

2022-1<sup>st</sup> Semester

# COVID 19 Counteraction Scenario of class maintenance

2022. 3

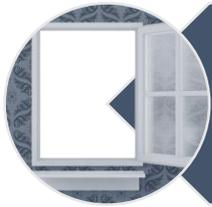
Office of  
Administrative Affairs



# Learn together at the campus, keep the campus safe together



Everyone in the classroom must wear a mask



Be sure to ventilate before, during, and after lectures.

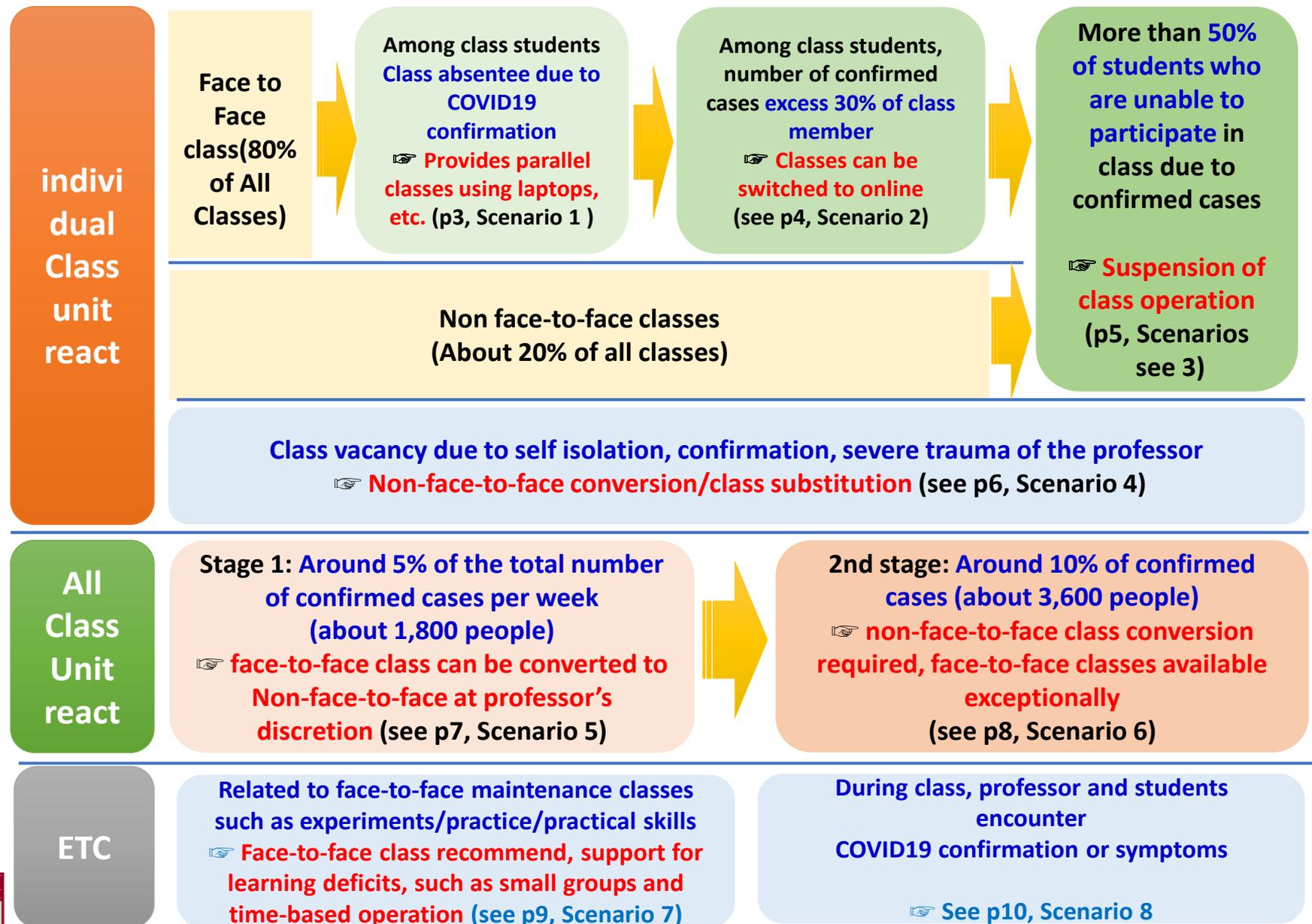


Maintaining distance and personal hygiene anytime



In case of suspicious symptoms, first be careful and  
use self-diagnosis kit

# Diagram of the Covid 19–related class operation scenario



# Scenario 1: Absence of face-to-face class due to suspected outbreak, quarantine, or COVID 19 confirmation

<b>Trigger</b>		In the case of one or more students who did not attend the face-to-face class due to suspected disease, confirmed case, quarantine due to close contact, etc. (including foreigners with restricted entry)
<b>Re act ion</b>	<b>Principle</b>	Face-to-face training continues -parallel classes using laptops, tablets, smartphones, etc.
	<b>Professor</b>	Parallel classes are held for those who cannot attend face-to-face classes. -Only when parallel classes are not possible, select one of 1) recording, providing recording materials, 2) providing class supplementary materials and homework -Inform students those who cannot attend the face-to-face class through the blackboard -Attendance is reflected when attendance is recognized according to 「Guidelines for Recognition of Attendance」* (Refer to FAQ)
	<b>student (face-to-face class absentee)</b>	-Notifies the professor at least 1 hour prior to class start in case of suspected outbreak, confirmation, quarantine, etc. -Completion of parallel classes or class alternatives -Apply for attendance recognition when it is impossible to complete parallel classes or class substitutions due to severe illness (attach documentary evidence) - Even if attendance is recognized, at least ½ of the actual attendance is required to complete the course.
	<b>administrative office</b>	-Computer resource support such as laptop rental if necessary for teachers' parallel classes



# Scenario 2: More than 30% of COVID19 confirmed cases among students in individual classes

<b>Trigger</b>		Non-face-to-face classes can be switched to face-to-face classes when the number of confirmed cases exceeds 30% of the students at a specific class in individual class units
<b>Re actio n</b>	<b>Principle</b>	<ul style="list-style-type: none"> <li>- Temporary conversion to non-face-to-face classes is possible for one week</li> <li>- Face-to-face class Conversion shall be made according to the number of students who can participate in face-to-face classes in the following week when the number of confirmed cases exceeds 30%</li> </ul>
	<b>Professor</b>	<ul style="list-style-type: none"> <li>- Decide class conversion</li> <li>- Any class maintenance, conversion shall be notified through a blackboard and shared with the administration office of the college (department)</li> <li>- For severe students who are unable to participate in non-face-to-face classes, choose one of 1) recording, providing recording materials, and 2) providing class supplementary materials and assignments to prevent class loss.</li> <li>- Attendance is reflected when attendance is recognized according to 「Guidelines for Recognition of Attendance」* (Refer to FAQ)</li> </ul>
	<b>student</b>	<p>When the COVID 19 confirmation is notified, notify 1 hour prior to the class to the professor</p> <ul style="list-style-type: none"> <li>-Participate in non-face-to-face classes or complete class alternatives according to the blackboard guide</li> <li>-Apply for attendance recognition if non-face-to-face class participation or class substitution is not possible due to severe illness (attach documentary evidence)</li> <li>- Even if attendance is recognized, at least ½ of the actual attendance is required to complete the course.</li> </ul>
	<b>administrative office</b>	<ul style="list-style-type: none"> <li>-Computer resource support such as laptop rental if necessary for teachers to conduct non-face-to-face classes</li> </ul>



# Scenario 3: More than 50% of severe COVID19 confirmed cases in individual classes

<b>Trigger</b>		Classes are suspended when it is impossible to continue class because the number of severe confirmed cases who cannot attend classes exceeds 50% of the students in individual class
<b>Re acti on</b>	<b>Principle</b>	- Suspension of the relevant class, supplement class or alternative lecture shall be provided
	<b>Professor</b>	<ul style="list-style-type: none"> <li>-Supplement class schedule and class plan for suspended classes shall be made</li> <li>-Provision of recorded materials or class supplementary materials and assignments for suspended classes shall be made</li> <li>-Check the availability of students on a weekly basis and resume non-face-to-face classes if more than 50% of students can participate in the class, and switch to face-to-face classes if more than 70% of students can participate</li> <li>-Class suspension cancellation and non-face-to-face class resumption, whether face-to-face classes will be resumed or not shall be notified to the students on a blackboard</li> <li>-Share with the administration office of the affiliated college (department) class suspension or resumption</li> </ul>
	<b>student</b>	<ul style="list-style-type: none"> <li>-In case of acceptance of the result of the diagnosis and cannot attend the face-to-face class, or incapability to participate in the non-face-to-face class due to severe illness, must be notified 1 hour prior to the start of the class</li> <li>-Check the notice of class suspension, class reinforcement schedule, class supplementary materials and assignments through the blackboard</li> </ul>
	<b>administrative office</b>	<ul style="list-style-type: none"> <li>--Check class maintenance, and share with the Headquarters of Univ in case of class suspension</li> <li>-Support for information on the suspension of classes, the resumption of non-face-to-face classes, and the resumption of face-to-face classes</li> <li>- Coordination of schedule and classroom provision for class reinforcement with professors</li> </ul>



# Scenario 4: A special situation occurs during class due to teacher isolation and confirmation of COVID19

<b>Trigger</b>		In case face-to-face classes cannot be conducted due to isolation or confirmation of COVID19 of professor, or non-face-to-face classes cannot be conducted due to severe trauma of COVID19
<b>Re action</b>	<b>Principle</b>	<ul style="list-style-type: none"> <li>-In case of normal isolation or mild confirmed of COVID19: Conversion of face-to-face classes to non-face-to-face classes</li> <li>-If it is impossible to conduct non-face-to-face classes due to severe illness: Subsequent class supplement or class replacement with class supplement materials and assignments</li> </ul>
	<b>Professor</b>	<ul style="list-style-type: none"> <li>-Inform students of non-face-to-face class conversion through blackboard, additional text messages shall be sent to students in case of emergency</li> <li>-Share your health status and class changes with the administrative office of your college (department)</li> <li>- In the event of a serious situation in which lectures cannot be resumed, prompt notification to the administration office of the affiliated college (department) through the teaching assistant in charge</li> </ul>
	<b>student</b>	<ul style="list-style-type: none"> <li>-Participate in non-face-to-face classes/class substitutions or follow-up classes according to the blackboard guidance</li> <li>-Continuous confirmation of class progress on the blackboard according to the health status of the teachers</li> </ul>
	<b>administrati ve office</b>	<ul style="list-style-type: none"> <li>-In severe cases where non-face-to-face classes are not possible among professors, check their health status, and support to take follow-up measures in case of an abnormal situation</li> <li>- Cooperate with sending notices, e-mails and text messages after deciding whether to resume face-to-face classes according to the confirmation of the teacher and the release of quarantine</li> </ul>



# Scenario 5: Around 5% of all members of university have COVID19 confirmation → Non-face-to-face conversion for each shall be possible

<b>Trigger</b>		During one week, the school headquarters decides and announces that about 5% of all school members (students, faculty) confirmed Covid 19 cases (about 1,800 people)
<b>Re Action</b>	<b>Principle</b>	<ul style="list-style-type: none"> <li>- Non-face-to-face classes remain non-face-to-face</li> <li>- Non-face-to-face conversion is possible only with student consent and approval from the dean of the college during face-to-face class</li> </ul>
	<b>Professor</b>	<ul style="list-style-type: none"> <li>-Check the portal notice and covid19.korea.ac.kr notice</li> <li>-Prior approval for non-face-to-face conversion by collecting student opinions and consultation with the dean of the college</li> <li>-Advanced notice to students on whether to change the class format through the blackboard</li> </ul>
	<b>Student</b>	<ul style="list-style-type: none"> <li>-Check the portal notice and covid19.korea.ac.kr notice</li> <li>-Check whether non-face-to-face classes are switched by class through the blackboard</li> </ul>
	<b>administrative office</b>	<ul style="list-style-type: none"> <li>-Information to teachers in charge of classes opened by affiliated college(department) related to triggering and responding to requirements</li> <li>-Strengthening support for face-to-face maintenance classes</li> <li>-Check and manage non-face-to-face conversion by class</li> <li>-Computer resource support such as rental of teachers' laptops when necessary for non-face-to-face classes</li> </ul>



## Scenario 6: Around 10% of all employees confirmed → Principle of full non-face-to-face conversion

<b>Trigger</b>		During one week, the school headquarters decides and announces that about 10% of all school members (students, faculty) confirmed Covid 19 cases (about 3,600 people)
<b>Re Action</b>	<b>Principle</b>	<ul style="list-style-type: none"> <li>- All classes shall be converted to non-face-to-face classes</li> <li>-However, if face-to-face classes are necessary for class operation, including experiments, practice, and practical skills, face-to-face classes will be conducted with student consent and approval from the dean of the college</li> </ul>
	<b>Professor</b>	<ul style="list-style-type: none"> <li>-Check the portal notice and covid19.korea.ac.kr notice</li> <li>- Whether to maintain face-to-face classes according to class nature and operation type, prior approval through collecting student opinions and consultation with the dean of the college</li> <li>-Advanced notice to students on whether to change the class format through the blackboard</li> </ul>
	<b>Student</b>	<ul style="list-style-type: none"> <li>-Check the portal notice and covid19.korea.ac.kr notice</li> <li>-Check the non-face-to-face conversion by class through the blackboard</li> </ul>
	<b>administrative office</b>	<ul style="list-style-type: none"> <li>-Information to the instructor in charge of classes opened by the affiliated college (department) related to the trigger and reaction</li> <li>-Support for face-to-face maintenance classes</li> <li>-Check and manage non-face-to-face conversion by class</li> <li>-Computer resource support such as rental of teachers' laptops when necessary for non-face-to-face classes</li> </ul>



# Scenario 7: Continuation of face-to-face classes such as experiments/practice/practical skills

<p><b>Trigger</b></p>		<p>(according to the occurrence of COVID19 confirmed cases in individual classes and the occurrence of more than 5% to 10% of the total number of students in the University) despite the spread of Covid-19 and the conversion of other classes to non-face-to-face classes, Face-to-face classes are maintained as much as possible when training is required for the specific classed such as experiment/practice/practical classes.</p>
<p><b>Re Action</b></p>	<p><b>Principle Professor</b></p>	<ul style="list-style-type: none"> <li>-In principle, students are distributed in small groups (A/B/C/D/E, etc.)</li> <li>-Secure multiple classrooms or allocate large classrooms for the number of people</li> <li>- Operate in a way that classes are taught with a time difference for each small group</li> <li>- Even if classes are unavoidably suspended, avoid providing class alternatives and recommend class reinforcement</li> </ul>
	<p><b>Student</b></p>	<ul style="list-style-type: none"> <li>-Equipment of experiment/practice/practical equipment that can be used individually by each student within the budget limit</li> <li>-Secure spare space that can be used as an experiment/practice/practical lecture room in case of an emergency</li> <li>-Specially manage class support such as quarantine for face-to-face classes such as experiment/practice/practical classes despite the transition to other classes</li> </ul>



# Scenario 8: During class, professor and students encounter COVID19 confirmation or symptoms

<b>Trigger</b>		During class, professor and students encounter COVID19 confirmation or symptoms
<b>Re Action</b>	<b>Principle</b>	<p>-If , professor and students encounter COVID19 confirmation or symptoms (fever), go to a separate rapid test site provided on campus and follow the instructions. If it is positive, follow additional instructions, and if negative, going home is recommended for the safety.</p> <p>-If a professor encounter COVID19 confirmation or symptoms during class, the class is suspended, and the class is moved to a separate rapid test location provided on campus and follows the instructions.</p>
	<b>Professor</b>	<p>--If a class is suspended due to a teacher's reason, class loss is prevented through reinforcement or provision of class substitute materials and assignments, and classes are conducted non-face-to-face for 3 days. Class-related notices and whether face-to-face classes will be resumed are notified to students on a blackboard, and text messages are sent to students in case of necessity/emergency</p> <p>-Provide class replacement materials and assignments for students who have come into close contact during class or develop suspicious symptoms</p> <p>- As the probability of occurrence of Scenario 1 and Scenario 2 increases, check the trend of the number of class participants in the future to prepare for changes in class operation</p>
	<b>Student</b>	-Inform professor immediately of having symptoms of COVID19 during class or suspected symptoms of COVID 19
	<b>administrative office</b>	-Inform places where rapid testing is possible on campus and support for related tasks
	<b>Where rapid testing is possible on campus</b>	<p>※ Humanities campus-Central Square next to the fountain, Natural Sciences campus-Hana Square Square (in the direction of Industry-University Hall, next to Transition Hall)</p> <p>※ Standards for providing rapid antigen test kit: close contact, symptom onset (fever standard)</p>



# FAQ

Q	A
<p><b>*How to supplement of missing class?</b></p>	<ul style="list-style-type: none"> <li>* Basic principle: 15 weeks of classes shall be made during the number of classes per semester(16 weeks of class)</li> <li>* If it is not possible to proceed with the class due to the examination and follow-up measures due to the occurrence of confirmed COVID19, it shall be replaced with a separate class supplementary material.</li> <li>* If the non-face-to-face class is not even possible due to the confirmation of the teacher with severe trauma, it will be replaced with a separate class supplementary material.</li> </ul>
<p><b>*How to manage evaluation of the classes?</b></p>	<ul style="list-style-type: none"> <li>* Basic Principle: Face-to-face exam (intermediate/final exams run for 2 weeks each)</li> <li>* Exceptions: Non-face-to-face tests or assignments are permitted if a student stays abroad, is confirmed/isolated, and symptoms of COVID19.</li> </ul>
<p><b>*In the face-to-face class, if there is a confirmed person who cannot attend class, how is the class conducted?</b></p>	<ul style="list-style-type: none"> <li>* The professor shall provide a supplement method of class (parallel class type) so that unavoidable class absentee may participate in class without loss of class by transmitting the face-to-face class process to Zoom or Google Meet using a laptop, tablet, or mobile phone.</li> </ul>
<p><b>*What are the conditions for acknowledgment of attendance? (Guidelines for accreditation of attendance)</b></p>	<ul style="list-style-type: none"> <li>* According to the attendance guidelines, grades can only be awarded to those who have attended more than 2/3 of the total class time. However, attendance may be acknowledged if there is evidence according to the reason for admitting attendance. A disease or other unavoidable reason (notification of a confirmed case, notification of a quarantined person due to close contact) is subject to attendance recognition. However, even if attendance is acknowledged, the student must actually attend for at least ½ of the school day.</li> </ul>



# FAQ

Q	A
<b>*Can non-vaccinated people participate in face-to-face classes?</b>	*According to the government policy to abolish the vaccine pass, access restrictions due to vaccination or restrictions on the use of multiple facilities are not applied, so participation in face-to-face classes is not restricted
<b>* Whether to update the academic operation plan or the Corona response scenario</b>	*If the academic operation plan is changed or the COVID 19 response scenario is updated depending on the COVID-19 situation, it will be announced on the portal academic bulletin board or the KU Anti Covid-19 ( <a href="http://covid19.korea.ac.kr">covid19.korea.ac.kr</a> ) homepage.
<b>*In case of wishing to operate a non-face-to-face class for a class opened as a face-to-face class due to personal circumstances</b>	* The face-to-face/non-face-to-face request at the time of class enrollment shall not be changed in the right of keeping the trust of the students who signed up for the class.
<b>*Close contact or symptoms (fever) during class How should a student participate in class?</b>	*Students who have COVID19 symptoms (fever) during class shall go to a separate rapid test site installed in each campuses, follow additional instructions if positive, and return home immediately if negative. For following classes, students shall inform the professor of absence of class, one hour before the start of the class. Class participating shall be made in non-face-to-face classes or to be replaced with class recordings, recorded materials, and class supplement materials.

