

GIST COVID-19 Response Manual by Situation (for Reporting Individual)

(March 17, 2022/ Section of Safety and Security)

This manual contains compulsory guidelines for the safety of all GIST members.
Failure to comply may result in disciplinary action according to internal regulations.

【 Categories by Situation 】

- | | |
|--|-----|
| 1. Confirmed Case ----- | 2p |
| 2. “Positive” Result on a Rapid Antigen Test(Self) ----- | 4p |
| 3. Close Contact with a Confirmed Case ----- | 6p |
| 3-1. Close Contact with a Confirmed Case A ----- | 7p |
| 3-2. Close Contact with a Confirmed Case B ----- | 9p |
| 4. Close Contact with a Person Testing “Positive” on a Rapid Antigen Test(Self) ----- | 10p |
| 5. Symptomatic Person ----- | 11p |
| 6. Overseas Entrant or Expected Entrant ----- | 12p |

[Attachment 1] GIST Management Standards for COVID-19 Confirmed Cases

[Attachment 2] How to Apply for and Use the Self-Monitoring Quarantine Facility

【 GIST COVID-19 Situation Team Information 】

- * Item to report: **confirmed, “positive” result on a rapid antigen test**
(For other situations, please report to your own department)
- * Weekdays: 09:00 ~ 22:00 / Weekends & Holidays: 09:00 ~ 21:00
- ※ For emergencies outside these hours, please use the on-call report
line (☎062-715-2112)



광주과학기술원
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- A. Report Immediately to the GIST COVID-19 Situation Team (☎ 062-715-2107)
- Basic personal information (affiliation/department, position, name, contact information, current residence), confirmation method, quarantine (treatment) location
 - ※ [Dormitory residents](#) must make a request to the public health center to be assigned in a treatment center.
- B. Managing One' s Own Contacts on Campus
- ① Confirming one' s own epidemiological investigation period
 - In the case of contact with a confirmed person: From the date of contact with the confirmed person to the date of confirmation
 - In the case of being symptomatic: From 2 days before the onset of symptoms to the date of confirmation.
 - * However, if there is a “negative” result in the testing history from a rapid antigen test after the onset of symptoms: From the date of symptom onset to the date of confirmation.
 - In the case of preemptive testing: From 2 days before the test date to the confirmation date
 - ② Identify close contacts within the epidemiological investigation period (categorized as close contacts A and B)
 - ㉠ Members living in the same space (dormitory or other accommodation)
 - ㉠ Face-to-face contact without wearing a mask (during meals, conversations, etc.)
 - * Applicable if at least one individual was not wearing a mask
 - * Except when dining on campus in the student/faculty cafeteria with partitions installed
 - ㉡ Members who wear masks at all times and work in the same space (laboratory, office)
 - ③ Immediately request that the close contact get rapid antigen test
 - ※ Please refer to [[3. Close-Contacts with a Confirmed Case](#)] of the manual for each close contact.

C. Report to your department' s quarantine manager

- Confirmation method, quarantine (treatment) location, information on close contacts on campus, and main movements

D. Quarantine (Treatment)

- ① Principles for home treatment
- ② Conduct their quarantine according to the guidance of the health authorities (treatment period, daily rules)

E. End of Quarantine (Treatment)

- ① Report the end of the quarantine (treatment) to the quarantine manager of the relevant department.
- ② **If symptoms** are still present at the end of treatment, it is recommended that the individual **work from home** until symptoms improve.
- ③ Observe precautions such as wearing a KF94 mask at all times for 3 days after the end of treatment regardless of symptoms, monitoring symptoms, refraining from visiting multi-use facilities and attending private gatherings.

- A. Conduct a Rapid Antigen Test(Hospital) or PCR Test
- B. Immediately Report to the GIST COVID-19 Situation Team (☎ 062-715-2107)
- Basic personal information (affiliation/department, position, name, contact information, current residence), test details, and quarantine location
 - ※ [Dormitory residents](#) who have conducted PCR tests must move to quarantine facilities.
- C. Managing One’ s Own Contacts on Campus
- ① Confirming one’ s own epidemiological investigation period
 - In the case of contact with a confirmed person: From the date of contact with the confirmed person to the date of confirmation
 - In the case of being symptomatic: From 2 days before the onset of symptoms to the date of confirmation.
 - * However, if there is a “negative” result in the testing history from a rapid antigen test after the onset of symptoms: From the date of symptom onset to the date of confirmation.
 - In the case of preemptive testing: From 2 days before the test date to the confirmation date
 - ② Identify close contacts within the epidemiological investigation period (categorized as close contacts A and B)
 - ① Members living in the same space (dormitory or other accommodation)
 - ① Face-to-face contact without wearing a mask (during meals, conversations, etc.)
 - * Applicable if at least one individual was not wearing a mask
 - * Except when dining on campus in the student/faculty cafeteria with partitions installed
 - ② Members who wear masks at all times and work in the same space (laboratory, office)
 - ③ Immediately request that the close contact get rapid antigen test
 - ※ Please refer to [\[4. Close Contact with a Person Testing “Positive” on a Rapid Antigen Test\(Self\)\]](#) of the manual for each close contact.

D. Reporting to One' s Department' s Quarantine Manager

- Confirmation method, quarantine (treatment) location, information on close contacts on campus, and main movements

E. Quarantine and Follow-up

- ① In case of PCR test, prohibited from leaving the quarantine location
 - ② Immediately report the follow-up test result to the GIST COVID-19 Situation Team and one' s department' s quarantine manager
 - If confirmed “positive” : Conduct quarantine (treatment) according to [\[1. Confirmed Case\]](#) of the manual.
 - If confirmed “negative” : Quarantine is lifted. (However, in the case of a close contact with a confirmed person, self-monitoring is carried out according to [\[3. Close Contact with a Confirmed Case\]](#) of the manual.)
- ※ In the case where being [symptomatic](#), receiving active treatment, and [working from home](#) applies, when symptoms improve, [get a negative result on the rapid antigen test](#) before returning to work.

3**Close Contact with a Confirmed Case**

| Category | Close Contact Situation | Response Manual |
|----------|---|-----------------|
| A | In the case of living in the same space (dormitory or accommodation) as the confirmed patient | 3-1 |
| | Face-to-face contact <u>without wearing a mask</u> (during meals, conversation, etc.) * Applicable if at least one individual was not wearing a mask | |
| B | When working in the same space (laboratory, office) <u>while wearing a mask at all times</u> | 3-2 |

A. Conduct a Rapid Antigen Test

- If confirmed “positive” : Report and receive treatment according to [1. Confirmed Case] or [2. “Positive” Result on a Rapid Antigen Test(Self)] of the manual
- If confirmed “negative” : Switch to self-monitoring

B. Report Immediately to One’ s Department Quarantine Manager

- Testing method (confirmation of type of contact, last contact date, etc.), rapid antigen test results, self-monitoring location.
 - ※ Regardless of the affiliation of the confirmed case, it must be reported to the department’ s quarantine manager.

C. Self-Monitoring

- ① Self-monitoring period: 7 days from the last contact with a confirmed case.
 - ※ If the confirmed case is a family member and living together, home treatment is conducted until the end of treatment of the confirmed case.
- ② Self-monitoring location: Home (one’ s own dormitory unit for dormitory residents)
 - ※ If unavoidable circumstances present themselves, please refer to [Attachment 2. How to Apply for and Use the Self-Monitoring Quarantine Facility] of the manual.

D. End of Self-Monitoring

- ① Conducting a rapid antigen test on the end date of self-monitoring
 - If confirmed “positive” : Report and receive treatment according to [1. Confirmed Case] or [2. “Positive” Result on a Rapid Antigen Test(Self)] of the manual
 - If confirmed “negative” : Self-monitoring ends.
 - ※ In the case where being **symptomatic**, receiving active treatment, and **working from home** applies, when symptoms improve, **get a negative result on the rapid antigen test** before returning to work.

※ If the confirmed case is a family member living together, regardless of the symptoms, follow the precautions such as wearing a KF94 mask at all times for 3 days after the end of treatment regardless of symptoms, monitoring symptoms, refraining from visiting multi-use facilities and attending private gatherings.

② Notification of test results to one's department quarantine manager

[Guidelines for Self-Monitoring]

① Daily health check

※ Conduct a rapid antigen test when suspicious symptoms (sore throat, fever, headache, cough, sputum, etc.) occur.

※ If symptoms persist even if negative, test once every 2-3 days.

② Prohibitions from on-campus activities (commuting to work, use of campus facilities, contact with members on campus, etc.)

③ Only essential outside activities are allowed (minimizing contact with others; wearing a mask is required).

※ However, those who enter the quarantine facility are prohibited from going out.

④ Minimizing contact with family members living together.

⑤ Observe health rules (washing hands, maintaining distance, ventilation, etc.)

A. Conduct a Rapid Antigen Test

- If confirmed “positive” : Report and receive treatment according to [1. Confirmed Case] or [2. “Positive” Result on a Rapid Antigen Test(Self)] of the manual
- If confirmed “negative” : Switch to self-monitoring (allowed to go to work)

B. Report immediately to your department’ s quarantine manager

- Test details (confirmation of type of contact, last contact date, etc.), rapid antigen test results
 - ※ Regardless of the affiliation of the confirmed case, report it to the department’ s quarantine manager.

C. Conduct Self-Monitoring

- ① Self-monitoring period: 7 days from the last contact with the confirmed case.
- ② Self-monitoring rules: daily health check, wearing a mask of KF80 type or higher, refraining from visiting public facilities and attending private gatherings, etc.
 - ※ If suspicious symptoms (sore throat, fever, headache, cough, sputum, etc.) occur, conduct a prompt rapid antigen test, and even if “negative” , active treatment and [work from home](#) are to be carried out. When symptoms improve, [receive a negative result on a rapid antigen test](#) before returning to work.

D. Conducting of Rapid Antigen Test on the Date of Monitoring Completion

- If confirmed “positive” : Report and receive treatment according to [1. Confirmed Case] or [2. “Positive” Result on a Rapid Antigen Test(Self)] of the manual
- If confirmed “negative” : self-monitoring ends.
 - ※ In the case where being [symptomatic](#), receiving active treatment, and [working from home](#) applies, when symptoms improve, [get a negative result on the rapid antigen test](#) before returning to work.

Close Contact with a Person Testing “Positive” on a Rapid Antigen Test(Self)

A. Conduct a Rapid Antigen Test

- If confirmed “positive” : Report and receive treatment according to [1. [Confirmed Case](#)] or [2. [“Positive” Result on a Rapid Antigen Test\(Self\)](#)] of the manual
- If confirmed “negative” : Wait for confirmation of PCR test result of the “positive” on the rapid antigen test confirmed person at your residence

B. Reporting Immediately to One’ s Department Quarantine Manager

- ※ Report to the quarantine manager of your department regardless of the affiliation of the person testing “positive” on a rapid antigen test(self).
- ① Report test details (including the type of contact with a “positive” case from the rapid antigen test(self), and the date of last contact).
- ② Report rapid antigen test result.
- ③ In the case of close contact A, report location for planned self-monitoring.

C. Confirmation of PCR Test Result for One Testing “Positive” on a Rapid Antigen Test(Self) and Follow-up Measures

- If confirmed “positive” : After reporting to the quarantine manager of the relevant department, conduct self-monitoring according to [3. [Close Contact with a Confirmed Case](#)] of the manual
- If confirmed “negative” : Quarantine is lifted after reporting to the department’ s quarantine manager.
- ※ In the case where being [symptomatic](#), receiving active treatment, and [working from home](#) applies, when symptoms improve, [get a negative result on the rapid antigen test](#) before returning to work.

A. Checking for Symptoms**<Main Symptoms of COVID-19 Infection>**

Sore throat, cough, fever, body aches, headache, chills, shortness of breath, difficulty breathing, muscle pain, stuffy nose or runny nose, nausea or vomiting, loss of taste or smell, diarrhea, and other symptoms.

B. Report Immediately to One's Department Quarantine Manager After the Onset of Symptoms and Leave One's Office.**C. COVID-19 Test (At a respiratory clinic or screening clinic)**

- ※ In the case of a PCR test, quarantine until the result is confirmed. (Residents of a dormitory must report to the GIST COVID-19 Situation Team (☎ 062-715-2107) and be assigned for a quarantine facility.)
- If confirmed "positive" : Report and receive treatment according to [1. Confirmed Case] or [2. "Positive" Result on a Rapid Antigen Test(Self)] of the manual
- If confirmed "negative" : Receiving active treatment and [working from home](#) are to be carried out; when symptoms improve, [receive a negative result from the rapid antigen test](#) before returning to work.

A. Reporting to the Quarantine Manager of the Relevant Department When Planning an Overseas Visit

- ① Subject of report: GIST members (excluding foreign freshmen and exchange students)
- ② Details of report: Departure date, re-entry date, country/countries visited, purpose of visit, quarantine location after re-entry.
 - ※ If the itinerary changes, be sure to [submit notification of the revised schedule](#).
 - ※ [Residents of the dormitory cannot be quarantined on campus](#) if they re-enter the country after an overseas visit for personal reasons.

B. Going Through Quarantine and Immigration Screening After Re-entering the Country

- ① Give [notification of re-entry](#) to the quarantine manager of the relevant department.
- ② Conduct a PCR test on the first day after re-entry.
 - ※ Visit the quarantine site according to the quarantine guidelines (Gwangju Metropolitan City: 5.18 Education Center)

C. Quarantine

- ① Prohibition from leaving the quarantine location
- ② Confirmation of a PCR test result on the first day after re-entry
 - If confirmed “positive” : Report and quarantine (receive treatment) according to [\[1. Confirmed Case\]](#) of the manual.
 - If confirmed “negative” : Report to the quarantine manager of the relevant department and maintain quarantine status.

D. End of Quarantine

- ① Conduct COVID-19 tests before release from quarantine
- ② Immediately report the PCR test result to the quarantine manager of the relevant department.

- If confirmed “positive” : Report and receive treatment according to [1. [Confirmed Case](#)] or [2. [“Positive” Result on a Rapid Antigen Test\(Self\)](#)] of the manual
- If confirmed “negative” : End quarantine on the release date (based on health authorities).
- ※ Observe precautions such as wearing a KF94 mask at all times for 3 days after release from quarantine, monitoring symptoms, refraining from visiting multi-use facilities and attending private gatherings.

GIST Management Standards for COVID-19 Confirmed Cases

| Category | Management Standards |
|--|---|
| Confirmed Cases | <ul style="list-style-type: none"> • Quarantine (Treatment) Location: At home (in principle) <ul style="list-style-type: none"> ※ Residents of the dormitory may request from the public health center to be assigned to a live-in treatment • Quarantine (Treatment) Period: Observe quarantine according to the guidance of the health authorities (treatment period, daily rules) • Precautions After Quarantine(Treatment) <ul style="list-style-type: none"> - If symptoms are present as of the end of treatment, it is recommended to work from home until symptoms improve. - Observe precautions such as wearing a KF94 mask at all times for 3 days after completion of treatment regardless of symptoms, monitoring symptoms, and refraining from using multi-use facilities and attending private gatherings. |
| “Positive” Result on a Rapid Antigen Test(Self) | <ul style="list-style-type: none"> • If the follow-up test result is positive, it is reassigned as a confirmed case, and when it is negative, quarantine is lifted (those with symptoms work from home). • If PCR test is performed, quarantine at home until PCR test results are confirmed. <ul style="list-style-type: none"> ※ Residents of the dormitory must move to an quarantine facility. |
| Close Contacts of a Confirmed Case | <p>[Group A] Self-Monitoring Applied (Going to Work Not Allowed)</p> <ul style="list-style-type: none"> • Applicable Condition: In cases where one lives in the same unit as the confirmed case (family member or roommate) or at least one of them was met face-to-face without wearing a mask (during meals, conversations, etc.). <ul style="list-style-type: none"> * Except for meals in the student/faculty cafeteria on campus with a partition installed. • Self-Monitoring Period: 7 days from the last contact with the confirmed case. <ul style="list-style-type: none"> ※ If the confirmed case is a family member living together, until the end of home treatment for the confirmed case. • Conducting a COVID-19 Diagnostic Test: When first recognized, and at the end date of self-monitoring. • Self-Monitoring Location: Home (One’ s own living unit for dormitory residents). <ul style="list-style-type: none"> ※ If unavoidable circumstances present themselves, apply for a quarantine facility (Section of Student Services or Housing Association). • Self-Monitoring Method: Daily health check (check for symptoms), prohibition from participating in on-campus activities (commuting to work, use of on-campus facilities, contact with other school members), only essential outside activities allowed (however, those who live in quarantine facilities are not allowed to go outside). • End of Self-Monitoring: Return to work after receiving a “negative” result on a rapid antigen test on the end date. (Report it to the department’ s quarantine manager.) <p>[Group B] Self-Monitoring Applied (Going to Work Allowed)</p> <ul style="list-style-type: none"> • Applicable Condition: Those who wear masks at all times and working in the same space (office/laboratory). • Self-Monitoring Period: 7 days from the last contact with the confirmed case. • Conducting a COVID-19 Diagnostic Test: When first recognized, and at the end date of self-monitoring. • Self-Monitoring Method: Daily health check (check for symptoms), wearing a KF80 or higher mask at all times, refraining from visiting multi-use facilities and attending private gatherings. |

| | |
|--|---|
| <p>Close Contacts of a “Positive” Case on a Rapid Antigen Test(Self)</p> | <ul style="list-style-type: none"> • After receiving a “negative” result on a rapid antigen test, wait at place of residence (including dormitory) until the PCR test result of the testee is confirmed. • If the PCR test result of the testee is positive, the testee’s status is changed to “close contact of the confirmed case,” and if the test result is negative, the waiting period is terminated. |
| <p>Symptomatic Individual</p> | <ul style="list-style-type: none"> • Immediately report symptoms to the department’s quarantine manager and leave the workplace. • If a negative result is received on a COVID-19 diagnostic test, active treatment and work from home are to be carried out. If symptoms improve, the individual is allowed to return to work after receiving a subsequent negative result on a rapid antigen test. ※ In the case of a PCR test, quarantine until the result is confirmed (dormitory residents move to a quarantine facility). |
| <p>Overseas Entrant or Expected Entrant</p> | <ul style="list-style-type: none"> • Quarantine Location: At home (In principle) <ul style="list-style-type: none"> ※ Dormitory residents cannot be quarantined on campus if they enter the country after an overseas visit for personal reasons. • Quarantine Period: Conduct the quarantine according to the guidance of the health authorities (as to length of period and quarantine rules) • Precautions After Release from Quarantine: Observe precautions such as wearing a KF94 mask at all times for 3 days, monitoring symptoms, refraining from visiting multi-use facilities and attending private gatherings. |
| <p>※ Despite the above criteria, if it is found that there is a risk of infection, the department itself may impose working from home.</p> | |

How to Apply for and Use the Self-Monitoring Quarantine Facility

1. Criteria for Using Quarantine Facilities

A. Quarantine Facility: University Dormitory T House (Building B)

B. Standards for Use: In cases where an individual classified as “an individual subject to self-monitoring” falls under the following conditions.

- 1st Priority: Foreign student who have difficulty returning to their home country.

- 2nd Priority: There is a confirmed case at home.

- 3rd priority: There is an individual with serious underlying conditions at home.

※ The house master decides the assignment after consulting the severity and whether it is possible to secure a separate quarantine/isolation space in the home.

2. How to Apply for a Quarantine Facility

A. Weekdays: Contact the person in charge of the dormitory at the Section of Student Services (Tel. 3603, Email: uhousing@gist.ac.kr)

B. Weekends and public holidays: Contact the House Association Quarantine Facility receptionist

- Contact: KakaoTalk open chatroom (<https://open.kakao.com/o/gbKCIH3d>)

- Operating hours: 09:00-15:00

※ For other times, contact the person in charge of the dormitory at the Section of Student Services (Tel. 3603, Email: uhousing@gist.ac.kr)

3. How to Use the Quarantine Facility

A. Entering

- Enter through the back door of Building B of the University Dormitories. (Do not use the front door.)

- Do not use the elevator. Enter through the emergency exit stairway immediately after passing through the back door.

B. Meal distribution

- In principle, the individual should arrange for their own meals. (Delivery location: Table at the back door of Building B of the University Dormitories)

| Category | Breakfast | Lunch | Dinner |
|---------------------------|---------------|---------------|---------------|
| Packaged Meal Pickup Time | 08:00 ~ 08:30 | 12:00 ~ 12:30 | 17:30 ~ 18:00 |

C. Provision of Supplies (Drinking Water, Garbage Bags, Blankets)

- In principle, blankets can be borrowed free of charge only for graduate students. Undergraduate students must provide their own blankets.

- Additional items will be picked up by directly by the person under quarantine at the packaged meal pickup times. (Pick-up location: Table at the back door of Building B of the University Dormitories)

D. Garbage Disposal

- Garbage should be placed in the provided garbage bags and sealed as much as possible before placing it outside the front door of the room.

E. Check-Out

- If a blanket was borrowed, after tidying up the used room, place the blanket on the cart in the center of the hallway.
- Inform the quarantine manager of the relevant department and the Section of Student Services (Tel. 3603) that self-monitoring has ended (and leave the quarantine facility).