

2022-2<sup>nd</sup> Semester

# COVID 19 Counteraction Scenario of class maintenance

2022. 8

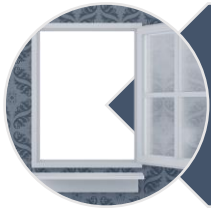
Office of  
Administrative Affairs



# 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

# Inquiries regarding distance learning



## 1st inquiry

Teaching Faculty and Course Opening University Administration Office((Liberal Arts-Liberal Education Center, Foreign Language Lecture-Foreign Language Center))



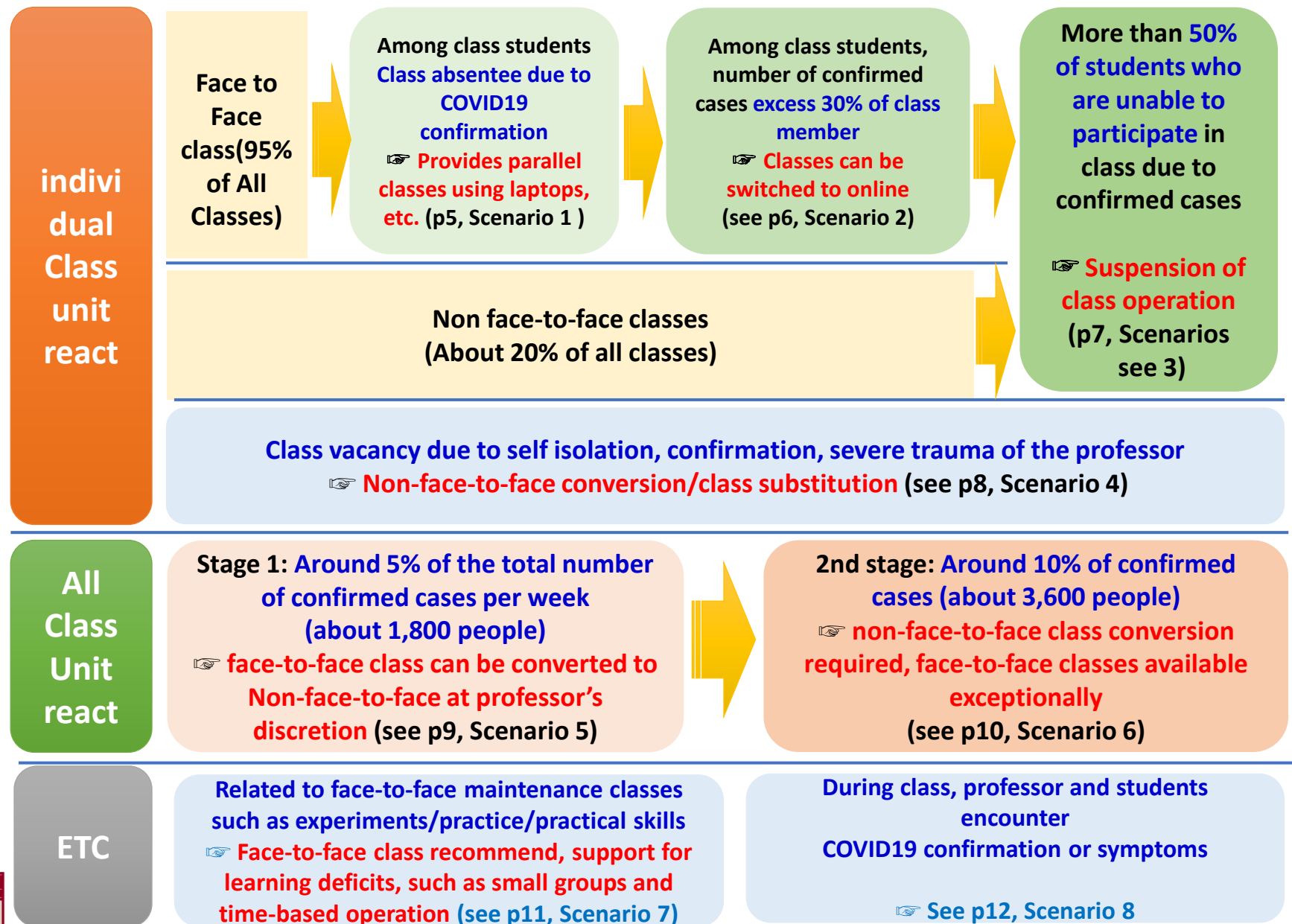
## 2nd inquiry

Academic Affairs Team, Academic Affairs Team Email [haksa@korea.ac.kr](mailto:haksa@korea.ac.kr)



For more information on class progress, check the LMS (black board) notice, department website, and portal information.

# 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

Trigger	In the case of one or more students who did not attend the face-to-face class due to COVID19 confirmed case, quarantine, etc. (including foreigners with restricted entry)
<b>Principle</b>	Face-to-face training continues ▶ parallel classes to be recommend 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>Re action</b>	<b>student (face-to-face class absentee)</b> ▶ <u>Notifies the professor at least 1 hour prior to class start in case of suspected confirmation, quarantine, etc.</u> ▶ <u>Completion of parallel classes or class alternatives</u> ▶ <u>Apply for attendance recognition when it is impossible to complete parallel classes or class substitutions due to severe illness (attach documentary evidence)</u> ▶ <u>Even if attendance is recognized, at least ½ of the actual attendance is required to complete the course.</u>
<b>administrative office</b>	▶ Computer resource support such as laptop rental if necessary for teachers' parallel classes ▶ Request and guidance on appropriate measures for teachers in relation to complaints about student loss of class in order to guarantee students' right to class





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

Trigger	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>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」</li> </ul> <p>* (Refer to FAQ)</p>
<b>student</b>	<p>When the COVID 19 is confirmed to anyone , 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> <li>▶ Request and guidance on appropriate measures for teachers in relation to complaints about student loss of class in order to guarantee students' right to class</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>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>Reaction 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> <li>▶ Request and guidance on appropriate measures for teachers in relation to complaints about student loss of class in order to guarantee students' right to class</li> </ul>



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

Trigger		In case face-to-face classes cannot be conducted due to quarantine or confirmation of COVID19 of professor, or non-face-to-face classes cannot be conducted due to severe trauma of COVID19
<b>R e a c t i o n</b>	<b>Principle</b>	<ul style="list-style-type: none"> <li>▶ In case of normal quarantine 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>administrative 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> <li>▶ Request and guidance on appropriate measures for teachers in relation to complaints about student loss of class in order to guarantee students' right to class</li> </ul>





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

Trigger	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>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> </ul>
<b>Student</b>	<ul style="list-style-type: none"> <li>▶ Advanced notice to students on whether to change the class format through the blackboard</li> <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> <li>▶ Request and guidance on appropriate measures for teachers in relation to complaints about student loss of class in order to guarantee students' right to class</li> </ul>

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# 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>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> <li>▶ Request and guidance on appropriate measures for teachers in relation to complaints about student loss of class in order to guarantee students' right to class</li> </ul>

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

## Trigger

(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.

## Principle Professor

- ▶ In principle, students are distributed in small groups (A/B/C/D/E, etc.)
- ▶ Secure multiple classrooms or allocate large classrooms for the number of people
- ▶ Operate in a way that classes are taught with a time difference for each small group
- ▶ Even if classes are unavoidably suspended, avoid providing class alternatives and recommend class reinforcement

## Re Action

## Student

- ▶ Equipment of experiment/practice/practical equipment that can be used individually by each student within the budget limit
- ▶ Secure spare space that can be used as an experiment/practice/practical lecture room in case of an emergency
- ▶ Specially manage class support such as quarantine for face-to-face classes such as experiment/practice/practical classes despite the transition to other classes
- ▶ Request and guidance on appropriate measures for teachers in relation to complaints about student loss of class in order to guarantee students' right to class



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

Trigger	During class, professor and students encounter COVID19 symptoms
<b>Principle</b>	<ul style="list-style-type: none"> <li>▶ If , professor and students encounter COVID19 symptoms (fever, shortness of breath), immediately stop taking classes and testing himself using self-examination kits or hospital rapid antigen testing. If it is positive, follow additional instruction.</li> <li>▶ If a professor encounter COVID19 symptoms(fever, shortness of breath) during class, the class is suspended, immediately stop classes and test him/herself using self-examination kits or hospital rapid antigen testing.</li> </ul>
<b>Re Action</b>	<ul style="list-style-type: none"> <li>▶ According to <u>Scenario 4</u> when teachers are positively judged</li> <li>▶ As the probability of occurrence of <u>Scenario 1 and Scenario 2</u> increases, check the trend of the number of class participants in the future to prepare for changes in class operation</li> </ul>
<b>Student</b>	<ul style="list-style-type: none"> <li>▶ In case of suspected corona symptoms during class, notify the teacher immediately, stop taking classes, and recommend self-examination using self-examination kits. If positive, follow the quarantine guidelines and respond according to <u>scenario 1</u></li> <li>▶ Apply for attendance for class suspension due to COVID-19 suspected circumstances (attached supporting documents)</li> </ul>
<b>administrative office</b>	<ul style="list-style-type: none"> <li>▶ Inform places where rapid testing is possible on campus and support for related tasks</li> <li>▶ Request and guidance on appropriate measures for teachers in relation to complaints about student loss of class in order to guarantee students' right to class</li> </ul>



# 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,, so participation in face-to-face classes is available
<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="https://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>*In case of symptoms (fever) during class, How should a student participate in class?</b>	* In the case of a student who finds symptoms during class (fever), stop taking classes and take a self-test using self-test kits. After that, the teacher in charge shall be notified one hour before the start of the class and participates in a remote class or participates in the class with class recordings, recorded materials, and class supplement materials as determined by the teacher.

