

東海大學因應嚴重特殊傳染性肺炎停補復課原則

109 年 03 月 07 日校長核定

第一條 本校為因應校園如發生嚴重特殊傳染性肺炎病例，配合防疫措施，特訂定停課補課復課原則，以維護學生健康及學習權益。

第二條 本校如有下列情形之一者，即予停課：

- 一、個人停課：符合具感染風險民眾追蹤管理機制所列「自主健康管理」、「居家隔離」或「居家檢疫」之師生，應依規定辦理請假，返校上課後再提出相關證明，不列入假別計算。學生依本規定請假者不予扣計學期成績。
- 二、全班停課：如有 1 例確診，該師生所授（修）課程之班級均停課。
- 三、全校停課：如有 2 例確診，則全校停課。
- 四、停課標準如疫情升級且中央流行疫情指揮中心或教育部公布停課標準，從其規定。

第三條 停課通報程序及公告：

一、「自主健康管理」者：

（一）教師：由教師通知開課單位（院、系、所、學位學程、室或中心），回報教務處註課組。

（二）學生：由學生通知所屬系、所、學位學程，回報教務處註課組。

二、「居家隔離」、「居家檢疫」及「確診」者：

（一）教師：由教務處註課組通知開課單位，轉知教師。

（二）學生：由教務處註課組通知學生所屬系、所、學位學程，轉知學生。

三、以上程序需於收到通知當天立即處理，並將停課訊息公告於教務處及開課單位網頁。

第四條 停課後補課配套措施：

一、教務處及開課單位應建立嚴重特殊傳染性肺炎訊息停補復課網頁，告知學生停課期間相關訊息。

二、個人停課（含自主健康管理、居家隔離或居家檢疫）：

（一）教師：其所授課程得由所屬開課單位，協調安排代課老師進行補課，亦可透過 iLearn 等數位平台進行線上授課或由教師於返校後二個月內或期末考後一週內補課。

（二）學生：由開課單位協調任課教師依教學進度將授課大綱、重點及教材上網，學生可透過 iLearn 等數位平台進行居家線上學習，或依照教師指定的開放平台課程或作業要求在家學習。

三、全班停課：停課期間得以 iLearn 等數位平台進行同步/非同步線上教學，亦可於停課期滿後，由任課教師與學生商議實體或線上補課時間，並通知教務處註冊課務組補課情形。

四、全校停課：由於全校停課導致學期上課週數未達十八週時，將由學校统一安排補課，並彈性調整寒暑假假期。

五、授課教師需對停課學生進行課外輔導者，可向教務處教學發展中心申請經費，聘請學生協助輔導。

第五條

復學（課）：

- 一、經自主健康管理、居家隔離或居家檢疫之教師及學生，需按規定自通報日起 14 天後始能返校上課。
- 二、經醫生診斷感染嚴重特殊傳染性肺炎之教師及學生，經隔離治療出院後，需自主健康管理 14 天，始能返校上課。

第六條

補考措施：

- 一、學生因嚴重特殊傳染性肺炎需自主健康管理、居家隔離或居家檢疫經准假期間，適值期中、期末考試，其未經考試之科目，銷假後由授課教師安排補考，惟授課教師因故不克處理時，可由開課單位協助處理。
- 二、全班性停課期間適值期中、期末考試，其未經考試之科目，銷假後授課教師應另行安排補考，惟授課教師因故不克處理時，可由開課單位協助處理。
- 三、全校性停課時期中、期末考試及教師繳交成績日期均予順延。
- 四、各項考試期間，學生以疑似嚴重特殊傳染性肺炎請假者，應從寬認定處理。

第七條

本原則新（修）訂後，陳請校長核定後公布實施。

THU Policies Governing Pausing and Resuming Class due to Covid-19

Presidential consent on 2020/03/07

- Article 1 To cope with the potential spread of Covid-19, THU here regulates the policies governing pausing and resuming class to safeguard students' learning and health.
- Article 2 If any of the following occurs, class pauses:
1. Individual leave: Those qualified for home quarantine, home confinement for virus inspection, or under self-health management should ask for a leave with relevant proofs to be submitted later upon return. Leaves as such will not be counted in the official record; no points will be deducted for students under such circumstances.
 2. The whole class should be off (both teacher and students) if there is one verified case.
 3. The whole school should be off if there are two verified cases.
 4. If the situation worsens and new releases regarding class-pausing standards come from Central Command Center for Epidemic or the Ministry of Education, THU shall abide.
- Article 3 Announcement and procedures to report pausing class:
1. Under self-health management
 - (1) Teachers should notify the course-offering units (department, graduate school, program, center, college) and report to the Registration and Curriculum Section.
 - (2) Students should notify their home units and report to the Registration and Curriculum Section.
 2. For the ones under home quarantine, home confinement for virus inspection, and verified cases:
 - (1) The Registration and Curriculum Section will inform the course-offering units and alert the teacher in question.
 - (2) The Registration and Curriculum Section will inform the home unit (department, graduate school, or program) of the student in question and alert the student.
 3. On the same day upon notification, information for pausing class should be posted on the Website of course-offering units and that of the Registration and Curriculum Section.
- Article 4 Make-up measures after a class is paused:
1. Measures for making up a class will be posted on the Website of the course-offering unit as well as that of the Registration and Curriculum Section.
 2. Individual leave of absence (under self-health management, home quarantine, or home confinement for virus inspection)

- (1) The teacher may find a substitute, conduct distance-learning on iLearn (and such), or make up the missing hours within 2 months upon return (or within the week right after the final exams)
- (2) The students may study at home by keeping up with the syllabus and postings on iLearn (and such).
3. Two options may be taken when the whole class is paused: one is to conduct live or recorded sessions on iLearn (and such); the other is have actual class upon return. In whichever case, the Registration and Curriculum Section needs to be notified.
4. In case the whole school is paused before a complete semester is done (under 18 weeks), necessary adjustments will be made on the lengths of winter and summer vacations.
5. Student mentors are viable through the Registration and Curriculum Section if needs be to assist learning.

Article 5

Resuming class:

1. Those under home quarantine, home confinement for virus inspection, or under self-health management have to stay home for 14 days before returning to school.
2. Verified cases (both teachers and students) need to be under self-health management for 14 days after they have been discharged from the secluded treatment.

Article 6

Make up Exams:

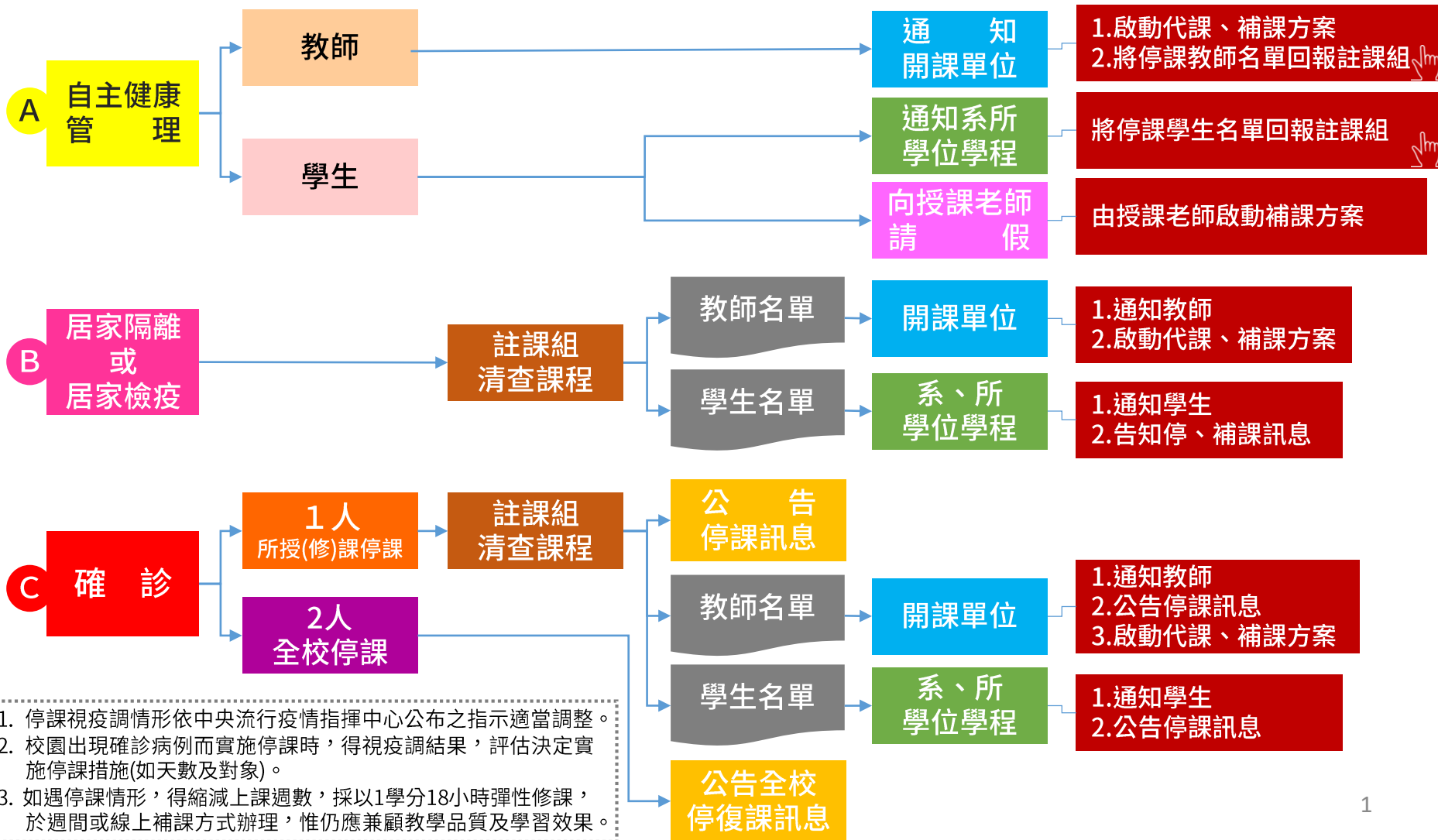
1. If the recess time due to home quarantine, home confinement for virus inspection, or self-health management happen to fall in the midterm or final week make up exams should be ministered by the teacher or the course-offering unit.
2. If the whole class is off during the midterm or the final week, make up exams will be ministered by the teachers or the course-offering units.
3. Grade submission deadline (for midtern and final) will be postponed if the whole school is paused
4. Leniency toward leave of absence will be lent to those victimized by Covid-19.

Article7

The above policies (and later revision) takes effect after the presidential consent.

東海大學因應嚴重特殊傳染性肺炎 停補復課通報流程

V1



東海大學因應嚴重特殊傳染性肺炎

自主健康管理、居家隔離、居家檢疫-課程清查

V1

時間

依通知起迄時間

課程

教師或學生所授(修)
課程

人員

教師、學生

地點

教室、系辦、行政單位、宿舍、餐廳…

ex：學生

課程1-共選甲老師

課程2-A系乙老師

課程3-B系丙老師

ex：教師

課程1

課程2

課程3

- 學生：所屬系所>通知學生
- 老師：開課單位>通知甲、乙、丙老師啟動被通報之學生補課措施

- 老師：通知開課學系>啟動被通報之教師代課、補課措施

東海大學因應嚴重特殊傳染性肺炎 確診-課程清查

V1

時間

依通知起迄時間

課程

教師或學生所授(修)
課程

人員

教師、學生

地點

教室、系辦、行政單位、宿舍、餐廳...

Ex：
學生

課程1-共選甲老師，30名學生(A系、B系)

課程2-A系乙老師，30名學生(C系、D系)

課程3-B系丙老師，30名學生(A系、C系)

Ex：
教師

課程1-共選甲老師，30名學生(A系、B系)

課程2-共選甲老師，30名學生(C系、D系)

課程3-共選甲老師，30名學生(A系、C系)

- 課程：3門
- 老師：3名，通知開課學系(共選、A系、B系)>通知老師
- 學生：4系、90名，通知系所(A、B、C、D系)>通知學生
- 甲、乙、丙老師尚有其他授課，視疫調結果決定停課措施

- 課程：3門
- 老師：1名，通知開課學系>通知老師
- 學生：4系、90名，通知系所(A、B、C、D系)>通知學生
- 90名學生其他所修之課程，視疫調結果決定停課措施

具感染風險民眾追蹤管理機制

資料更新日期 2020/3/20

介入措施	居家隔離	居家檢疫	自主健康管理
對象	確定病例之接觸者	具國外旅遊史者	對象1:通報個案但已檢驗陰性且符合解除隔離條件者 對象2: 社區監測 通報採檢個案 對象3:3/19前具「國際旅遊疫情建議等級」 第一級 及 第二級 國家旅遊史者
負責單位	地方衛生主管機關	地方政府民政局/ 里長或里幹事	衛生主管機關
方式	居家隔離14天 主動監測1天2次	居家檢疫14天 主動監測1天1~2次	自主健康管理 14天
配合事項	- 衛生主管機關開立「居家隔離通知書」 - 衛生主管機關每日追蹤2次健康狀況 隔離期間留在家中(或指定地點)不外出，亦不得出境或出國，不得搭乘大眾運輸工具 有症狀者由衛生主管機關安排就醫 - 如未配合中央流行疫情指揮中心防治措施，將依傳染病防治法裁罰，必要時進行強制安置。	- 主管機關開立「旅客入境健康聲明暨居家檢疫通知書」，配戴口罩返家檢疫。 - 里長或里幹事進行健康關懷14天，每日撥打電話詢問健康狀況並記錄「健康關懷紀錄表」。 檢疫期間留在家中(或指定地點)不外出，亦不得出境或出國，不得搭乘大眾運輸工具。 有症狀者將送指定醫療機構採檢送驗，衛生主管機關加入主動監測。 - 如未配合中央流行疫情指揮中心防治措施，將依傳染病防治法裁罰，必要時進行強制安置。	無症狀者：儘量避免出入公共場所，延後非急迫需求之醫療或檢查，如需外出應全程配戴外科口罩；勤洗手，落實呼吸道衛生及咳嗽禮節；每日早/晚各量體溫一次。 有發燒或咳嗽、流鼻水等呼吸道症狀、身體不適者：確實佩戴外科口罩，儘速就醫，且不得搭乘大眾交通運輸工具；就醫時主動告知接觸史、旅遊史、職業暴露及身邊是否有其他人有類似症狀；返家後亦應配戴口罩避免外出，與他人交談時應保持1公尺以上距離。 - 如就醫後經醫院安排採檢，返家後於接獲檢驗結果前，應留在家中不可外出。 醫療院所工作人員暫勿至醫療院所上班。
法令依據	§ 傳染病防治法第48條 § 嚴重特殊傳染性肺炎防治及紓困振興特別條例第15條第1項	§ 傳染病防治法第58條 § 嚴重特殊傳染性肺炎防治及紓困振興特別條例第15條第2項	§ 傳染病防治法第48條、第58條 § 傳染病防治法第67條、第69條

中央流行疫情指揮中心 關心您



www.cdc.gov.tw

疫情通報及諮詢專線：1922

廣告

CECC Measures for Following Up on Persons at Risk of Infection

03.20.2020

Intervention	Home Isolation	Home Quarantine	Self-health management
Groups of persons	Persons who had contact with confirmed cases	People with travel history	1. Reported cases who have tested negative and met criteria for being released from isolation 2. People reported and tested for COVID-19 under "COVID-19 Community-based Surveillance" 3. People returning Taiwan from countries under level 1 and level 2 travel notice before March 19
Responsible authorities	Local health authorities	Local civil affairs bureau or borough chief	Central/Local health authorities
Enforcement	Home isolation for 14 days Active monitoring twice a day	Home quarantine for 14 days Active monitoring once or twice a day	Self-health management for 14 days
Notes concerning respective measures	• Health authority will issue a "Home (Self) Isolation Notice" • Health authority shall check health status of the individual twice a day • During the home isolation period, the individual is to stay at home (or designated location) and not go out, and may not leave the country or use public transportation • Symptomatic individuals will be sent to the hospital for medical attention • Individuals not adhering to the CECC's prevention measures will be penalized under the Communicable Disease Control Act and, where circumstances warrant, be forcibly placed	• Where the relevant authority has issued a Novel Coronavirus Health Declaration and Home Quarantine Notice, the individual is to wear a surgical mask and return home for home quarantine • The local borough chief or borough clerk shall call the individual every day during the 14-day period to ask about the individual's health status, and shall record the information obtained • During the quarantine period, the individual is to stay at home (or designated location) and not go out, and may not leave the country or use public transportation • Symptomatic individuals will be sent to designated medical facilities for tests; the relevant health authority will also begin active monitoring • Individuals not adhering to the CECC's prevention measures will be penalized under the Communicable Disease Control Act and, where circumstances warrant, be forcibly placed	• Asymptomatic individuals are to avoid public places, postpone any non-urgent medical care or examination, always wear a surgical mask when going out, wash hands frequently, follow respiratory hygiene and cough etiquette, and take temperature twice a day, once in the morning and once in the evening. • Individuals with fever or respiratory symptoms such as coughing or running nose are to wear a surgical mask, seek medical attention immediately and not to use public transport; inform the physician of your contact history, travel history, and whether anyone else has similar symptoms; wear a surgical mask while returning home and avoid going out; and keep 1 meter away from others when talking to them. • After being tested for COVID-19 and returning home, individuals are to stay at home and not to go out before receiving results • Medical personnel are to stay at home and not to come to work temporarily
Legal basis	§ Article 48, Communicable Disease Control Act § Paragraph 1, Article 15, Special Act for Prevention, Relief and Revitalization Measures for Severe Pneumonia with Novel Pathogens	§ Article 58, Communicable Disease Control Act § Paragraph 2, Article 15, Special Act for Prevention, Relief and Revitalization Measures for Severe Pneumonia with Novel Pathogens	§ Article 48, Communicable Disease Control Act; Article 58, Communicable Disease Control Act § Article 67, Communicable Disease Control Act; Article 69, Communicable Disease Control Act

