

This Guidance provides basic guidelines. Use it as appropriate according to the circumstances of the government office, organization or place of business concerned.

Response Guidance for Businesses

to prevent and control the spread of COVID-19

- Sixth Edition -

- This Guidance is designed to help English-speaking employers and workers better understand the Korean “Response Guidance for Businesses to prevent and control the spread of COVID-19 (6th edition)”. Please note that there could be unintentional translation errors.
- this Guidance can be updated depending on the developments of the outbreak

Mar. 3, 2020



Ministry of
Employment and labor

Industrial Accident Prevention and
Compensation Bureau,
Occupational Health Division

Table of Contents

I. Overview of COVID-19	2
1. Legal Grounds	2
2. Clinical Characteristics	2
3. Diagnosis	2
4. Treatment	2
5. Prevention	4
II. Response Measures	6
1. Purpose	6
2. Basic Direction	6
3. Measures to Prevent and Combat the Spread of COVID-19	8
a. enhance hygiene management of workers and maintain a clean and disinfected work area	8
b. prevent the inflow and spread of infections in workplaces	12
c. when there are suspected or confirmed cases of the COVID-19 in the workplace	18
d. establish a dedicated response system and prepare a business plan to prepare for a mass leave of workers	22
4. Additional Announcements	24
a. workers leaves and suspension of business	24
b. How to utilize flexible work arrangements	28

<List of References and Attachments>

Ref1) How to deal with confirmed, probable and suspect cases and contacts.	30
Ref2) What you should do when there is a confirmed, probable or suspect case in the workplace	32
Ref3) Self-inspection checklist for businesses to prevent the infection and spread of COVID-19.	35
Ref4) Recommendations for preventing COVID-19	38
Ref5) Self quarantine guidelines	39

1

Legal Grounds

- Until more concrete evidence is revealed about clinical and epidemiological profile of cases of COVID-19 reported from Hubei province in China and others, the government will respond to the outbreak by classifying it as Group 1 Infectious Disease- Novel Infectious Syndrome.

2

Clinical Characteristics

- The main symptoms include fever and respiratory symptoms (including coughing and sore throat)
- Incubation Period: although the incubation period of COVID-19 has yet to be firmly identified, the government applies the upper limit of 14 days used for the general incubation period of coronaviruses.

3

Diagnosis

- Genetic tests (RT-PCR tests) are used to diagnose coronavirus disease (COVID)-19 through the extraction of the virus's genetic code.

4

Treatment

- As there are currently no available vaccines or treatments, patients are given symptomatic treatments.

5 Prevention

- Precautions for Preventing Novel Coronavirus Infection
 - Follow personal hygiene rules, including thoroughly washing your hands with soap and running water.
 - Cover mouth and nose with your sleeve when you cough or sneeze
 - if you show respiratory symptoms such as coughing, make sure to wear a mask.
 - Wear a face mask when visiting a hospital/clinic, including a triage health center.
 - do not touch your eyes, nose and mouth with unclean hands
 - Avoid contact with people with a fever or respiratory symptoms, such as a cough.
 - If you think you have an COVID-19, consult with your local public health center or call “1345” or “Area Code +120”.
 - If you are pregnant, 65 or older, or suffering from any chronic disease*, refrain from visiting places where many people gather.
 - * diabetes, heart failure, chronic respiratory diseases, kidney failure, cancer, etc)
 - * If you have a fever or respiratory symptoms (e.g. a cough, a sore throat, etc), stay home from work and avoid outdoor activities.
 - Stay home and rest well for three to four days, and if the symptoms get worse, consult with your local public health center or call “1345” or “Area Code + 120”.
 - Use your own car and put on a mask when visiting a hospital/clinic

- Protection measures to take when going abroad or visiting areas where the virus is spreading
 - refrain from engaging in outside activities as much as possible
 - Keeping good personal hygiene practices, such as washing your hands and covering your mouth and nose
 - If you have a fever or symptoms of a respiratory illness, visit a triage health center or a public health center, or call 1345 or 120 for counseling
 - Avoiding contact with animals during traveling
 - Avoiding contact with anyone showing symptoms of respiratory illness (e.g. fever, sore throat, etc).

II

Response Measures

1

Purpose

- This guidance is designed to protect the health of workers by preventing the entry and spread of the novel coronavirus within the workplace in case of the spread of the virus coming from China.

2

Basic Direction

- Businesses should keep checking on absent employees and **thoroughly monitoring the developments of the outbreaks among their workers** (including subcontracted, temporary agency and contract workers) who are suspected of coronavirus infections or show symptoms of the infectious disease.

- If **any of their workers** (including subcontracted, temporary agency and contract workers) **has been infected with the coronavirus**, the employers should take **prompt action to properly isolate** the patients (including those subject to isolation).
- **health officers(including specialized health management institution)** should **fully inform** other employees (including subcontracted, temporary agency and contract workers) of this guidance and **monitor their implementation**.
- Businesses should designate a team or employees dedicated to sustaining **business operations** in case of a coronavirus epidemic and prepare **the initial response and countermeasures for the outbreak**. In this regard, subcontracted companies should also be covered by the emergency plan.

Measures to Prevent and Combat the Spread of COVID-19

A. enhance hygiene management of workers and maintain a clean and disinfected work area

- enhance personal hygiene management of workers
 - encourage employees to keep good personal hygiene practice when washing hands by having enough sinks and hygiene-related products such as hand sanitizers (including soaps) and disinfectants, disposable towels and tissue paper.
 - inform employees to follow cough etiquette and cover their mouth and nose when coughing or sneezing.

◆ Precautions for COVID 19 (Attachment 1)

- Wash your hands frequently with soap and running water for 30 seconds.
- Follow cough etiquette if you have cough or respiratory symptoms.
 - cover your mouth and nose into your sleeve when you cough or sneeze
 - if you visit a clinic/hospital for respiratory symptoms or public places, make sure to wear a mask
- Do not touch your eyes, nose and mouth.
- If you experience fever or show respiratory symptoms (coughing, sore throat, etc.) within 14 days after visiting China, report to a public health center.

- make full preparation in advance to ensure a smooth supply of protective equipment and hygiene-related products* in case of a short supply or supply disruption.

* masks, soaps, hand sanitizers, hand towels, tissue papers, detergents for disinfection, thermometers, etc.

- Promote personal hygiene tips for workers and clients (visitors)
 - provide information about basic personal hygiene tips (including washing hands and cough etiquette) for their workers and clients(visitors).
 - put up leaflets or posters to promote personal hygiene tips in the shower or basin at workplace or business place

* For information, go to the KCDC's website at www.cdc.go.kr

- Keep the workplace clean
 - clean and disinfect basins, door knobs, railings, sinks and others.
 - workers responsible for disinfection should wear personal protective equipment when cleaning and disinfecting the facility and carry out disinfection in observance of the guideline by the Ministry of Environment regarding approved applications and doses of disinfectants.

* For more details, please refer to the announcement on disinfection of collective facilities and multi-purpose facilities to prevent the novel coronavirus infection

- avoid the sharing of cups, plates and spoons and ventilate the workplace on a regular basis
- clean the furniture and rooms in company-provided dormitories and use towels and beddings separately
- A company which operates a commute bus service should keep the buses clean by disinfecting them frequently and educate workers about basic cough etiquette in the bus

B. prevent the inflow and spread of infections in workplaces

- Employees who have a fever or respiratory symptoms (coughing, sore throat, ect) are advised to wear a mask and visit the nearest clinic/hospital.

◆ Recommendations for wearing masks to prevent the COVID-19 infection

- **(how to wear a mask)** cover mouth and nose with mask and make sure there are no gaps between your face and the mask. Avoid touching the mask while using it; if you do, clean your hands with soap and water or alcohol-based hand rub.
- **(necessary to wear masks of KF80 or above where)** ①you have a cough or respiratory symptoms; ②healthy people take care of those suspected of having the virus; ③you have visited clinic/hospital; and ④you are engaged in professions at high risk of infection and spread of the COVID-19 virus*
 - * e.g.) public transportation drivers, salespersons, station workers, post office couriers, parcel couriers, large building caretakers, those engaged in professions that require a direct contact with customers, etc.
- **(not necessary to wear a mask)** when you are outside that is not crowded or in individual places

[an excerpt from 'Recommendations for wearing masks to prevent the COVID-19 infection' published by the Ministry of Food and Drug Safety]

- enhance monitoring for employees who travel overseas for business or vacation before and after their travel
 - Employees planning to travel overseas for business or vacation should be fully informed of personal hygiene rules and precautions for visiting densely-crowded facilities, traveling overseas, and after returning from abroad.
 - * In the case of China, the travel-alert Level 3 (recommend to leave: leave or cancel travel unless for urgent reasons) has been issued the Hubei province and Level 2(restrain from traveling: exercise increased caution and reconsider traveling) has been issued other regions of China (as of Jan. 28, 2020)
 - ** people are advised to refrain from traveling to Singapore, Japan, Thailand, Malaysia, Vietnam and Taiwan where there are confirmed cases of COVID-19 unless necessary (as of Feb.10, 2020)
 - If workers returning from abroad have abnormal symptoms, they should state the symptoms in the health questionnaire and explain it to the inspector.
 - If workers who have recently travelled overseas have a fever or respiratory symptoms (coughing, sore throat, etc), they should visit a hospital or a triage health center and inform the medical staff of their travel history.
- Particularly, workers who have returned from China within the last 14 days should avoid outdoor activities or contact with others for 14 days following their arrival in Korea. They are advised to take a leave of absence, work from home or the Companies may allow the workers to take leave or work from home or shut down their business to minimize the risk of infection and spread of the virus.

- Collective facilities and multi-purposed facilities should regularly monitor to detect any sign that the disease is spreading by undertaking thermal screening for the virus.
 - * (collective facility) schools, workplaces, teen and family facilities, day cares, kindergartens, social welfare centers, postnatal care centers, medical facilities, etc.
 - ** (multi-purposed facilities) libraries, galleries, concert halls, sports facilities, shopping centers(wholesale grocery stores, duty free centers, department stores, etc.), cinemas, etc.
- Businesses dealing with customers such as medical service*, airlines, wholesale grocery stores and transportation service are recommended to establish their own plans to monitor and respond to the outbreak from their employees that reflect their business characteristics.
 - * including agencies contracted by hospitals to provide services such as cleaning, laundry, care service (professional and family caregivers, etc.), security guards, etc
- Employers should encourage workers dealing with customers to disinfect hands and wear a masks to prevent the infection and provide them with necessary hygiene products.
 - * Except whom dealing with patients or **clinical materials** in medical institutions, workers dealing with customers are encouraged to maintain personal hygiene by washing hands or using hand sanitizers(alcohol-based sanitizers) rather than wearing gloves as they may spread pathogens if they continue to use polluted gloves without changing them

C. when there are suspected or confirmed cases of the COVID-19 in the workplace

- When there are suspected cases of COVID-19 in the workplace, check for symptoms; ask them to wear a masks; and immediately report to the public health center or call the KCDC Call Center at 1345.

◆ Suspected Cases

- ① persons who experience have a fever (37.5 C or higher) or respiratory symptoms (cough, sore throat, etc) within 14 days of returning from China
- ② persons who show fever or respiratory problems (such as coughing or sore throat, etc.) with in 14 days after being in close contact with a confirmed patient who has been infected by the virus during the symptom duration
- ③ Those who are suspected to have the COVID-19 infection based on doctor's opinion
 - * Persons who show high fever or respiratory symptoms (such as coughing, sore threat, etc) within 14 days after returning from high-risk countries from COVID-19 or have pneumonia caused by unknown agents, etc

- Workers who have been in contact with the suspected case of infection should not move, and wait for medical staff from the public health system in the designated isolation area^{*} at the workplace while wearing personal protective equipment (mask, disposable gloves, etc.) until they are tested and studied to assess the epidemiology of the virus

* If it is impossible to secure a temporary isolation area, follow the directions from the public health center

** Workers dealing with the suspected COVID-19 patient should wear a mask until the medical staff arrive at the scene

- After the suspected case is transported to the public health center, wear personal protective equipment(mask, disposable gloves, etc.) and disinfect the isolation area where the patient was being kept with alcohol or chlorine bleach.
 - Workers designated by the public health center as those subject to self-isolation or those who have been in contact with the patient should not go to work but report to the manager by phone, and follow the health authorities' instruction to go to a hospital or self-isolate at home.
- As soon as Where there is a new confirmed case* in the workplace, the employer should immediately inform all of the workers of the fact.
- * a patient with laboratory confirmation of a COVID-19 regardless of the clinical presentation and where all workers and clients who visited the workplace have been confirmed infected with the virus
- ** including subcontracted, temporary agency and contract workers who work in the same workplace
- Employers should fully cooperate with the KCDC's staff in conducting an in-depth epidemic investigation on the confirmed case.
 - Employers should fully comply with the instructions given by the public health center, such as disinfecting the path the confirmed patient has traveled.

- Employers should disinfect the area exposed to the infected patient according to “the KCDC’s announcement on disinfection of collective-facilities and multi-purposed buildings to prevent the novel coronavirus infection (attachment 6)” and prevent the entry into the area until the next day before using the area.

* Although the virus dies on the day it is disinfected, the affected area will be prohibited from entering for the day, considering the potential health harms of disinfectants.

- Consult with a public health center on what action to take for those who worked at a place* visited by a confirmed case at a different time.

* all spaces in the workplace including work place, resting area, cafeteria and other areas frequented by clients or visitors

D. establish a dedicated response system and prepare a business plan to prepare for a mass leave of workers

- Businesses designate a team or persons in charge of preparing a plan to respond to and deal with a mass leave of workers.
- Where the virus continues to spread, employers should figure out the current status of their major workforce and the skills they have and set up an a plan to keep their business going and check them against the self-inspection checklist (Reference 3).
- Subcontracted, temporary agency and contract employees who work in the same workplace should be engaged in the planning process.

- Businesses develop a business plan to prepare for a mass leave of workers due to the emergence of suspected or confirmed cases at the workplace.
- To minimize the impact of a mass leave of absence, persons in charge identify the personal information of workers in advance and prepare a plan to manage workers.
 - * permissible reasons include the worker being infected by the virus and the need to care for infected family members, or his/her children due to school closing.
- They prepare a plan* to reorganize work to minimize the impact of the time lost due to a mass leave of workers.
 - * organize an alternative work schedule, designate an alternative place of work, adjust work hours, work from home, etc.
- Employers set up the rules about compensation leave regulation of infected workers and the procedure for returning to work after an absence due to the COVID-19.

4 **Additional Announcements** ---

A. Workers Leaves and Suspension of Business

- Where an employee is hospitalized or isolated by the health authorities in accordance with Article 41-2 of the Infectious Disease Control and Prevention Act, the costs of their paid leave or living support will be covered by the government; employers who have received a government subsidy for the costs of paid leave are required to provide paid leave.
 - ※ those that received paid leave from their companies will not be able to apply for the living expense allowance.

Category	Paid Leave Allowance*	Living Expense Allowance**
Target	Employers who have granted paid leave to employees isolated in accordance with the Infectious Disease Control and Prevention Act	Employees who have received an isolation notice
Subsidy Amounts	based on the daily wage of the worker (up to 130,000 won per day)	based on the amount of emergency living allowance (1.23 million won for a family of four)
Where to Apply	branches of the National Pension Service	district/municipal offices having jurisdiction over the address of resident registration (or community service center of the person's district)
	The application will be available from February 17, 2020 and the payment will be promptly made as soon as the budget for contingency is allocated	

- In cases where an employee is hospitalized or isolated not pursuant to the Infectious Disease Control and Prevention Act but because of the employer's decision to let the employee stay home from work, thinking it is necessary to prevent the spread of an infectious disease, or suspend the business for any other reason, the employer is required to give the employee benefits for business suspension.

* Where the employer decides to shut down the business based on his/her judgment without any employee's application for leave, he/she is required to pay the employees at least 70 percent of their average wage (or the ordinary wage where 70 percent of the average wage exceeds the ordinary wage) during the shutdown period.

(However, any business suspension by force majeure, including the government's quarantine, does not obligate the employer to pay benefits for the business suspension.)

- Employers may also adopt paid leave*, work from home, etc., where possible, depending on the conditions of the workplace.

* Where the collective agreement or employment rules provide for paid sick leave, the employer is required to provide paid sick leave; where there is no such provision, the employer may still provide paid sick leave voluntarily.

(However, the employer may not force an employee to take paid annual leave against his/her will.)

B. How to use flexible work arrangements

- Employers may adopt flex-time work **and** remote work **or** work from home **and** offer staggered lunch **and** rest breaks to prevent the spread of infection, which can be caused by employees using public transportation during rush hours or taking lunch or rest breaks at the same time.

◆ Types of flexible work arrangements

- **(Flex-time work)** allows employees to decide when to go to and leave the office as long as they keep the prescribed hours of work.
- **(Work from home)** allows employees to work at home using ICT devices.
- **(Remote work)** allows employees to work at an office designed for remote work close to their home, any place they are visiting for a business trip, etc., or anywhere other than their office, using mobile devices.

◆ Employers adopting flex-time work, work from home or remote work are entitled to the flexible work arrangement indirect labor cost subsidy.

- **(Target)** The employers of businesses eligible for preferential support and middle-standing enterprises which let their employees take advantage of flexible work arrangements, such as flex-time work, work from home and remote work, according to their needs.
- **(Subsidy amount)** For every employee utilizing a flexible work arrangement once to twice a week, the annual subsidy amount is a total of 2.6 million won, and it is 5.2 million won for each of those who use it at least three times a week.

How to deal with confirmed, probable and suspect cases and contacts

* The following extract is taken from the Central Preventive Measures Headquarters Guidelines: How to Cope with Coronavirus Disease-19 (6th edition).

Category	Definition	What action should be taken?	What should be done for contacts?
Confirmed case	<ul style="list-style-type: none"> ○ A person with laboratory confirmation of 2019-nCoV infection, irrespective of clinical signs and symptoms. 	<ul style="list-style-type: none"> ○ The person should be transferred to a government-designated hospital and hospitalized. 	<ul style="list-style-type: none"> ○ A contact should self-isolate and be actively monitored for 14 days from the last contact with a confirmed case. * (Active monitoring) refers to checking with the contact if he/she has a fever or any respiratory symptoms via phone twice a day.
Probable case	<ul style="list-style-type: none"> ① A person with a fever (at least 37.5 °C) or respiratory symptoms (e.g. a cough and a soar throat) with a history of travel to China (including Hong Kong and Macau) during the 14 days prior to symptom onset ② A person with a fever or respiratory symptoms who had contact with a confirmed case who was showing symptoms during the 14 days prior to symptom onset ③ A person diagnosed with pneumonia with unknown cause requiring hospitalization 	<ul style="list-style-type: none"> ○ In principle, the person should self-isolate but may also be put into quarantine at a government-designated patient isolation unit or public hospital. * Any person with symptoms who have traveled to Hubei, China during the 14 days prior to symptom onset would be transferred to a government-designated patient isolation unit immediately after the symptoms are noticed. 	<ul style="list-style-type: none"> ○ A contact showing the symptoms after having contact with a probable case should wear a face mask and go see a doctor at a local health center or selected clinic.
Suspect case with symptoms (subject to testing)	<ul style="list-style-type: none"> ① A person with a fever or respiratory symptoms and a history of travel to a country or region where COVID-19 has broken out during the 14 days prior to symptom onset ② A person whose infection with COVID-19 is suspected according to the doctor's opinion 	<ul style="list-style-type: none"> ○ Action should be taken according to the test results: <ul style="list-style-type: none"> - (Cases who have tested positive) will be classified as confirmed cases and action will be taken accordingly. - (Cases who have tested negative) will be advised to follow the prescribed health guidelines during the 14 days from the symptom onset (or arrival). 	

What you should do when there is a confirmed, suspect or investigating case with symptoms in the workplace

What you should do when there is a confirmed, suspect or investigating case with symptoms in the workplace

Tell the person concerned immediately to put on a mask and move to a separate place for isolation.
(Wait until the health authorities give you any instruction.)



Call a local health center or the KCDC call center at 1345 immediately.



Inform everyone involved of the situation.
(to subcontractors and temp agencies you work with, customers who have visited your workplace, etc.)



Make sure all of your workers follow personal hygiene rules (e.g. wearing a face mask) and prevent their contact with one another by ordering them to stay where they are working or banning movement.



Keep anyone who has had contact with a confirmed or suspect case or has a fever (at least 37.5 °C) or respiratory symptoms (e.g. a cough and a sore throat, etc) waiting at a separate place for isolation until the health authorities give you an instruction.

[When you get an instruction from the health authorities]

Follow the instruction and cooperate with the health authorities on epidemiological surveys, preventive measures in the workplace (e.g. disinfection*), COVID-19 testing, etc.

*After getting disinfected following the KCDC disinfection guidelines, the workplace will be closed for one day and go back to normal the next day.



Follow the instruction and cooperate with the health authorities' on COVID-19 testing and any follow-up action* taken according to the results.

*e.g. Hospitalization, self-isolation and lifting of the quarantine

Self-inspection checklist for businesses to prevent the infection and spread of COVID-19

☐ Business overview

Business name		Sector and flagship product	
Address		Telephone	
Name of the person in charge (Mobile phone)		Number of workers (male/female)	workers (/)

☐ Self-inspection checklist for businesses to prevent the infection and spread of COVID-19

	Item	Self-inspection results	Cause of noncompliance or follow-up action (Use a separate sheet if necessary.)
p l a n	1) Have you established a plan to prepare for and respond to infection within the workplace? [The plan must include]: - what to do when a confirmed or probable case is found in the workplace (including subcontractors, temp agencies and outsourced service providers) - how to deal with the absence from work of a confirmed or probable case *e.g. Organizing substitute shifts, designating a substitute place of work, changing hours of work and adopting work from home	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No *Tick "Yes" only when your plan contains what is specified under "The plan must include".	
	2) Have you designated a division or person in charge?	<input type="checkbox"/> Yes (a designated division) <input type="checkbox"/> Yes (a designated person) <input checked="" type="checkbox"/> No	
h y g i e n e	1) Do you keep the workplace clean and disinfected? * Especially, facilities used by many people, such as washstands, doorknobs, handrails and sinks, should be the main focus. (Dormitories and commuter busses, if any, are also subject to hygiene management)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	2) Is the workplace equipped with a sink where people can wash their hands?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	3) Is the workplace equipped with protective gear and hygiene products? * The workplace should be equipped with face masks, soap, hand sanitizers, hand towels, toilet paper, disinfectants, thermometers, etc. according to its conditions.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Item		Self-inspection results	Cause of noncompliance or follow-up action (Use a separate sheet if necessary.)
Personal hygiene	1) Have you provided workers with education on preventive and protection measures against infectious diseases (e.g. washing hands and cough etiquette)? * including workers from subcontractors, temp agencies and outsourced service providers	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	2) Have you placed a notice of personal hygiene rules (e.g. washing hands and cough etiquette) to prevent transmission within the workplace? * Informative notices or posters should be placed at the workplace, office, etc.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	3) (Where there is any customer service worker*) Do you have hand sanitizers in the workplace and make sure workers put on face masks to prevent infection? * People who work at medical centers (including outsourced workers and care service providers), airlines, retailers, transportation businesses, etc.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	
Infectious	1) (For collective facilities and public facilities) Do you conduct regular monitoring to check if there is anyone with a fever (37.5°C) or respiratory symptoms (e.g. a cough and a sore throat)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	
	2) Is there any worker who has come from abroad in the past 14 days?	<input type="checkbox"/> Yes→ Go to 2-1) <input type="checkbox"/> No	
	2-1) (If there is any worker from abroad) Does the worker have a fever (37.5°C) or respiratory symptoms (e.g. a cough and a sore throat)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	3) Is there any worker who has come from China in the past 14 days?	<input type="checkbox"/> Yes→ Go to 3-1),2) <input type="checkbox"/> No	
	3-1) (If there is any worker from China) Does the worker have a fever (37.5°C) or respiratory symptoms (e.g. a cough and a sore throat)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	3-2) (If there is any worker from China) Has the worker avoided outdoor activities, taking leave, working from home or suspending work, until the 14 th day from his/her arrival.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Item		Self-inspection results	Cause of noncompliance or follow-up action (Use a separate sheet if necessary.)
O t h e r s	1) Has there been any confirmed or probable case (including your employees and visitors) in the workplace?	<input type="checkbox"/> <u>Yes</u> <input type="checkbox"/> No	

※ Please indicate the cause of noncompliance for items where you answered “No”.

Please explain the follow-up action taken for items under “Prevention of infection and spread” and “Others” where you ticked the underlined box.

Other difficulties and suggestions	
------------------------------------	--

2020 . .

Inspector : Affiliation	Title	Name	(Seal)
Business owner : Affiliation	Title	Name	(Seal)
Workers’ representative : Affiliation	Title	Name	(Seal)

Recommendations for preventing COVID-19



Recommendations for preventing COVID-19

General Public Code of Conduct for Prevention



Wash your hands frequently and thoroughly with soap and water.



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



Cover your mouth and nose with your sleeve when coughing or sneezing



Avoid contact with people who have symptoms of fever, cough, or other respiratory symptoms.



Avoid visiting crowded places.



Especially, the elderly · pregnant women · the people with underlying chronic conditions must wear a facemask when going outside.

Code of Conduct to Abide by When Having Fever, Cough or Other Respiratory Symptoms



Wear a facemask.



Avoid outdoor activities and stay at home for 1 or 2 days to monitor symptoms.



Avoid visiting large hospitals and emergency rooms. And contact your local health center or 1339 or Area Code + 120 for consultation.



When visiting healthcare facility (*selected clinics), be sure to wear a facemask and try to use personal vehicles for transportation.



Inform your health care provider of your travel history and contact history with patients with respiratory symptoms before getting a consultation.



Follow guidance provided by health care provider and public health authority.

* Selected clinic information: Check KCDC homepage, contact local public health center, or call 1339 or area code+120

* For more information on COVID-19, visit COVID-19 official homepage

ncov.mohw.go.kr

Issue Date: 2020.2.22

Self quarantine guidelines


질병관리본부
KCDC
2020.2.12.



Self-quarantine guidelines

- 

Do not leave the quarantine area to prevent the spread of disease.
- 

Stay alone in an isolated area.

 - Keep the door closed and open the window frequently to ventilate.
 - Eat by yourself.
 - If possible, use a separate bathroom and sink.
(Shared bathroom and sink should be disinfected with a home disinfectant such as chlorine bleach after use.)
- 

If you need to leave the area for an inevitable reason such as treatment, you must contact the local health center first.
- 

Avoid contact with family members or cohabiters. (speaking, etc.)

 - If inevitable, do not face each other, wear masks, and keep at least 2m distance.
- 

Use personal items separately. (personal towel, tableware, mobile phone, etc.)

 - Wash clothes and bedding of suspected infectee separately from others'
 - Separate tableware, so others don't use it before it is cleaned.
- 

Comply with the health guidelines.

 - Comply with personal hygiene recommendations (washing hands, sanitizing, etc.)
 - Wear a mask when coughing.
 - If you don't have a mask, cover your mouth and nose with your sleeve, and wash or sanitize hands after coughing or sneezing.

During the active monitoring period, your local public health center will contact you for symptoms, etc.
Please maintain self-monitoring for 14 days from the date of contact with a diagnosed infectee.

Self-monitoring method

-  Monitor your health conditions for any symptoms of infection such as respiratory symptoms
-  Take the temperature every morning and evening
-  Inform the public health center of your symptoms when they contact you once or more a day

Major Symptoms of COVID-19

-  Fever (over 37.5 °C)
-  Respiratory symptoms (coughing, sore throat, etc.)
-  Pneumonia