

National Cheng Kung University

Checklist to evaluate preparedness, prevention and control of COVID-19 in Public Gatherings

2022.12.2 COVID-19 Prevention Meeting

Translated by NCKU Student Development and Activities Division 2022.12.23

Event : _____

Location : _____

Venue : Indoor Outdoor

Date : (yyyy) / (mm) / (dd)

※Your prevention plan must contain the 8 required items, or it will not be reviewed. If your plan needs to get the approval from Health Center, you must deliver to the center at least 1 week before your event.

No.	preparedness, prevention and control	Referred page(p.)
1. Number of Participants (including staffs)	<input type="checkbox"/> No limits. Must not exceed the capacity of the venue.	
2. Participant's Info.	<input type="checkbox"/> Sign-in sheet	
3. Space Arrangement	<input type="checkbox"/> Must not exceed the capacity of the venue.	
4. Before Entering Venue	<input type="checkbox"/> Hand disinfection <input type="checkbox"/> Wear a surgical mask <input type="checkbox"/> Maintain social distance	
5. Response Mechanism	SOP for staffs when suspected cases appears: <input type="checkbox"/> Take the suspected case away from others <input type="checkbox"/> Assist the case in using rapid test kit <input type="checkbox"/> Inform NCKU Campus Security Center (06-2757575 ext.55555)	
6. Air Ventilation	<input type="checkbox"/> Outdoor <input type="checkbox"/> Indoor with open windows <input type="checkbox"/> While A/C is on, have doors/windows open to ensure good ventilation	
7. Event Duration and Other Do's & Don'ts	<input type="checkbox"/> Event timetable <input type="checkbox"/> Enhance environment disinfection (at least once every 2 hours) <input type="checkbox"/> Meals allowed during breaks, but must maintain social distance	
8. Rapid test kits	<input type="checkbox"/> List the number of prepared rapid test kits	

Organizer's Director (signature)	Event Contact (signature) Phone No.:
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※In order to reduce the risk of community transmission of COVID-19, organizers should evaluate the necessity and related risks of the event, and should have a detailed epidemic prevention and control plan if decided to hold the event. If one cannot conduct an evaluation nor follow the plan, it's strongly recommended to cancel or postponed the event.

※There is no need to submit an epidemic prevention plan when there is no epidemic in the world or the Ministry of Education instructs to stop all events. If the Central Epidemic Command Center announces different epidemic prevention measures in response to the epidemic, the relevant measures shall be updated simultaneously. ※This check list is passed in the NCKU COVID-19 Prevention Meeting before implementation. The same shall apply to any amendments.

※Note :

1. Organizers should take photos or recordings when conducting prevention plans during events. NCKU will perform its management and supervision responsibilities, and conduct random inspections when necessary.
2. Organizers should strictly conduct the prevention plan. If reported or fined by the health authority in violation of any epidemic-related regulations, the organizer shall take full responsibility.
3. A copy of the Event proposal and Checklist should be sent to ESH Center after approved.