

**NTNU Mandarin Training Center:**  
**2019-nCoV Health and Prevention Measures & Policies**

*Updated 2020.02.06*

1. MTC will continuously sanitize the learning environment twice per day every day (classrooms, offices, elevators, stairs, etc.) The main office will have sanitizer, thermometers, and other medical equipment available to students. All bathrooms will have hand soap. Office and classroom windows will be left open to prevent long periods of closed space.
2. Health and Prevention Measures at MTC are as follows (relevant to those who have visited or resided anywhere in the PRC, including Hong Kong and Macao, within the past month):
  - (1) For students who **HAVE** symptoms (fever, cough, stuffed nosed, difficulty in breathing), it is requested that you go to your nearest hospital as soon as possible for thorough medical check. At the same time, we ask that you stop attending classes for fast recovery as well as prevention of further spread of the virus.  
In such case, please contact MTC staff members as soon as possible regarding your medical results and absence.
  - (2) For students who **DO NOT** have symptoms but have visited or resided anywhere in the PRC, including Hong Kong and Macao, **in the previous 14 days (as of February 6, 2020)**, it is recommended to stay at home for 14 days under self-observation (please notify your teacher regarding your absence). If you decide to attend class, please wear a surgical mask for precautionary reasons.
  - (3) For students who **DO NOT** have symptoms but have visited or resided anywhere in the PRC, including Hong Kong and Macao, **past the 14 day mark (as of February 6, 2020)**, can attend class.
3. For students who are unable to attend class, MTC teachers will contact you regarding in-class progress, homework, and assignments for self-study.
4. Epidemic Prevention :
  - (1) make sure to clean your hands thoroughly for at least 20 seconds with soap and water, or an alcohol-based hand rub; avoid touching face or mouth.
  - (2) avoid close contact with anyone with cold or flu-like symptoms.
  - (3) notify MTC staff and faculty in the 709 office as soon as possible if your classmate has recently been to China, Hong Kong, or Macau and show flu-like symptoms.
5. If you have received official notice from the Central Epidemic Command Center to stay home for isolation, quarantine, or self-observation, please notify MTC staff and faculty.
6. Please follow MTC latest announcements for updated information of the 2019-nCoV virus, as well as government and MTC announcements.