

## 進修推廣處防疫措施

### Office of Continuing Education and Extension Education Protective Measures against the new coronavirus

本校防疫措施及物資需求

Protective measure and material requirement of NTUE

★ 辦公室及上課教室：每日於門把、電源開關、電腦鍵盤等常接觸的位置擦拭消毒。

**Classrooms and Offices**: Doorbells, switches and keyboards are **sanitized every day**.

★ 辦公室及上課教室開窗開門維持通風，如非必要不使用冷氣空調。

**Doors and windows are opened for air circulation. Do not turn on air conditioner unless necessary.**

★ 防疫物資需求：

Material Requirement:

→ 口罩：2月11日防疫籌備會議已決議由衛保組協助提供備用口罩及額溫槍一支，供碩專班學生臨時使用需求。

- Masks: According to precaution meeting minute on Feb.11<sup>th</sup> 2020, Division of Health Service will **provide extra mask and one (1) forehead thermometer for the temporary use of Master degree students.**

★ 招生防疫措施：

**Protective measure for Recruitment and Enrollment**:

2/22 筆試面試當日比照日碩考試作法

The examination on Feb 22<sup>nd</sup>, 2020 will follow the same measure of Master program entrance examination

1. 請考生自行配戴口罩應試，核對身分時請考生拉下口罩。

**All candidates shall wear masks** and shall only remove the masks during identity check.

2. 考生進入試場或大樓出入口，備有酒精供考生消毒。

The university will provide alcohol-based hand rub for candidates at main entrance or the examination hall.

3. 衛保組協助筆試考生全數量額溫(另加派2名考生服務隊支援)，面試系所由衛保組協助分配及通知防疫物資。

Division of Health Service will assist in **measuring temperature for all candidates** (with extra two assistants from candidate service squad). Division of Health Service will also distribute the sanitary materials to all school departments.

4. 筆試有隔離需要之考生，以另一樓層備用筆試試場應試。

**The university will prepare an isolated floor of examination hall if there is any candidate who requires quarantine.**

5. 不開冷氣，改以開窗、前後門，讓空氣流通。

**Air condition in examination hall will not be used. Doors and windows will be opened for air circulation.**

6. 網站設置防疫專區，公告本處相關業務之防疫措施。

A protective measure site on the university website will be established for public announcement of such measures.

2/21 筆試考場布置

Feb 21<sup>st</sup> arrangement of examination hall

1. 將原 50 人一間試場，調整為 34 人一間試場。

**The size of examination hall is adjusted from accommodating 50 pax to 34 pax.**

2. 試場以稀釋漂白水進行消毒(桌椅手把)。

**Doors, chairs and doorbells will be sanitized.**

3. 張貼防疫措施海報。

Protective measure posters will be posted.

2/24 閱卷場地布置

Feb 24<sup>th</sup> arrangement for the entrance examination scoring place

1. 以稀釋漂白水進行消毒(桌椅手把)。

**Doors, chairs and doorbells are sanitized.**

2. 不開冷氣，改以開窗(不開門)，讓空氣流通。

**Air condition is turned off. Windows (but not doors) are opened for air circulation.**

## 推廣教育中心辦理非學分班防疫措施如下

### For non-credit program, Office of Continuing Education and Extension Education Protective measures are as below:

- 一、非學分班課程依既定課程時間正常上課，遇特殊狀況須延期或停課時，均事先公告於網站上。

All schedules for non-credit program remain normal. **All suspensions or postponements will be posted on website.**

備註：兒童毛硬筆班、瑜珈體能系列課程、師資培育(達克系列)課程

- 二、教室開窗戶或開門，保持空氣流通。

**Doors or windows opened in classrooms** for air circulation.

- 三、主動關心學員健康狀態，提醒學員落實個人防護措施並勤洗手。若出現額溫 $\geq 37.5^{\circ}\text{C}$ 、耳溫 $\geq 38^{\circ}\text{C}$ 、咳嗽、喉嚨不適等呼吸道症狀時，務必戴上口罩、立刻就醫。

We proactively check all student's health condition and remind all students to execute personal hygiene measures, including washing hands. If any student shows **any symptom of forehead temperature  $\geq 37.5^{\circ}\text{C}$ , ear temperature  $\geq 38^{\circ}\text{C}$ , coughing, or sore throat, please wear masks and seek for medical treatment immediately.**

- 四、配合學校防疫措施，於電梯進出口提供稀釋酒精消毒，洗手間備有洗手乳供學員使用。

We provide alcohol-based hand rub in the entrance of elevator and in toilets for students, according to the protective measures announced by NTUE.

- 五、若有曾出入中港澳的學員，依疾病管制署公告規定屬自主健康管理或隔離者，檢附證明即可辦理專案退費。

Tuition refund can be applied for students who prove to have

- Entered PRC, Hong Kong and Macau, or
- Been required by CDC to stay self-management of health or quarantine.

- 六、本校推廣教育中心將配合學校整體防疫政策，掌握疫情發展，並依據中央流行疫情指揮中心公布之防疫建議，隨時調整並發布相關防疫措施。

Office of Continuing Education and Extension Education in NTUE will closely monitor the latest news of new coronavirus outbreaks and adjust protective measure in accordance with CDC.