

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

(July 25, 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 - Group A ----- 7p
 - 3-2. Close Contact with a Confirmed Case - Group 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] Instructions for Applying and Using the Quarantine Facilities
for Dormitory Residents

【 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** shall return home in their own or family vehicle, or request assistance from the local health center to be transported to the hospital.
- 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)
 - 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 [[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)
 - ㉠ 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 [\[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.
- ※ 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.

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Close Contact with a Confirmed Case

Group	Close Contact Situation	Response Manual
A	Living together in the same space (dormitory or other living quarters)	3-1
	Face-to-face contact <u>without wearing a mask</u> (during meals, conversation, etc.) * Applicable if at least one person was not wearing a mask * Excludes dining at the campus cafeteria where partitions are installed	
B	Working in the same work area (laboratories, offices) <u>with a mask on at all times</u>	3-2

* Cases Where Close Contacts Have a COVID History

- Those for whom 45 days have passed since their confirmed date: Due to the possibility of re-infection, they will be handled as “close contacts.”
- Those for whom less than 45 days have passed since their confirmed date: They will not be treated as “close contacts.”
- ✳ However, if the individual shows symptoms, they shall seek active treatment and work from home. They shall return to their work area only after the symptoms have completely disappeared.

A. Conduct a Rapid Antigen Test or PCR Test

- ※ Those who take the PCR test shall remain in quarantine until the test results are available.
- If confirmed “positive” : In the case of PCR test or rapid antigen test (hospital), take action according to [\[1. Confirmed Case\]](#) of the manual, and in the case of rapid antigen test (self), take action according to [\[2. “Positive” Result on a Rapid Antigen Test\(Self\)\]](#) of the manual.
- If confirmed “negative” : Proceed with management of close contacts.

B. Report Immediately to One’ s Department Quarantine Manager

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

C. Initiate Management of Close Contacts

- ① Management period: 7 days from the last contact with a confirmed case.
 - ※ 10 days from the confirmation date if the confirmed case is a family member living with them.
- ② Management method: The close contacts are to observe daily-life instructions. (Going to one’ s workplace is permitted.)
 - ※ However, working in laboratories and offices with library-type room arrangement is not permitted.
 - ※ Dormitory residents shall refer to [\[Appendix 2: Instructions for Applying and Using the Quarantine Facilities for Dormitory Residents\]](#).

D. Completion of Management

- ① Conducting a rapid antigen test or PCR test on the last day of management.
 - If confirmed “positive” : In the case of PCR test or rapid antigen test (hospital), take action according to [\[1. Confirmed Case\]](#) of the manual, and in the case of rapid antigen test (self), take action according to [\[2. “Positive” Result on a Rapid Antigen Test\(Self\)\]](#) of the manual.
 - If confirmed “negative” : Completion of management.
- ② Report the test results to the department quarantine manager.

[Daily-Life Instructions for Close Contacts]

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 Wear a mask (KF80 or higher) at all times.

③ Refrain from using public facilities on and off campus.

④ Refrain from private gatherings.

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

A. Conduct a Rapid Antigen Test or PCR Test

- ※ Those who take the PCR test shall remain in quarantine until the test results are available.
- If confirmed “positive” : In the case of PCR test or rapid antigen test (hospital), take action according to [1. Confirmed Case] of the manual, and in the case of rapid antigen test (self), take action according to [2. “Positive” Result on a Rapid Antigen Test(Self)] of the manual.
- If confirmed “negative” : Proceed with management of close contacts.

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. Initiate Management of Close Contacts

- ① Management period: 7 days from the last contact with a confirmed case.
- ② Management method: The close contacts are to observe daily-life instructions. (Going to one’ s workplace is permitted.)

D. Completion of Management

- ① Conducting a rapid antigen test or PCR test on the last day of management.
 - If confirmed “positive” : In the case of PCR test or rapid antigen test (hospital), take action according to [1. Confirmed Case] of the manual, and in the case of rapid antigen test (self), take action according to [2. “Positive” Result on a Rapid Antigen Test(Self)] of the manual.
 - If confirmed “negative” : Completion of management.
- ② Report the test results to the department quarantine manager

[Daily-Life Instructions for Close Contacts]

- 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 Wear a mask (KF80 or higher) at all times.
- ③ Refrain from using public facilities on and off campus.
- ④ Refrain from private gatherings.
- ⑤ Observe health rules (washing hands, ventilation, etc.)

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

A. Conduct a Rapid Antigen Test

- If confirmed “positive” : In the case of rapid antigen test (hospital), take action according to [1. Confirmed Case] of the manual, and in the case of rapid antigen test (self), take action according to [2. “Positive” Result on a Rapid Antigen Test(Self)] of the manual.
- If confirmed “negative” : On the basis of [3. Close Contact with a Confirmed Case] of the manual, conduct preemptive close contact management until the person’s follow-up inspection results are confirmed.

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 Details of the circumstance (including the type of contact with a “positive” case from the rapid antigen test(self), and the date of last contact).
- ② Rapid antigen test result.
- ③ Residence (Only for close contacts to confirmed case group A)

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
 - ※ Foreign freshmen and exchange students are managed separately by the Section of International Relations
- ② Details of report: Departure date, re-entry date, country/countries visited, purpose of visit, residence after re-entry.
 - ※ Dormitory residents are managed at home or quarantine facility.
 - * Those who wish to use quarantine facilities must consult in advance by referring to [\[Appendix 2: Instructions for Applying and Using the Quarantine Facilities for Dormitory Residents\]](#)
 - ※ If the itinerary changes, be sure to [submit notification of the revised schedule](#).

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 day 1 after arrival.

C. Initiate Management of Overseas Entrants

- ① Work from home until PCR test result is checked.
- ② Confirmation of a PCR test result.
 - 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 proceed with management for 7 days from the date of entry while following the daily-life instructions for overseas entrants. (Going to one’ s workplace is permitted.)
- ※ If it is within 40 days after 10 days from the date of confirmation as of the date of departure to Korea.

- * If confirmed “positive” : Check the health center for re-confirmation (If re-confirmed, take action according to [1. Confirmed Case] of the manual, and if it is simple re-detection, management ends.)
- * If confirmed “negative” : Management ends.

D. Completion of Management

- ① Conducting a rapid antigen test or PCR test on 6 to 7 days after entry.
- ② Report the test results to the department quarantine manager.
 - If confirmed “positive” : In the case of PCR test or rapid antigen test (hospital), take action according to [1. Confirmed Case] of the manual, and in the case of rapid antigen test (self), take action according to [2. “Positive” Result on a Rapid Antigen Test(Self)] of the manual.
 - If confirmed “negative” : End of management on day 7 of entry date.

[Daily-Life Instructions for Overseas Entrants]

- 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 Wear a mask (KF80 or higher) at all times.
- ③ Refrain from using public facilities on and off campus.
- ④ Refrain from private gatherings.
- ⑤ Observe health rules (washing hands, ventilation, etc.)

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"> ※ Dormitory residents shall return home in their own or family vehicle, or request assistance from the local health center to be transported to the hospital. • 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"> ※ Dormitory residents must move to an quarantine facility.
Close Contacts of a Confirmed Case	<p>[Group A] Proceed with Management of Close Contacts (Going to Work 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"> * Excludes dining at the campus cafeteria (where partitions are installed). • Conducting a COVID-19 Diagnostic Test: When first recognized, and on the last day of management. • Management Period: 7 days from the last contact with the confirmed case. <ul style="list-style-type: none"> ※ 10 days where the confirmed case is a family member. • Management Method: Follow the daily-life instructions for close contacts. <ul style="list-style-type: none"> ※ However, working in laboratories and offices with library-type room arrangement is not permitted. ※ Dormitory residents with a roommate shall stay at their homes or be assigned to Dormitory Building-T. • Completion of Management: Must test negative on the COVID-19 diagnostic test taken on the last day of management. (Report to the quarantine manager in your department.) <p>[Group B] Proceed with Management of Close Contacts (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). • Conducting a COVID-19 Diagnostic Test: When first recognized, and on the last day of management. • Management Period: 7 days from the last contact with the confirmed case. • Management Method: Follow the daily-life instructions for close contacts. • Completion of Management: Must test negative on the COVID-19 diagnostic test taken on the last day of management. (Report to the quarantine manager in your department.)

	<p><Daily-Life Instructions for Close Contacts></p> <p>Daily health checks (Conduct a rapid antigen test when suspicious symptoms occur, seeking active treatment and working from home until symptoms show improvement), wearing a mask (KF80 or higher) at all times, refraining from visiting public facilities and private gatherings, following health guidelines, etc.</p>
Close Contacts of a “Positive” Case on a Rapid Antigen Test(Self)	<ul style="list-style-type: none"> • After receiving a “negative” result on a rapid antigen test, conduct preemptive close contact management until the person’s follow-up inspection results are confirmed • If the follow-up test result is positive, switch status to “close contact of a confirmed case.” If the test result is negative, terminate management.
Symptomatic Individual	<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).
Overseas Entrant or Expected Entrant	<ul style="list-style-type: none"> • Conducting a COVID-19 Diagnostic Test: PCR test on day 1 after entry and rapid antigen test on 6 to 7 days after entry. • Management Period: 7 days from the date of entry. • Management Method: Follow the daily-life instructions for overseas entrants. (Going to Work Allowed) <ul style="list-style-type: none"> ※ Work from home until PCR test result is checked. ※ Dormitory residents with roommate are moved to their homes or assigned to quarantine facility (requires prior consultation). <p><Daily-Life Instructions for Overseas Entrants></p> <p>Daily health checks (Conduct a rapid antigen test when suspicious symptoms occur, seeking active treatment and working from home until symptoms show improvement), wearing a mask (KF80 or higher) at all times, refraining from visiting public facilities and private gatherings, following health guidelines, etc.</p>
<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>	

Instructions for Applying and Using the Quarantine Facilities for Dormitory Residents

I. Residence for Dormitory Residents – Overseas Entrants, Close Contacts Group A

- A. Those without a roommate: Dormitory.
- B. Those with a roommate: Home or quarantine facility.

II. Criteria for Using Quarantine Facilities

- A. Quarantine Facility: T-House Dormitory (Building B) ※ Room capacity permitting
- B. Standards for Use: Dormitory resident who has a roommate and who are a overseas entrant or close contact to a confirmed case. If dormitory capacity has been reached, the next applicable person in line will be given priority.
 - International students facing difficulty returning to their country.
 - Those with a confirmed case at home.
 - Those with someone at home with a serious underlying disease.
 - ※ The housemaster will determine assigning residency after discussing the seriousness of the underlying disease and the social-distancing availability at home.
 - Face-to-face examination.
 - Working at one's laboratory is acceptable only if the nature of the research project requires one's participation.

III. 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: KakaoTalk open chatroom (<https://open.kakao.com/o/gbKCIH3d>)
 - Operating hours: 09:00–22:00
 - ※ Overseas entrants (scheduled) can apply only during weekdays.

IV. 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. Meals
 - You are responsible for your own meals (Order delivery or use the campus cafeteria with partitions installed).
 - ※ Delivery destination: Table at the rear entrance of Dormitory Building B.

C. Leaving the premise

- Except for the purposes of face-to-face classes and examinations, working at one's laboratory, and dining (campus cafeteria, food delivery pickup), leaving the premise is not permitted.

D. 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 rear entrance of Dormitory Building B.

E. 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.

F. 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 management has ended (and leave the quarantine facility).