <u>all visitors</u>	-West Gate shutdown - allocate full-time workers to North and South gate to control all the people (febrile check, fill out entrance ledger, etc.)
Luce Center for the Global Church	1) Exit: 1 st floor, B2 2) Elevator: 1 st ~4 th floor 3) Febrile check/entry ledger: allocate full-time workers at the lobby of 3 rd floor, from 9 to 17, attach stickers to the	1) Exit: only 1 st floor open, shoutdown B2 2) Elevator: 1 st ~4 th floor 3) Febrile check/entry ledger: allocate full-time workers at the lobby of 3 rd floor, from 9 to 17, attach	-West Gate shutdown - allocate full-time workers to North and South gate to control all the people (febrile check, fill out entrance ledger, etc.)

		<u>visitors from outside</u>	stickers to the <u>all visitors</u>	
dormitory	Kim Sunho Memorial Women's Hall	- Manage entrants in the lobby on the 1 st floor (febrile check, fill out the entrance ledger, etc.)	Identical to step 1	-West Gate shutdown - allocate full-time workers to North and South gate to control all the people (febrile check, fill out entrance ledger, etc.)
	Somang hall, Myungsung Hall	- Manage entrants in front of the dormitory office (febrile check, fill out the entrance ledger, etc.)	Identical to step 1	-West Gate shutdown - allocate full-time workers to North and South gate to control all the people (febrile check, fill out entrance ledger, etc.)
	Spirituality Residence Hall	- Manage entrants at the entrance on the 4 th floor (febrile check, fill out the entrance ledger, etc.) - 2 nd floor entrance is only allowed for the post office	Identical to step 1	-West Gate shutdown - allocate full-time workers to North and South gate to control all the people (febrile check, fill out entrance ledger, etc.)
Sports facilities	Weight room	-during semester: only enrolled students can book in advance, and administrator will be allocated to operate and manage -during vacation: only enrolled students can book in advance, and they are responsible for all the management and disinfection	-during semester: only enrolled students can book in advance, and administrator will be allocated to operate and manage -during vacation: Option1: shutdown Option2: only enrolled students can book in advance, and they are responsible	-West Gate shutdown - allocate full-time workers to North and South gate to control all the people (febrile check, fill out entrance ledger, etc.)

		for all the management and disinfection	
Table tennis room	-during semester: only allowed to inside members, after febrile check and filling out the entrance ledger, take key from the Luce Center -during vacation: shutdown	Identical to step 1	-West Gate shutdown - allocate full-time workers to North and South gate to control all the people (febrile check, fill out entrance ledger, etc.)
Activity room	-during semester: shutdown -during vacation: shutdown	Identical to step 1	Identical to step 1
Basketball court	-during semester: only allowed to inside members after previous booking, febrile check and filling out the entrance ledger at South gate, take key to use	Identical to step 1	-Shutdown
Tennis court	-during semester: only allowed to inside members and alumni after previous booking, febrile check and filling out the entrance ledger at South gate, take key to use	Identical to step 1	-Shutdown
School yard	-during semester: only allowed to inside members and alumni after previous booking, febrile check and filling out	Identical to step 1	-Shutdown

		the entrance ledger at South gate		
	Club room	-during semester: shutdown -during vacation: shutdown	Identical to step 1	Identical to step 1
Other Intra mural facilities	Cafeteria for faculties (70 people)	-Install partition across the table -observe 1 m distancing while standing in line and eating -use disposable plastic gloves when getting meal -no talking allowed	-Install partition across the table -observe 2 m distancing while standing in line and eating -use disposable plastic gloves when getting meal -no talking allowed	Identical to step 2
	Cafeteria for students (150 people)	-Install partition across the table -observe 1 m distancing while standing in line and eating -use disposable plastic gloves when getting meal -no talking allowed	-Install partition across the table -observe 2 m distancing while standing in line and eating -use disposable plastic gloves when getting meal -no talking allowed	Identical to step 2
	Café Grazie	-mandatory mask wearing -1 m distancing in every direction while standing in line -1 m distancing in every direction while drinking	-all visitors fill out the entrance ledger -mandatory mask wearing -2 m distancing in every direction while standing in line -2 m distancing in every direction while drinking	Identical to step 2
	Book cafe	-mandatory mask wearing -1 m distancing in every direction while standing in line -1 m distancing in every direction while drinking	-all visitors fill out the entrance ledger -mandatory mask wearing -2 m distancing in every direction while standing in line	Identical to step 2

			-2 m distancing in every direction while drinking	
Subcontract workers	Under control of site manager of subcontract company	Under control of site manager of subcontract company	Under control of site manager of subcontract company	Under control of site manager of subcontract company
Construction workers	Under control of site manager of construction company	Under control of site manager of construction company	Under control of site manager of construction company	Under control of site manager of construction company
KwangJang Church	Church is in charge of quarantine activities	Church is in charge of quarantine activities		
DuRae Church	Church is in charge of quarantine activities	Church is in charge of quarantine activities		
Class related	-supervised by the department of Education & Scholarship -parallel operation of on-site and on-line courses (on-site classes: under ½ of capacity)	-supervised by the department of Education & Scholarship -parallel operation of on-site and on-line courses (on-site classes: under 1/3 of capacity)	-supervised by the department of Education & Scholarship -entire classes are switched to on-line	