

Detailed Guidelines for Routine Distancing in Daily Life

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The Central Disaster and Safety Countermeasures Headquarters

The Ministry of the Interior and Safety, Republic of Korea

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Contact Information by Department in Charge

Instruction name	Ministries	Contact
▶ General	Central Disaster Management Headquarters	044-202-3804
	Central Disease Control Headquarters	043-719-9064
▶ Workplaces	Ministry of Employment and Labor, Occupational Health Division	044-202-7744
▶ Meetings	Ministry of Employment and Labor Occupational Health Division	044-202-7744
▶ Civil services offices	Ministry of Interior and Safety, Civil Affairs System Innovation Division	044-205-2441
▶ Post offices	Korea Post Headquarters (Ministry of Science and ICT (information and communication technologies))	044-200-8832
▶ Public transportations	Ministry of Land, Infrastructure and Transport, Transport Policy Coordination Division	044-201-3786
▶ Restaurants, cafes, study cafes	Ministry of Food and Drug Safety, Food Safety Management Division	043-719-2054
▶ After-school academies, study rooms etc.	Ministry of Education, Lifelong Education Policy Division	044-203-6380
▶ Large distribution facilities	Ministry of Trade, Industry and Energy, Distribution and Logistics Division	044-203-4381 044-203-4383
▶ Traditional markets	Ministry of SMEs (Small and Medium Enterprises) and Startups, Traditional Market Promotion Division	042-481-4581
▶ Medium and small supermarkets	Micro-Enterprise Assistance Division Ministry of SMEs (Small and Medium Enterprises) and Startups, Micro-Enterprise Assistance Division	042-481-4490
▶ Family events such as weddings	Ministry of Gender Equality and Family, Family Culture Division	02-2100-6363
▶ Funeral homes	Ministry of Health and Welfare, Division of Senior Support	044-202-3473

▶ Religious facilities	Ministry of Culture, Sports and Tourism, Religious Affairs 1 Officer	044-203-2317
▶ Hotel / lodging businesses	Ministry of Culture, Sports and Tourism, Tourism Industry Policy Division	044-203-2871
▶ Amusement facilities	Ministry of Culture, Sports and Tourism, Tourism Industry Policy Division	044-203-2863
▶ Campgrounds	Ministry of Culture, Sports and Tourism, Tourism Industry Policy Division	044-203-2866
▶ Zoos	Ministry of Environment, Biodiversity Division	044-201-7244
▶ National parks	Ministry of Environment, Nature Park Division	044-201-7311
▶ Outdoor activities	Ministry of Culture, Sports and Tourism, Tourism Industry Policy Division	044-203-2888
▶ Public restrooms, etc	Ministry of Interior and Safety, Community Space Policy Division	044-205-3545
▶ Hair and beauty salons	Ministry of Health and Welfare, Division of Health Policy	044-202-2881
▶ Bathhouses	Ministry of Health and Welfare, Division of Health Policy	044-202-2881
▶ Libraries	Ministry of Culture, Sports and Tourism, Library Policy Division	044-203-2612
▶ Performance halls	Ministry of Culture, Sports and Tourism, Performing and Traditional Arts Division	044-203-2732
▶ Movie theaters	Ministry of Culture, Sports and Tourism, Film and Video Content Industry Division	044-203-2432
▶ Museums and art galleries	Ministry of Culture, Sports and Tourism, Cultural Infrastructure Division	044-203-2638
▶ Baseball parks and soccer fields	Ministry of Culture, Sports and Tourism, Sports Policy Division	044-203-3153

▶ Karaoke bars	Ministry of Culture, Sports and Tourism, Popular Culture Industry Division	044-203-2464
▶ Indoor sports facilities	Ministry of Culture, Sports and Tourism, Sports Policy Division	044-203-3156
▶ PC / internet cafes	Ministry of Culture, Sports and Tourism, Game Content Industry Division	044-203-2446
▶ Nightlife	Ministry of Food and Drug Safety, Food Safety Management Division	043-719-2054

I. Business (1. When Working)

1-1. Guidelines for Routine Distancing: Workplaces

A. Employees

[Common rules]

- Employees with fever or respiratory symptoms (cough, sore throat etc.) or who traveled abroad within the last 14 days should not come to work
- Keep a distance of 2m (at least 1m) from others
- Wash hands with running water and soap for at least 30 seconds, or disinfect with hand sanitizer
- When coughing or sneezing, cover nose and mouth with tissue or sleeve
- Avoid activities that cause respiratory droplets to spread (singing, shouting, etc.) or physical contact with others (handshake, hug, etc.)
- Wear a mask in indoor public facilities
- If unable to keep a 2m distance outdoors, wear a mask

[Specific rules]

- Employees should notify the employer if they develop fever or cough, then wear a surgical mask and return home
- Implement flexible work systems (telework, staggered hours, etc.) and vacation policies (family-care leave, annual holiday, sick leave, etc.)
- Minimize business trips (domestic or overseas)
- For workshops, training sessions, etc., use online platforms and audiovisual recordings; at in-person meetings, follow personal hygiene rules such as wearing surgical masks and using sanitizers
- Employees should use their own personal items such as coffee cups and teaspoons
- Disinfect frequently touched surfaces (tables, keyboards, computer mouses, phones, etc.)
- Ventilate the workplace
- Avoid small and big gatherings; and return home shortly after work
- Sit in a single row or zigzag formation at the cafeteria; cover mouths when speaking or refrain from conversation
- In closed spaces like elevators, wear surgical masks and refrain from conversation
- Avoid congregating in the staff lounge
- Cooperate in daily checks for temperature (using the contactless thermometer or thermal imaging camera etc.) and respiratory symptoms

B. Employers

[Common rules]

- Establish an epidemic control cooperation system by designating epidemic control personnel and securing a contact network of designated personnel at the public health center
- If more than 2-3 people develop symptoms within 3-4 days in the same department, class, or place where close contact occurs, send them for COVID-19 testing; if more people develop symptoms, report the possibility of cluster infection to the local public health center
- Employees with fever or respiratory symptoms should immediately stop work and take leave
- Keep a distance of 2m (at least 1m) between people
- Provide handwashing facilities or hand sanitizer; post compliance notices on handwashing and cough etiquette
- If natural ventilation is possible, keep windows open at all times; if this is difficult due to the use of air conditioners, ventilate at least twice a day, considering the area and number of people in the office or workshop
- Disinfect public use items (door handles, etc.) and surfaces at least once a day
- Wear a mask when dealing directly with a customer (user)
- Discourage visits by anyone who has fever or respiratory symptoms, or traveled abroad in the last 14 days
- Advise wearing a mask in indoor public facilities
- For those unable to keep a 2m distance outdoors, advise wearing a mask

[Specific rules]

- The epidemic control personnel should develop Guidelines of Epidemic Control according to the risks of the density, ventilation condition, work style, etc.
- For employees with fever or respiratory symptoms, utilize telework, sick leave, annual holiday, or time off from work
 - * Include this clause in employment rules if necessary
- Conduct routine, daily temperature check using contactless thermometer or thermal imaging camera; check for respiratory symptoms daily
- Encourage employees to consider a flexible work system and holidays
- Minimize business trips (domestic or overseas)
- Encourage the use of online platforms and audiovisual recordings for workshops, training sessions, etc. If in-person meetings are unavoidable, check temperature, wear surgical masks, and provide sanitizers.
- To maintain the distance of 2m (at least 1m) between employees, adjust the formations and directions of computer monitors, desks, and work tables; put to use any dormant space
- Avoid activities that cause respiratory droplets to spread (e.g., group shoutouts, etc.)
- Install clear Plexiglass partitions between seats at the cafeteria or instruct employees to sit in a single row or zigzag formation
- Provide personal cleaning and hygiene supplies; make them available at work
- Provide or support the purchase of surgical masks and sanitary items when necessary
- Post signs on hygiene control measures such as handwashing, using hand sanitizer, cough etiquette, etc.; offer training on those measures

- Instruct staff to refrain from congregating in the staff lounge
- Install a temporary meeting room for business meetings with clients

1-2. Guidelines for Routine Distancing: Meetings

1) General principles

- Conduct meetings with video- or tele-conference calls whenever possible
- Improve the working environment to enable video- or tele-conference calls
- For in-person meetings, prepare a large space that can be easily ventilated and participants can sit apart
- Shorten the meeting time by minimizing the number of participants and proceeding efficiently.

2) Guidelines for in-person meetings

- Notify prior to the meeting that anyone with fever, respiratory symptom (cough, sore throat, shortness of breath, fatigue, headache, muscle pain, etc.), or history of overseas travel within the last 14 days should not join the meeting
- Before the meeting begins, the convener of the meeting must check if anyone has fever, respiratory symptoms, etc., and prohibit symptomatic individuals from participating in the meeting
- Avoid immediate physical contact such as shaking hands before or after the meeting
- Keep hand sanitizers in the meeting rooms so that participants can use them frequently
- Use a large space with easy ventilation for the meeting place and ventilate before the meeting starts
- When the duration of the meeting exceeds an hour, take a break and open the doors and windows of the meeting room for ventilation
- Participants should keep a distance of 2m from one another; maintain at least 1m between the participants if the space is limited
- Avoid in-person meetings if it is not possible to maintain a distance of 2m (at least 1m) between the participants and hourly ventilation
 - If an in-person meeting is unavoidable, make sure that every participant is wearing a surgical mask at all times even when speaking
 - * When the guidelines of distancing and ventilation are maintained, then it is up to the individual participant to decide whether or not to wear a surgical mask during the meeting

1-3. Guidelines for Routine Distancing: Civil Service Offices

A. Visitors

[Common rules]

- Those with fever or respiratory symptoms (cough, sore throat, etc.) or who traveled abroad within the last 14 days should not visit
- Keep a distance of 2m (at least 1m) from others
- Wash hands with running water and soap for at least 30 seconds, or disinfect with hand sanitizer
- When coughing or sneezing, cover nose and mouth with tissue or sleeve
- Avoid activities that cause respiratory droplets to spread (singing, shouting, etc.) or physical contact with others (handshake, hug, etc.)
- Wear a mask in indoor public facilities
- If unable to keep a 2m distance outdoors, wear a mask

B. Managers/Employees

[Common rules]

- Establish an epidemic control cooperation system by designating epidemic control personnel and securing a contact network of designated personnel at the public health center
- If more than 2-3 people develop symptoms within 3-4 days in the same department, class, or place where close contact occurs, send them for COVID-19 testing; if more people develop symptoms, report the possibility of cluster infection to the local public health center
- Employees with fever or respiratory symptoms should immediately stop work and take leave
- Keep a distance of 2m (at least 1m) between people
- Provide handwashing facilities or hand sanitizer; post compliance notices on handwashing and cough etiquette
- If natural ventilation is possible, keep windows open at all times; if this is difficult due to the use of air conditioners, ventilate at least twice a day, considering the area and number of people in the office or workshop
- Disinfect public use items (door handles, etc.) and surfaces at least once a day
- Wear a mask when dealing directly with a customer (user)
- Discourage visits by anyone who has fever or respiratory symptoms, or traveled abroad in the last 14 days
- Advise wearing a mask in indoor public facilities
- For those unable to keep a 2m distance outdoors, advise wearing a mask

[Specific rules]

1. Employees

- Department heads shall arrange for any employees with a fever, cough, or other symptoms of COVID-19 or who have traveled overseas within the past 14 days to avoid the office and either to work from home or take leave*
 - *If these employees display no symptoms or any other issues after 3-4 days, they can return to work
- Perform temperature checks at least twice per shift ⇒ if anyone exhibits symptoms, consult the relevant public health authorities and follow their guidance
- Establish a system for reporting symptoms and keep a thorough record of staff work hours for contact tracing in case any employee is confirmed to have COVID-19
- Allow employees to work flexible hours and use vacation days freely, and secure backup staffing

2. Civil Service Counters

- 1) Designate the head of the Civil Service Counters as the epidemic control manager and perform thorough disinfection
 - ✓ Hand sanitizer and other such disinfectant products should be provided (at the ticket counter, automatic machines, public spaces, restrooms, etc.), and places such as door handles that people touch frequently should be covered in a protective anti-bacterial film and disinfected
 - ✓ Civil service offices and public spaces should be disinfected at least twice a week, including the floors
 - * For information on disinfectants and disinfection methods, refer to *Coronavirus Disease-19 Response Guidelines for Disinfection of Community and Public Facilities*
 - ✓ Create and implement appropriate preventative measures for each situation: install a clear partition in front of each counter and provide disposable masks to visitors without masks, close off all entrances except for the main entrance, etc.
 - ✓ Perform temperature checks by installing thermal imaging cameras; and prepare a special waiting room for anyone with a fever (the usage of the waiting room should be recorded)
 - ✓ Implement infection control measures suitable for the circumstances of each facility: install clear partitions at each counter, use automatic doors, or establish a singular entrance, etc.
- 2) Maintain inter-agency cooperation
 - ✓ Maintain emergency contact systems for related organizations (public health centers, police stations, fire departments, healthcare facilities, etc.) and respond immediately to emerging situations
 - ✓ If anyone within the civil service office displays symptoms, immediately report this to the local public health center and instruct the symptomatic individual to wait in a quarantine area
 - ✓ If anyone within the civil service office is confirmed to have COVID-19, immediately report this to the Local public health center, thoroughly disinfect the facility, ban exit and entry, and implement any necessary measures (quarantine, disinfection, etc.)
 - * For more details, see *Coronavirus Disease-19 Response Guidelines for Facility Management (Disinfection etc.) When New Case Is Confirmed* (Refer to Central Disaster Management Headquarters-125, 3.6.)
- 3) Expand the use of services such as “Government 24·Automated machines·Electronic issuance of certificates” to minimize the amount of face-to-face interaction needed to obtain government documents

3. Hygiene education and information for civil servants and visitors to civil service offices
- Provide civil servants who interact with the public at civil service offices with education and information on how to prevent the spread of COVID-19, such as handwashing, proper cough etiquette, etc.
 - Post fliers throughout buildings with information on cough etiquette, handwashing, and other hygiene measures to prevent the spread of COVID-19
 - * Such fliers can be downloaded for free from the KCDC homepage (www.kcdc.go.kr)
 - * For additional information on prevention and disinfection, see *COVID-19 Response Guidelines for Community Facility and Public Facility (Vol. 3)* (Central Disease Control Headquarters·Central Disaster Management Headquarters, 3.25), *Coronavirus Disease-19 Response Guidelines for Disinfection of Community and Public Facilities (Vol. 3-1)* (Central Disease Control Headquarters·Central Disaster Management Headquarters, 4.2.)

1-4. Guidelines for Routine Distancing: Post Offices

A. Customers/Visitors

[Common rules]

- Those with fever or respiratory symptoms (cough, sore throat etc.) or who traveled abroad within the last 14 days should not visit
- Keep a distance of 2m (at least 1m) from others
- Wash hands with running water and soap for at least 30 seconds, or disinfect with hand sanitizer
- When coughing or sneezing, cover nose and mouth with tissue or sleeve
- Avoid activities that cause respiratory droplets to spread (singing, shouting, etc.) or physical contact with others (handshake, hug, etc.)
- Wear a mask in indoor public facilities
- If unable to keep a 2m distance outdoors, wear a mask

[Specific rules]

- When possible, use smart banking or internet banking for financial transactions and ATMs when visiting the post office to minimize face-to-face interaction
- When mailing packages, use the automated postage machine (where available)

B. Managers/Employees

[Common rules]

- Establish an epidemic control cooperation system by designating epidemic control personnel and securing a contact network of designated personnel at the public health center
- If more than 2-3 people develop symptoms within 3-4 days in the same department, class, or place where close contact occurs, send them for COVID-19 testing; if more people develop symptoms, report the possibility of cluster infection to the local public health center
- Employees with fever or respiratory symptoms should immediately stop work and take leave
- Keep a distance of 2m (at least 1m) between people
- Provide handwashing facilities or hand sanitizer; post compliance notices on handwashing and cough etiquette
- If natural ventilation is possible, keep windows open at all times; if this is difficult due to the use of air conditioners, ventilate at least twice a day, considering the area and number of people in the office or workshop
- Disinfect public use items (door handles, etc.) and surfaces at least once a day
- Wear a mask when dealing directly with a customer (user)
- Discourage visits by anyone who has fever or respiratory symptoms, or traveled abroad in the last 14 days
- Advise wearing a mask in indoor public facilities
- For those unable to keep a 2m distance outdoors, advise wearing a mask

[Specific rules]

- Maintain distance from others while eating (face the same direction, sit at a distance from others, sit in a zig-zag (staggered) pattern, etc., and place stickers or signs when possible)
- Refrain from visiting other departments or moving between floors; avoid business trips unless absolutely necessary; and refrain from face-to-face conversation. Instead, use internal phone or messaging systems to communicate, and enable non-face-to-face payment systems.
- Minimize large events and public activities. Education and meetings should be conducted online.
- Provide tissue and covered trash cans at every entrance
- Provide ongoing education on the necessity of personal hygiene practices and routine distancing, encouraging cooperation
- Provide guidance for smart banking, internet banking, ATMs and automated postage machines

1-5. Guidelines for Routine Distancing: Domestic Business Trip

1) General principles

- Minimize business trips as much as possible
- Refrain from or postpone business trips to areas where COVID-19 community infection has spread
- Minimize the number of people traveling, time required, and route
- Business travelers should check their body temperature before, and postpone the trip if they have fever (37.5 °C) or respiratory symptoms (cough, sore throat, etc.)
- Business travelers should follow personal hygiene practices such as washing their hands and wearing masks
- Wear a mask in indoor public facilities while traveling
- If unable to keep a 2m distance outdoors while traveling, wear a mask

2) Specific rules during domestic business trips

- All passengers must wear masks when riding in a shared/personal vehicle with others
- Wear a mask and refrain from talking when using public transportation such as bus, subway, taxi
- Avoid physical contact and keep 2m (at least 1m) distance when meeting other people while traveling
- If possible, work in a place with good ventilation and not crowded
- Refrain from contacting a sick person who has fever, respiratory symptoms (cough, sore throat, etc.) while traveling.
- Minimize time spent in restaurants and cafés, refrain from talking and take the food onto your own plate
- Avoid small gatherings, dinners, etc., other than related to business, and return home early
- Refrain from visiting crowded places and public facilities other than related to business
- When lodging during a business trip, do not share a room with a colleague unless it is inevitable
- If you develop fever or respiratory symptoms while traveling, stop traveling and return home
- If you develop fever and respiratory symptoms after a business trip, consult a call center (☎ 1339, ☎ area code+120) or your local public health center

◆ **When holding a meeting during a business trip, apply relevant guidelines**

1-6. Guidelines for Routine Distancing: Visiting Services

A. Employees

[Common rules]

- Employees with fever or respiratory symptoms (cough, sore throat, etc.) or who traveled abroad within the last 14 days should not come to work
- Those with fever or respiratory symptoms (cough, sore throat, etc.) or who traveled abroad within the last 14 days should not visit
- Keep a distance of 2m (at least 1m) from others
- Wash hands with running water and soap for at least 30 seconds, or disinfect with hand sanitizer when coughing or sneezing, cover nose and mouth with tissue or sleeve
- Avoid activities that cause respiratory droplets to spread (singing, shouting, etc.) or physical contact with others (handshake, hug, etc.)
- Wear a mask in indoor public facilities
- If unable to keep a 2m distance outdoors, wear a mask

[Specific rules]

- Cooperate in daily checks for temperature (using the contactless thermometer or thermal imaging camera etc.) and respiratory symptoms when working in office, when working away from office self-check for temperature
- Employees should notify the employer if they develop fever or cough, then wear a surgical mask and return home
- Take advantage of vacation policies (family-care leave, annual holiday, sick leave, etc.)
- For workshops, training sessions, etc., use online platforms and audiovisual recordings; at in-person
- Minimize unnecessary face-to-face contact with clients, and wear a mask when meeting in person
- Postpone visit if a client is under home-quarantine/isolation or experiencing fever or respiratory symptoms
- All passengers must wear masks when riding in a shared/personal vehicle with others
- Periodically clean and disinfect inside of the share/personal vehicles (steering wheel, gear stick, etc.), business supplies (portable credit card reader, pen, etc.)
- Wear a mask and refrain from talking when using public transportation such as bus, subway, taxi
- Utilize electronic payment methods (mobile payment, QR code, NFC card, credit card, etc.) if possible when receiving payment on site
- Minimize time spent in restaurants and cafés, refrain from talking and take the food onto your own plate
- Avoid small and big gatherings; and return home shortly after work

B. Users (Clients)

[Common rules]

- Employees with fever or respiratory symptoms (cough, sore throat, etc.) or who traveled abroad within the last 14 days should not come to work
- Those with fever or respiratory symptoms (cough, sore throat, etc.) or who traveled abroad within the last 14 days should not visit
- Keep a distance of 2m (at least 1m) from others
- Wash hands with running water and soap for at least 30 seconds, or disinfect with hand sanitizer when coughing or sneezing, cover nose and mouth with tissue or sleeve
- Avoid activities that cause respiratory droplets to spread (singing, shouting, etc.) or physical contact with others (handshake, hug, etc.)
- Wear a mask in indoor public facilities
- If unable to keep a 2m distance outdoors, wear a mask

[Specific rules]

- Minimize unnecessary face-to-face contact with visiting workers, and wear a mask when meeting in person
- Postpone visit if you are under home-quarantine/isolation or experiencing fever or respiratory symptoms
- Utilize pre-online payment, and use electronic payment methods (mobile payment, QR code, NFC card, credit card, etc.) if possible when paying on site

* *Translator's note: "Employees" seems like it should be "Users (Clients)" but this is what is written on the original document.*

C. Employers

[Common rules]

- Establish an epidemic control cooperation system by designating epidemic control personnel and securing a contact network of designated personnel at the public health center
- If more than 2-3 people develop symptoms within 3-4 days in the same department, class, or place where close contact occurs, send them for COVID-19 testing; if more people develop symptoms, report the possibility of cluster infection to the local public health center
- Employees with fever or respiratory symptoms should immediately stop work and take leave
- Keep a distance of 2m (at least 1m) between people
- Provide handwashing facilities or hand sanitizer; post compliance notices on handwashing and cough etiquette
- If natural ventilation is possible, keep windows open at all times; if this is difficult due to the use of air conditioners, ventilate at least twice a day, considering the area and number of people in the office or workshop
- Disinfect public use items (door handles, etc.) and surfaces at least once a day
- Wear a mask when dealing directly with a customer (user)

- Discourage visits by anyone who has fever or respiratory symptoms, or traveled abroad in the last 14 days
- Advise wearing a mask in indoor public facilities
- For those unable to keep a 2m distance outdoors, advise wearing a mask

[Specific rules]

- The epidemic control personnel should develop Guidelines of Epidemic Control according to the risks of the density, ventilation condition, work style, etc.
- For employees with fever or respiratory symptoms, utilize telework, sick leave, annual holiday, or time off from work
 - * Include this clause in employment rules if necessary
- Conduct temperature check using contactless thermometer or thermal imaging camera; check for respiratory symptoms for those working in office
- Encourage employees to consider a flexible work system and holidays
- Encourage the use of online platforms and audiovisual recordings for workshops, training sessions, etc. If in-person meetings are unavoidable, check temperature, wear surgical masks, and provide sanitizers.
- Avoid activities that cause respiratory droplets to spread (e.g., group shoutouts, etc.)
- Provide service without face-to-face contact as much as possible
- Wear a mask and refrain from talking when using public transportation such as bus, subway, taxi
- Periodically clean and disinfect the interior if providing a shared vehicle
- Utilize pre-online payment, and use electronic payment methods (mobile payment, QR code, NFC card, credit card, etc.) if possible when receiving payment on site
- Minimize time spent in restaurants and cafés, refrain from talking and take the food onto your own plate
- Provide or support the purchase of sanitary items such as masks and hand sanitizers suitable for the workplace
- Post signs on hygiene control measures such as handwashing, using hand sanitizer, cough etiquette, etc.; offer training on those measures

1-7. Guidelines for Routine Distancing: Call Center

A. Employees

[Common rules]

- Employees with fever or respiratory symptoms (cough, sore throat, etc.) or who traveled abroad within the last 14 days should not come to work
- Those with fever or respiratory symptoms (cough, sore throat, etc.) or who traveled abroad within the last 14 days should not visit
- Keep a distance of 2m (at least 1m) from others
- Wash hands with running water and soap for at least 30 seconds, or disinfect with hand sanitizer when coughing or sneezing, cover nose and mouth with tissue or sleeve
- Avoid activities that cause respiratory droplets to spread (singing, shouting, etc.) or physical contact with others (handshake, hug, etc.)
- Wear a mask in indoor public facilities
- If unable to keep a 2m distance outdoors, wear a mask

[Specific rules]

- Cooperate in daily checks for temperature (using the contactless thermometer or thermal imaging camera etc.) and respiratory symptoms
- Employees should notify the employer if they develop fever or cough, then wear a surgical mask and return home
- Take advantage of vacation policies (family-care leave, annual holiday, sick leave, etc.)
- Minimize the number of employees concurrently working by actively utilizing telework and staggered hours
- Minimize business trips (domestic or overseas)
- For workshops, training sessions, etc., use online platforms and audiovisual recordings; at in-person meetings, follow personal hygiene rules such as wearing surgical masks and using sanitizers
- Wear a mask when working as possible
 - In case of compliance with measures such as ventilation, distance and barriers between workers, mask wearing is optional
- Employees should use their own personal items such as coffee cups and teaspoons
- Use disposable covers or disinfect frequently touched office items (telephone, headset, microphone)
- Ventilate the workplace
- Avoid small and big gatherings; and return home shortly after work
- Sit in a single row or zigzag formation at the cafeteria; cover mouths when speaking or refrain from conversation
- In closed spaces like elevators, wear surgical masks and refrain from conversation
- Avoid congregating in the staff lounge

B. Employers

[Common rules]

- Establish an epidemic control cooperation system by designating epidemic control personnel and securing a contact network of designated personnel at the public health center
- If more than 2-3 people develop symptoms within 3-4 days in the same department, class, or place where close contact occurs, send them for COVID-19 testing; if more people develop symptoms, report the possibility of cluster infection to the local public health center
- Employees with fever or respiratory symptoms should immediately stop work and take leave
- Keep a distance of 2m (at least 1m) between people
- Provide handwashing facilities or hand sanitizer; post compliance notices on handwashing and cough etiquette
- If natural ventilation is possible, keep windows open at all times; if this is difficult due to the use of air conditioners, ventilate at least twice a day, considering the area and number of people in the office or workshop
- Disinfect public use items (door handles, etc.) and surfaces at least once a day
- Wear a mask when dealing directly with a customer (user)
- Discourage visits by anyone who has fever or respiratory symptoms, or traveled abroad in the last 14 days
- Advise wearing a mask in indoor public facilities
- For those unable to keep a 2m distance outdoors, advise wearing a mask

[Specific rules]

- The epidemic control personnel should develop Guidelines of Epidemic Control according to the risks of the density, ventilation condition, work style, etc.
- For employees with fever or respiratory symptoms, utilize telework, sick leave, annual holiday, or time off from work
 - * Include this clause in employment rules if necessary
- Conduct routine, daily temperature check using contactless thermometer or thermal imaging camera; check for respiratory symptoms daily
- Encourage employees to consider a flexible work system and holidays
- Minimize business trips (domestic or overseas)
- Encourage the use of online platforms and audiovisual recordings for workshops, training sessions, etc. If in-person meetings are unavoidable, check temperature, wear surgical masks, and provide sanitizers.
- To maintain the distance of 2m (at least 1m) between employees, adjust the formations and directions of computer monitors, desks, and work tables; put to use any dormant space
- Install clear partitions or screens between workers (recommended height: 90cm from desk)
- Assign employees to work in designated seats
- Utilize non-voice counseling methods such as chat or chatbot
- Do not limit vacation or give disadvantages due to the number of consultations, response rate, etc.
- Avoid activities that cause respiratory droplets to spread (e.g., group shoutouts, etc.)
- Stagger lunch breaks by department or floor (e.g., Team A: 11:30-12:30, Team B: 12:30-13:30)
- Install clear partitions between seats at the cafeteria or instruct employees to sit in a single row or

zigzag formation

- Allow enough break time
- Provide personal cleaning and hygiene supplies; make them available at work
- When using a microphone, use a cover or use it individually
- Provide or support the purchase of surgical masks and sanitary items when necessary
- Post signs on hygiene control measures such as handwashing, using hand sanitizer, cough etiquette, etc.; offer training on those measures
- Avoid crowding in the break room etc.
- Arrange meeting rooms, etc. that can accommodate to outside visitors according the situation of the workplace

1-8. Guidelines for Routine Distancing: Construction Industry

A. Employees

[Common rules]

- Employees with fever or respiratory symptoms (cough, sore throat, etc.) or who traveled abroad within the last 14 days should not come to work
- Those with fever or respiratory symptoms (cough, sore throat, etc.) or who traveled abroad within the last 14 days should not visit
- Keep a distance of 2m (at least 1m) from others
- Wash hands with running water and soap for at least 30 seconds, or disinfect with hand sanitizer when coughing or sneezing, cover nose and mouth with tissue or sleeve
- Avoid activities that cause respiratory droplets to spread (singing, shouting, etc.) or physical contact with others (handshake, hug, etc.)
- Wear a mask in indoor public facilities
- If unable to keep a 2m distance outdoors, wear a mask

[Specific rules]

- Cooperate in daily checks for temperature (using the contactless thermometer or thermal imaging camera etc.) and respiratory symptoms
- Employees should notify the employer if they develop fever or cough, then wear a mask and return home
- Periodically disinfect personal items
- Ventilate the workplace
- Do not touch the face (especially eyes, nose, and mouth) with bare hands or work gloves
- For Tool Box Meeting (TBM), education, etc., use online platforms and audiovisual recordings; at in-person meetings, follow personal hygiene rules such as wearing surgical masks and using sanitizers and keep the sizes of gatherings as small as possible
- If possible, coordinate working time to avoid overcrowding when working
- Stagger lunch time and break time
- Sit in a single row or zigzag formation at the cafeteria and refrain from conversation
- In closed spaces like elevators, wear masks and refrain from conversation
- Avoid congregating in the staff lounge

B. Employer (Including Principal Office)

[Common rules]

- Establish an epidemic control cooperation system by designating epidemic control personnel and securing a contact network of designated personnel at the public health center
- If more than 2-3 people develop symptoms within 3-4 days in the same department, class, or place where close contact occurs, send them for COVID-19 testing; if more people develop symptoms, report the possibility of cluster infection to the local public health center
- Employees with fever or respiratory symptoms should immediately stop work and take leave
- Keep a distance of 2m (at least 1m) between people
- Provide handwashing facilities or hand sanitizer; post compliance notices on handwashing and cough etiquette
- If natural ventilation is possible, keep windows open at all times; if this is difficult due to the use of air conditioners, ventilate at least twice a day, considering the area and number of people in the office or workshop
- Disinfect public use items (door handles, etc.) and surfaces at least once a day
- Wear a mask when dealing directly with a customer (user)
- Discourage visits by anyone who has fever or respiratory symptoms, or traveled abroad in the last 14 days
- Advise wearing a mask in indoor public facilities
- For those unable to keep a 2m distance outdoors, advise wearing a mask

[Specific rules]

- Epidemic control officers should make quarantine guidelines considering worker density, ventilation condition, task type, etc.
- Check body temperature and respiratory symptoms using contactless thermometer or infrared thermal camera, etc. everyday
- Replace Tool Box Meeting (TBM), training, etc. with online or distributing handouts. Conduct in as small as possible after checking body temperature, wearing masks, providing disinfect products when the face-to-face meeting is necessary
- Guide to keep at least 2m (minimum 1m) between workers if possible by adjusting the position and direction of the workbench or using the idle space
- Work after sufficiently ventilating for work spaces with insufficient ventilation
- Establish a work plan considering the traffic of workers, the number of workers in the same place, etc.
- Install sinks for personal cleanliness on site
- Avoid provoking activities that cause respiratory droplets to spread (shouting, etc.)
- Operate by setting time difference to distribute lunch time and break time (e.g., Group A: 11:30~12:30, Group B: 12:30~13:30)
- Install transparent separator between seats in the cafeteria or guide them to sit in a row or zigzag if possible
- Provide or supply personal cleaning and disinfection supplies
- Provide and supply or aid purchase of masks and hygiene products according to the situation of the workplace

- Announce or train hygiene management measures such as washing hands, using hand sanitizer, cough etiquette, etc.
- Recommend to avoid multiple people using lounge at the same time

1-9. Guidelines for Routine Distancing: Bank Branch

A. Users

[Common rules]

- Employees with fever or respiratory symptoms (cough, sore throat, etc.) or who traveled abroad within the last 14 days should not come to work
- Those with fever or respiratory symptoms (cough, sore throat, etc.) or who traveled abroad within the last 14 days should not visit
- Keep a distance of 2m (at least 1m) from others
- Wash hands with running water and soap for at least 30 seconds, or disinfect with hand sanitizer when coughing or sneezing, cover nose and mouth with tissue or sleeve
- Avoid activities that cause respiratory droplets to spread (singing, shouting, etc.) or physical contact with others (handshake, hug, etc.)
- Wear a mask in indoor public facilities
- If unable to keep a 2m distance outdoors, wear a mask

[Specific rules]

- Minimizing visits to bank branches by utilizing non-face-to-face channels (mobile banking, online banking, phone banking, and phone assistance, etc.) as much as possible
- Use ATM machines actively when visiting bank branches

B. Managers/Employees

[Common rules]

- Establish an epidemic control cooperation system by designating epidemic control personnel and securing a contact network of designated personnel at the public health center
- If more than 2-3 people develop symptoms within 3-4 days in the same department, class, or place where close contact occurs, send them for COVID-19 testing; if more people develop symptoms, report the possibility of cluster infection to the local public health center
- Employees with fever or respiratory symptoms should immediately stop work and take leave
- Keep a distance of 2m (at least 1m) between people
- Provide handwashing facilities or hand sanitizer; post compliance notices on handwashing and cough etiquette
- If natural ventilation is possible, keep windows open at all times; if this is difficult due to the use of air conditioners, ventilate at least twice a day, considering the area and number of people in the office or workshop
- Disinfect public use items (door handles, etc.) and surfaces at least once a day
- Wear a mask when dealing directly with a customer (user)
- Discourage visits by anyone who has fever or respiratory symptoms, or traveled abroad in the last 14 days
- Advise wearing a mask in indoor public facilities

- For those unable to keep a 2m distance outdoors, advise wearing a mask

[Specific rules]

- Recommend to use non-face-to-face channels (mobile banking, online banking, phone banking, phone assistance, ATM machines, etc.)
- Prepare and implement a quarantine countermeasure appropriate to its own circumstance: (e.g., install a transparent screen at a bank window, provide disposable masks to visitors without masks, check fever by installing a infrared thermal camera, etc.)
- Place disinfectant items such as hand sanitizers, etc. (bank window, ATM machine, public area, bathroom, etc.), frequently disinfect parts where hands contact such as doors, and etc.
- Provide training on prevention of infectious diseases such as preventive measures, hand washing, and cough etiquette to employees at the counter

II. Daily Life (1. When in Transit)

1-1. Guidelines for Routine Distancing: Public Transportation

A. Passengers

[Common rules]

- Those with fever or respiratory symptoms (cough, sore throat, etc.) or who traveled abroad within the last 14 days should not be on board
- Keep a distance of 2m (at least 1m) from others
- Wash hands with running water and soap for at least 30 seconds, or disinfect with hand sanitizer
- When coughing or sneezing, cover nose and mouth with tissue or sleeve
- Avoid activities that cause respiratory droplets to spread (talking loudly, unnecessary conversations, phone calls, etc.) or physical contact with others (handshake, hug, etc.)
- Wear a mask in indoor public facilities
- If unable to keep a 2m distance outdoors, wear a mask

[Specific rules]

- When taking a bus, subway, or taxi, wear a mask and refrain from having conversations
- When taking public transportation, maintain distance from other riders as far as possible
- When you book an assigned seat for public transportation such as trains, highway buses, etc., leave a space between your seat and others
- If the ride is crowded, take the next ride
- When taking a taxi cab or using delivery, use in-app payment and non-face-to-face delivery

B. Managers/Employees

[Common rules]

- Establish an epidemic control cooperation system by designating epidemic control personnel and securing a contact network of designated personnel at the public health center
- If more than 2-3 people develop symptoms within 3-4 days in the same department, class, or place where close contact occurs, send them for COVID-19 testing; if more people develop symptoms, report the possibility of cluster infection to the local public health center
- Employees with fever or respiratory symptoms should immediately stop work and take leave
- Keep a distance of 2m (at least 1m) between people
- Provide handwashing facilities or hand sanitizer; post compliance notices on handwashing and cough etiquette
- If natural ventilation is possible, keep windows open at all times; if this is difficult due to the use of air conditioners, ventilate at least twice a day, considering the area and number of people in the office or workshop
- Disinfect public use items (door handles, etc.) and surfaces at least once a day
- Wear a mask when dealing directly with a customer (passenger)
- Discourage visits by anyone who has fever or respiratory symptoms, or traveled abroad in the last 14 days
- Advise wearing a mask in indoor public facilities
- For those unable to keep a 2m distance outdoors, advise wearing a mask

[Specific rules]

- Instruct passengers to wear masks and maintain distance from each other as far as possible
- For any transportation in which ventilation is available, do so before and after the operation for 15 minutes
- To reduce the density of public transportation, employees should be aware of the time period during which congestion occurs and adjust the distribution flexibly
- When making reservations for customers for railways, airlines, express buses, and intercity buses, employees should allocate seats distant from one another, by prioritizing window seats, etc
- When calling for a taxi or reserving a ticket for a ride, employees should encourage customers to use a non-face-to-face, automated payment method
- Change any delivery to non-face-to-face delivery, if possible
- Promote safety and prevention guidelines for users through electronic signboards, announcements, etc

1-2. Guidelines for Routine Distancing: Passenger Ship (International/Coastal)

A. Users

[Common rules]

- Employees with fever or respiratory symptoms (cough, sore throat, etc.) or who traveled abroad within the last 14 days should not come to work
- Those with fever or respiratory symptoms (cough, sore throat, etc.) or who traveled abroad within the last 14 days should not visit
- Keep a distance of 2m (at least 1m) from others
- Wash hands with running water and soap for at least 30 seconds, or disinfect with hand sanitizer when coughing or sneezing, cover nose and mouth with tissue or sleeve
- Avoid activities that cause respiratory droplets to spread (singing, shouting, etc.) or physical contact with others (handshake, hug, etc.)
- Wear a mask in indoor public facilities
- If unable to keep a 2m distance outdoors, wear a mask

[Specific rules]

- Cooperate with the quarantine efforts such as checking the symptoms (fever, respiratory symptoms, etc.) when boarding a passenger ship
- Immediately report to local public health center if a suspicious symptom develops before or during the use of a passenger ship, and wait in separate isolation areas until there's an action by health authorities
- Keep a distance from others in common areas such as the waiting room, cabin, etc.
- Keep one empty seat in between passengers if possible
- Wear masks in a passenger ship or terminal
- For coastal liners, wait in an open area such as the deck of the cabin, etc. when the cabin is crowded

B. Managers/Employees

[Common rules]

- Establish an epidemic control cooperation system by designating epidemic control personnel and securing a contact network of designated personnel at the public health center
- If more than 2-3 people develop symptoms within 3-4 days in the same department, class, or place where close contact occurs, send them for COVID-19 testing; if more people develop symptoms, report the possibility of cluster infection to the local public health center
- Employees with fever or respiratory symptoms should immediately stop work and take leave
- Keep a distance of 2m (at least 1m) between people
- Provide handwashing facilities or hand sanitizer; post compliance notices on handwashing and cough etiquette
- If natural ventilation is possible, keep windows open at all times; if this is difficult due to the use of air conditioners, ventilate at least twice a day, considering the area and number of people in the office or

workshop

- Disinfect public use items (door handles, etc.) and surfaces at least once a day
- Wear a mask when dealing directly with a customer (user)
- Discourage visits by anyone who has fever or respiratory symptoms, or traveled abroad in the last 14 days
- Advise wearing a mask in indoor public facilities
- For those unable to keep a 2m distance outdoors, advise wearing a mask

[Specific rules]

- Simplify the travel path by opening minimum number of entrances/exits of the terminal, and guide all passengers using the terminal to sanitize their hands before they enter the terminal
- In the case of the designated seat system, keep distance between seats and assign an empty seat in between passengers
- For the coastal liners' multi-person rooms, adjust arrangement and ticketing to spread the passengers over the entire room, not concentrated in part of the room, and maintain distance between passengers
- For the international car ferry, operate mainly with private rooms, but in inevitable cases when multi-person rooms have to be used, adjust the distance between passengers by placing at least 1 ~ 2m space in between beds
- Check the symptoms (fever, respiratory symptoms, etc.) of the passengers boarding the passenger ship

II. Daily Life (2. When Dining)

2-1. Guidelines for Routine Distancing: Restaurants, Cafes, Study Cafes

A. Customers

[Common rules]

- Those with fever or respiratory symptoms (cough, sore throat, etc.) or who traveled abroad within the last 14 days should not visit
- Keep a distance of 2m (at least 1m) from others
- Wash hands with running water and soap for at least 30 seconds, or disinfect with hand sanitizer
- When coughing or sneezing, cover nose and mouth with tissue or sleeve
- Avoid activities that cause respiratory droplets to spread (singing, shouting, etc.) or physical contact with others (handshake, hug, etc.)
- Wear a mask in indoor public facilities
- If unable to keep a 2m distance outdoors, wear a mask

[Specific rules]

- Minimizing time spent in restaurants and cafes.
- Sit at a distance of 2m (at least 1m) between tables, or sit as far as possible from others who are not in the party
- Sit in a row or in a zigzag fashion without facing each other
- Avoid talking while dining
- Take the food onto your own plate first prior to eating
- If possible, use take-out or delivery services
- Do not share drinks with others

B. Managers/Employees

[Common rules]

- Establish an epidemic control cooperation system by designating epidemic control personnel and securing a contact network of designated personnel at the public health center
- If more than 2-3 people develop symptoms within 3-4 days in the same department, class, or place where close contact occurs, send them for COVID-19 testing; if more people develop symptoms, report the possibility of cluster infection to the local public health center
- Employees with fever or respiratory symptoms should immediately stop work and take leave
- Keep a distance of 2m (at least 1m) between people
- Provide handwashing facilities or hand sanitizer; post compliance notices on handwashing and cough etiquette
- If natural ventilation is possible, keep windows open at all times; if this is difficult due to the use of air conditioners, ventilate at least twice a day, considering the area and number of people in the office or workshop
- Disinfect public use items (door handles, etc.) and surfaces at least once a day
- Wear a mask when dealing directly with a customer
- Discourage visits by anyone who has fever or respiratory symptoms, or traveled abroad in the last 14 days
- Advise wearing a mask in indoor public facilities
- For those unable to keep a 2m distance outdoors, advise wearing a mask

[Specific rules]

- For payment, install non-face-to-face payment machines or clear partitions etc. to minimize face-to-face interaction with customers
- Space between tables should be at least 2m (at least 1m) or implement systems to increase distance between tables, such as by installing partitions between tables or banning the use of some fixed tables to use them as partitions
- Place chairs in one direction or in a zigzag fashion to prevent customers from facing each other
- Refrain from holding large-scale events
- If possible, promote take-outs and delivery services
- Provide ongoing education on the necessity of personal hygiene practices and routine distancing
- In case of waiting, use a number tag or guide them to keep a distance of at least 1m between each other while waiting
- Provide individual plates, scoops, and tongs so that the people can take the food onto their own plates

II. Daily Life (3. When Studying)

3-1. Guidelines for Routine Distancing: After-school Academies and Study Rooms

A. Users

[Common rules]

- Those with fever or respiratory symptoms (cough, sore throat, etc.) or who traveled abroad within the last 14 days should not visit
- Keep a distance of 2m (at least 1m) from others
- Wash hands with running water and soap for at least 30 seconds, or disinfect with hand sanitizer
- When coughing or sneezing, cover nose and mouth with tissue or sleeve
- Avoid activities that cause respiratory droplets to spread (singing, shouting, etc.) or physical contact with others (handshake, hug, etc)
- Wear a mask in indoor public facilities
- If unable to keep a 2m distance outdoors, wear a mask

[Specific rules]

- Avoid crowding when using multi-use spaces such as indoor lounges, cafes, and snack bars
- All patrons should encourage each other to follow epidemic control measures when they notice those who are not wearing masks or displaying symptoms
- High-risk group* should refrain from using these facilities, or wear masks if visits are inevitable
* pregnant, age above 65, with chronic diseases
- Cooperate with the epidemic control measures such as symptom checks (fever, respiratory symptoms) and writing in the visitor log at the entrance

❖ **Apply relevant guidelines for cafes, restaurants, etc. within the premises**

B. Managers/Employees

[Common rules]

- Establish an epidemic control cooperation system by designating epidemic control personnel and securing a contact network of designated personnel at the public health center
- If more than 2-3 people develop symptoms within 3-4 days in the same department, class, or place where close contact occurs, send them for COVID-19 testing; if more people develop symptoms, report the possibility of cluster infection to the local public health center
- Employees with fever or respiratory symptoms should immediately stop work and take leave
- Keep a distance of 2m (at least 1m) between people
- Provide handwashing facilities or hand sanitizer; post compliance notices on handwashing and cough etiquette
- If natural ventilation is possible, keep windows open at all times; if this is difficult due to the use of air conditioners, ventilate at least twice a day, considering the area and number of people in the office or workshop
- Disinfect public use items (door handles, etc.) and surfaces at least once a day
- Wear a mask when dealing directly with a customer (user)
- Discourage visits by anyone who has fever or respiratory symptoms, or traveled abroad in the last 14 days
- Advise wearing a mask in indoor public facilities
- For those unable to keep a 2m distance outdoors, advise wearing a mask

[Specific rules]

- Arrange seating so that students in lecture halls and reading rooms are spaced 2m (at least 1m) apart, or arrange desks in a zig-zag pattern so that each seat is flanked by unoccupied desks on each side and on the front and back, or install transparent partitions or other separation
- Teachers and other staff must wear masks, and advise students to wear masks during class or study time.
- Provide tissues and covered trash cans at all entrances and exits of facilities
 - * Tissues used while sneezing or coughing should be disposed of without a trace
- Disinfect* all main spaces regularly (at least twice a day). For large academies (>1000 m²), conduct professional disinfection at least once a week. Ventilate frequently (keep a log of date, time and responsible personnel).
 - * Including door handles, railings, and other places or items that are high-traffic or high-touch
- Do not provide group meals (for all-day or boarding academies, apply the same guidelines as for cafes and restaurants)
- Encourage use of personal laptops, tablet PCs, etc. rather than shared devices
- Provide ongoing education on the necessity of personal hygiene practices and routine distancing
- Prevent large groups from forming by limiting the number of users in a given timeframe and limiting activity space
- Recommend people in the high-risk group* to refrain from using the facility. If visits are inevitable, instruct them to wear a mask
 - * pregnant, age above 65, with chronic diseases

- Check individuals entering the building for symptoms (fever, respiratory symptoms, etc.)
- Keep a log for visitors and guide all patrons to fill out

❖ **Apply relevant guidelines for cafes, restaurants, etc. within the premises**

II. Daily Life (4. When Shopping)

4-1. Guidelines for Routine Distancing: Large Distribution Facilities

* Department stores, large supermarkets, shopping complexes, corporate supermarkets, outlets, etc.

A. Customers

[Common rules]

- Those with fever or respiratory symptoms (cough, sore throat, etc.) or who traveled abroad within the last 14 days should not visit
- Keep a distance of 2m (at least 1m) from others
- Wash hands with running water and soap for at least 30 seconds, or disinfect with hand sanitizer
- When coughing or sneezing, cover nose and mouth with tissue or sleeve
- Avoid activities that cause respiratory droplets to spread (singing, shouting, etc.) or physical contact with others (handshake, hug, etc.)
- Wear a mask in indoor public facilities
- If unable to keep a 2m distance outdoors, wear a mask

[Specific rules]

- When selecting items or in queues, maintain a distance of over 2m (at least 1m) from other visitors
- Shop with the least number of people possible
- Use hand sanitizers or wear gloves before using shared shopping carts and shopping baskets
- Avoid use of cosmetic samples directly on the face or lips (test on hands instead and use hand sanitizers or wash hands afterwards)
- Use electronic methods for payment whenever possible (mobilepay, QR code, NFC card, credit cards, etc)

❖ **Apply relevant guidelines for cafes, restaurants, etc. within the premises**

B. Manager/Employees

[Common rules]

- Establish an epidemic control cooperation system by designating epidemic control personnel and securing a contact network of designated personnel at the public health center
- If more than 2-3 people develop symptoms within 3-4 days in the same department, class, or place where close contact occurs, send them for COVID-19 testing; if more people develop symptoms, report the possibility of cluster infection to the local public health center
- Employees with fever or respiratory symptoms should immediately stop work and take leave
- Keep a distance of 2m (at least 1m) between people
- Provide handwashing facilities or hand sanitizer; post compliance notices on handwashing and cough etiquette
- If natural ventilation is possible, keep windows open at all times; if this is difficult due to the use of air conditioners, ventilate at least twice a day, considering the area and number of people in the office or workshop
- Disinfect public use items (door handles, etc.) and surfaces at least once a day
- Wear a mask when dealing directly with a customer
- Discourage visits by anyone who has fever or respiratory symptoms, or traveled abroad in the last 14 days
- Advise wearing a mask in indoor public facilities
- For those unable to keep a 2m distance outdoors, advise wearing a mask

[Specific rules]

- Measures should be taken to allow employees to have flexible work schedules and use vacation days as freely as possible; backup staffing should be secured as much as possible
- Avoid holding events in which many visitors may gather in one area (e.g., first-come-first-serve events, meet and greets, autograph signings, etc)
 - If must hold events, prepare a plan to disperse visitors
- Refrain from making loud verbal announcements or solicitations or taking any actions that may spray saliva. Use audiovisual public announcements and leaflets instead
- Close or minimize the operation of tasting booths or cosmetic testing corners
 - Measures should be taken so that toothpicks, cups, tissues, cotton balls, and other forms of garbage that may be stained with saliva that come from tasting booths and cosmetic testing corners are correctly disposed to keep out of reach of others
- Guide visitors to maintain a distance of over 2m (at least 1m) in the shopping queues and at the entrance
 - Use floor stickers, notices, etc to inform visitors to maintain routine distancing
 - If it is difficult to maintain a distance of over 2m, direct visitors to maintain a distance of at least 1m while wearing masks
- Inform employees not to assist or follow visitors who are selecting items
- Maintain a distance of over 2m (at least 1m) between cashiers, customer service employees, and visitors, and if necessary, install transparent partitions
- Place hand sanitizer near shared shopping carts and shopping baskets and consistently disinfect the handles

- Advise the use of electronic•non-contact methods during payment
 - Minimize the operation of cultural centers, children’s playgrounds, and other public spaces. In the case of operation, take steps to maintain routine distancing among users
-
- ❖ **Apply relevant guidelines for cafes, restaurants, etc. within the premises**

4-2. Guidelines for Routine Distancing: Traditional Markets

A. Visitors

[Common rules]

- Those with fever or respiratory symptoms (cough, sore throat, etc.) or who traveled abroad within the last 14 days should not visit
- Keep a distance of 2m (at least 1m) from others
- Wash hands with running water and soap for at least 30 seconds, or disinfect with hand sanitizer
- When coughing or sneezing, cover nose and mouth with tissue or sleeve
- Avoid activities that cause respiratory droplets to spread (singing, shouting, etc.) or physical contact with others (handshake, hug, etc.)
- Wear a mask in indoor public facilities
- If unable to keep a 2m distance outdoors, wear a mask

❖ **Apply relevant guidelines for cafes, restaurants, etc. within the premises**

B. Managers/Employees

[Common rules]

- Establish an epidemic control cooperation system by designating epidemic control personnel and securing a contact network of designated personnel at the public health center
- If more than 2-3 people develop symptoms within 3-4 days in the same department, class, or place where close contact occurs, send them for COVID-19 testing; if more people develop symptoms, report the possibility of cluster infection to the local public health center
- Employees with fever or respiratory symptoms should immediately stop work and take leave
- Keep a distance of 2m (at least 1m) between people
- Provide handwashing facilities or hand sanitizer; post compliance notices on handwashing and cough etiquette
- If natural ventilation is possible, keep windows open at all times; if this is difficult due to the use of air conditioners, ventilate at least twice a day, considering the area and the number of people in the office or workshop
- Disinfect public use items (door handles, etc.) and surfaces at least once a day
- Wear a mask when dealing directly with a customer (user)
- Discourage visits by anyone who has fever or respiratory symptoms, or traveled abroad in the last 14 days
- Advise wearing a mask in indoor public facilities
- For those unable to keep a 2m distance outdoors, advise wearing a mask

[Specific rules]

- Refrain from activities that cause respiratory droplets to spread such as loudly touting on the street
 - If possible, refrain from conducting visitor events; if it is inevitable, try to manage visitor flow
- ❖ **Apply relevant guidelines for cafes, restaurants, etc. within the premises**

4-3. Guidelines for Routine Distancing: Small and Medium Supermarkets

A. Visitors

[Common rules]

- Those with fever or respiratory symptoms (cough, sore throat, etc.) or who traveled abroad within the last 14 days should not visit
- Keep a distance of 2m (at least 1m) from others
- Wash hands with running water and soap for at least 30 seconds, or disinfect with hand sanitizer
- When coughing or sneezing, cover nose and mouth with tissue or sleeve
- Avoid activities that cause respiratory droplets to spread (singing, shouting, etc.) or physical contact with others (handshake, hug, etc.)
- Wear a mask in indoor public facilities
- If unable to keep a 2m distance outdoors, wear a mask

[Specific rules]

- Minimize the time spent in the shop

B. Managers/Employees

[Common rules]

- Establish an epidemic control cooperation system by designating epidemic control personnel and securing a contact network of designated personnel at the public health center
- If more than 2-3 people develop symptoms within 3-4 days in the same department, class, or place where close contact occurs, send them for COVID-19 testing; if more people develop symptoms, report the possibility of cluster infection to the local public health center
- Employees with fever or respiratory symptoms should immediately stop work and take leave
- Keep a distance of 2m (at least 1m) between people
- Provide handwashing facilities or hand sanitizer; post compliance notices on handwashing and cough etiquette
- If natural ventilation is possible, keep windows open at all times; if this is difficult due to the use of air conditioners, ventilate at least twice a day, considering the area and the number of people in the office or workshop
- Disinfect public use items (door handles, etc.) and surfaces at least once a day
- Wear a mask when dealing directly with a customer (user)
- Discourage visits by anyone who has a fever or respiratory symptoms, or traveled abroad in the last 14 days
- Advise wearing a mask in indoor public facilities
- For those unable to keep 2m distance outdoors, advise wearing a mask

[Specific rules]

- Maintain the floor sign of a 2m distance (at least 1m) at the checkout counter, etc. where visitors wait in line

II. Daily Life (5. Special Occasions)

5-1. Guidelines for Routine Distancing: Family Events Such as Weddings

A. Guests

[Common rules]

- Those with fever or respiratory symptoms (cough, sore throat, etc.) or who traveled abroad within the last 14 days should not attend and congratulate them through other methods
- Keep a distance of 2m (at least 1m) from others
- Wash hands with running water and soap for at least 30 seconds, or disinfect with hand sanitizer
- When coughing or sneezing, cover nose and mouth with tissue or sleeve
- Avoid activities that cause respiratory droplets to spread (singing, shouting, etc.) or physical contact with others (handshake, hug, etc.)
- Wear a mask in indoor public facilities
- If unable to keep a 2m distance outdoors, wear a mask

[Specific rules]

- During the event, keep a distance of 2m (at least 1m) between tables
- At mealtime, do not face each other; sit in one direction, or in a zigzag
- When eating, use your own plate
- Give money gifts online
- If possible, nod instead of a handshake
- Follow epidemic control measures such as checking symptoms (fever, respiratory symptoms etc.) and keeping a visitor log at entrance

B. Event Organizers/Hosts

[Common rules]

- Discourage guests from attending if they who have fever or respiratory symptoms or who have traveled overseas within the last 14 days
- Guide guests to stay 2m (at least 1m) away from each other
- Wear a mask in indoor public facilities
- If unable to keep a 2m distance outdoors, wear a mask

[Specific rules]

- Plan family event as briefly (simply) as possible; if necessary, hold it online
- Set the number of invited guests to prevent crowding, considering the size of the venue
- Postpone the event if you have a fever or respiratory symptoms or have traveled abroad within the last 14 days
- Fully inform invitees in advance of these routine distancing guidelines
- Hold the event while giving priority to routine distancing guidelines
- Refrain from shaking hands, and provide a gift rather than a meal

C. Managers/Employees

[Common rules]

- Establish an epidemic control cooperation system by designating epidemic control personnel and securing a contact network of designated personnel at the public health center
- If more than 2-3 people develop symptoms within 3-4 days in the same department, class, or place where close contact occurs, send them for COVID-19 testing; if more people develop symptoms, report the possibility of cluster infection to the local public health center
- Employees with fever or respiratory symptoms should immediately stop work and take leave
- Keep a distance of 2m (at least 1m) between people
- Provide handwashing facilities or hand sanitizer; post compliance notices on handwashing and cough etiquette
- If natural ventilation is possible, keep windows open at all times; if this is difficult due to the use of air conditioners, ventilate at least twice a day, considering the area and number of people in the office or workshop
- Disinfect public use items (door handles, etc.) and surfaces at least once a day
- Wear a mask when dealing directly with a customer (user)
- Discourage visits by anyone who has fever or respiratory symptoms, or traveled abroad in the last 14 days
- Advise wearing a mask in indoor public facilities
- For those unable to keep a 2m distance outdoors, advise wearing a mask

[Specific rules]

- Keep a distance of 2m (at least 1m) between tables, or if tables are fixed, keep a distance of at least 1m by not using some tables
- Arrange the chairs in one direction or a zigzag to avoid attendees facing each other
- Leave as much time between events as possible
- Provide employees with ongoing education on necessary personal hygiene and routine distancing practices
- Provide individual dishes, scoops, tongs etc. so that attendees can eat on their own plates
- Check symptoms (fever, respiratory symptoms, etc.) of visitors
- Provide a visitor log and guide visitors to fill it out

5-2. Guidelines for Routine Distancing: Funeral Homes

A. Mourners/Bereaved

[Common rules]

- Those with fever or respiratory symptoms (cough, sore throat, etc.) or who traveled abroad within the last 14 days should not attend and send their condolence through other methods
- Keep a distance of 2m (at least 1m) from others
- Wash hands with running water and soap for at least 30 seconds, or disinfect with hand sanitizer
- When coughing or sneezing, cover nose and mouth with tissue or sleeve
- Avoid activities that cause respiratory droplets to spread (singing, shouting, etc.) or physical contact with others (handshake, hug, etc.)
- Wear a mask in indoor public facilities
- If unable to keep a 2m distance outdoors, wear a mask

[Specific rules]

- When greeting mourners, wear surgical masks and nod instead of shaking hands
- If food is served, eat facing one direction or in a zigzag
- Bow head to offer condolences instead of shaking hands
- Offer brief condolences and try not to stay over 30 minutes
- Hold a simple family funeral with the minimum people required for proceedings, and keep a distance of 1m between participants
- Follow epidemic control measures such as checking symptoms (fever, respiratory symptoms) and keeping a visitor log at the entrance

B. Managers/Employees

[Common rules]

- Establish an epidemic control cooperation system by designating epidemic control personnel and securing a contact network of designated personnel at the public health center
- If more than 2-3 people develop symptoms within 3-4 days in the same department, class, or place where close contact occurs, send them for COVID-19 testing; if more people develop symptoms, report the possibility of cluster infection to the local public health center
- Employees with fever or respiratory symptoms should immediately stop work and take leave
- Keep a distance of 2m (at least 1m) between people
- Provide handwashing facilities or hand sanitizer; post compliance notices on handwashing and cough etiquette
- If natural ventilation is possible, keep windows open at all times; if this is difficult due to the use of air conditioners, ventilate at least twice a day, considering the area and number of people in the office or workshop
- Disinfect public use items (door handles, etc.) and surfaces at least once a day
- Wear a mask when dealing directly with a customer (user)

- Discourage visits by anyone who has fever or respiratory symptoms, or traveled abroad in the last 14 days
- Advise wearing a mask in indoor public facilities
- For those unable to keep a 2m distance outdoors, advise wearing a mask

[Specific rules]

- Keep a distance of 2m (at least 1m) between tables, or if tables are fixed, leave some seats empty
- Leave some time before and after using the viewing room and pre-graveside ceremony room
- Advise mourners to limit the number of participants in the funeral to as few as possible
- Instruct funeral home employees, as well as visiting funeral service workers and suppliers, to comply with personal hygiene rules (using hand sanitizers and wearing surgical masks)
- Provide individual dishes, scoops, tongs etc. so that attendees can eat on their own plates
- Run the ventilation system for over 1 hour, 2 to 3 times a day in unused funeral rooms
- Disinfect immediately after using the dressing chamber, the viewing room, pre-graveside ceremony room
- If a funeral vehicle is used, disinfect after use
- Check the symptoms (fever, respiratory symptoms, etc.) of anyone entering the facility
- If possible, provide a visitor log and guide guests to fill it out

5-3. Guidelines for Routine Distancing: Postnatal Care Center

A. Users

[Common rules]

- Employees with fever or respiratory symptoms (cough, sore throat, etc.) or who traveled abroad within the last 14 days should not come to work
- Those with fever or respiratory symptoms (cough, sore throat, etc.) or who traveled abroad within the last 14 days should not visit
- Keep a distance of 2m (at least 1m) from others
- Wash hands with running water and soap for at least 30 seconds, or disinfect with hand sanitizer when coughing or sneezing, cover nose and mouth with tissue or sleeve
- Avoid activities that cause respiratory droplets to spread (singing, shouting, etc.) or physical contact with others (handshake, hug, etc.)
- Wear a mask in indoor public facilities
- If unable to keep a 2m distance outdoors, wear a mask

[Specific rules]

- Cooperate with the quarantine efforts such as checking the symptoms (fever, respiratory symptoms, etc.)
- When a newborn comes in, watch in the pre-observation room or room-in at least on the check-in day.
- Mothers should use personal items (personal water bottles, tableware, etc.)
- In the case of using a nursing room jointly, set intervals so only one person can use at a time.
- Eat individually, preferably sit in a row or in zigzag formation, and refrain from talking when using a restaurant
- Refrain from going outside except for cases such as visiting medical institutions for medical purposes
 - Record the date, location, reason, etc. when a user has to go out inevitably
- Ventilate the mother's room periodically at least twice a day
- Minimize visits to only designated people such as spouses, and etc.

B. Managers/Employees

[Common rules]

- Establish an epidemic control cooperation system by designating epidemic control personnel and securing a contact network of designated personnel at the public health center
- If more than 2-3 people develop symptoms within 3-4 days in the same department, class, or place where close contact occurs, send them for COVID-19 testing; if more people develop symptoms, report the possibility of cluster infection to the local public health center
- Employees with fever or respiratory symptoms should immediately stop work and take leave
- Keep a distance of 2m (at least 1m) between people
- Provide handwashing facilities or hand sanitizer; post compliance notices on handwashing and cough etiquette
- If natural ventilation is possible, keep windows open at all times; if this is difficult due to the use of air conditioners, ventilate at least twice a day, considering the area and number of people in the office or workshop
- Disinfect public use items (door handles, etc.) and surfaces at least once a day
- Wear a mask when dealing directly with a customer (user)
- Discourage visits by anyone who has fever or respiratory symptoms, or traveled abroad in the last 14 days
- Advise wearing a mask in indoor public facilities
- For those unable to keep a 2m distance outdoors, advise wearing a mask

[Specific rules]

□ **Employee management**

- Assign dedicated staff to check hygiene when entering
- Check fever and respiratory symptoms at least twice during work

□ **Health care for newborns and mothers**

- Check suspicious symptoms for mothers at least once a day
- Maintain cleanliness of the neonatal unit, mother's room, and public area, and avoid using shared items if possible
- Check fever and respiratory symptoms after mother comes back from going out

□ **Visitor management**

- Minimize visits by allowing only designated persons such as spouse, etc.
- Check fever and respiratory symptoms, etc. when visitor visits
- Provide visitor preventive discipline: thoroughly practice preventive measures such as disinfection, wearing masks (manage separately after use), wearing gowns, etc.
- Conduct visitor counseling in a separate area
- When prenatal education is inevitable, conduct it in a separate area

□ **Management to prevent the spread of infection**

- Restrict visits of visitors not wearing masks
- When using a restaurant, eat individually, preferably sit in a row or zigzag formation, and refrain from having conversation
- Refrain from providing services such as group classes, etc. unless it is inevitable
 - Replace with non-face-to-face classes by using videos or written materials, etc. for essential classes (breastfeeding and neonatal care, etc.)
- Ventilate periodically at least twice a day
- Conduct and promote hygiene education for facility users, employees, and other visitors
- Attach various promotional materials* about hygiene practices such as washing hands, cough etiquette, etc. on the main area in the facility

* For related promotional materials, use the data posted on the website of the Korea Centers for Disease Control and Prevention (www.kcdc.go.kr)

II. Daily Life (6. Religious Life)

6-1. Guidelines for Routine Distancing: Religious Facilities

A. Members

[Common rules]

- Those with fever or respiratory symptoms (cough, sore throat, etc.) or who traveled abroad within the last 14 days should not visit
- Keep a distance of 2m (at least 1m) from others
- Wash hands with running water and soap for at least 30 seconds, or disinfect with hand sanitizer
- When coughing or sneezing, cover nose and mouth with tissue or sleeve
- Avoid activities that cause respiratory droplets to spread (singing, shouting, etc.) or physical contact with others (handshake, hug, etc.)
- Wear a mask in indoor public facilities
- If unable to keep a 2m distance outdoors, wear a mask

[Specific rules]

- Refrain from group meals, if inevitable, maintain good social distance between people (facing one direction, keep proper distance, etc.)
- Use personal items (books, etc.)
- Comply with personal hygiene management such as hand washing and wearing a mask when using a public vehicle
- Utilize non-face-to-face, non-contact religious activities (such as online services)
- Refrain face-to-face contact
- Wear a mask
- High-risk group* should refrain from using the facility, or wear masks if visits are inevitable
* pregnant, age above 65, with chronic diseases
- Cooperate with the epidemic control measures such as symptom checks (fever, respiratory symptoms) and writing in the visitor log at the entrance

B. Leadership/Employees

[Common rules]

- Establish an epidemic control cooperation system by designating epidemic control personnel and securing a contact network of designated personnel at the public health center
- If more than 2-3 people develop symptoms within 3-4 days in the same department, class, or place where close contact occurs, send them for COVID-19 testing; if more people develop symptoms, report the possibility of cluster infection to the local public health center
- Employees with fever or respiratory symptoms should immediately stop work and take leave
- Keep a distance of 2m (at least 1m) between people
- Provide handwashing facilities or hand sanitizer; post compliance notices on handwashing and cough etiquette
- If natural ventilation is possible, keep windows open at all times; if this is difficult due to the use of air conditioners, ventilate at least twice a day
- Disinfect public use items (door handles, etc.) and surfaces at least once a day
- Wear a mask when dealing directly with a customer (user)
- Discourage visits by anyone who has fever or respiratory symptoms, or traveled abroad in the last 14 days
- Advise wearing a mask in indoor public facilities
- For those unable to keep a 2m distance outdoors, advise wearing a mask

[Specific rules]

- Encourage to use online, non face-to-face religious activities or events. Minimize large-scale events and group meetings, etc.
- Disperse entrance and exit times to keep distance of 2m (at least 1m) between participants of religious events
- When using a microphone, be sure to use a cover - one cover per user whenever possible
- Refrain from providing group meals, and in case of unavoidable circumstances, maintain the proper distance between people (sitting facing one direction, sitting arranged to maintain distance, etc.)
- Sanitize and ventilate before and after religious events
 - * Places and objects that are frequently touched such as doors and railings
- When operating a public vehicle, adhere to personal hygiene rules: placing a hand sanitizer, passengers wearing masks, frequently sanitizing the vehicle, etc.
- Provide ongoing education on the necessity of personal hygiene practices and routine distancing
- Instruct all employees and religious event participants to wear face masks. Have masks (disposable or single-use is acceptable) available for participants/visitors who do not have masks
- Recommend people in the high-risk group* to refrain from using the facility. If visits are inevitable, instruct them to wear a mask
 - * pregnant, age above 65, with chronic diseases
- Check the symptoms (fever, respiratory symptoms, etc.) of all people entering and exiting
- If possible, provide a visitor log and guide visitors to fill it out

II. Daily (7. When Going to Hospital/Clinic)

7-1. Guidelines for Routine Distancing: Hospitals/Clinics (Outpatient Medical Care and Visits)

- ❖ **These guidelines are for general outpatient treatment and visits, not for COVID-19 patients and those under home-quarantine/isolation, etc.**

1. Receiving outpatient medical care (including vaccinations)

- 1) Before visiting a hospital or clinic
 - Those with fever or respiratory symptoms (cough, sore throat, etc.) or who traveled abroad within the last 14 days should not visit
 - If those with fever or respiratory symptoms must visit a hospital or clinic, inquire call center (☎ 1339, ☎ Area code +120) or public health center and visit a COVID-19 screening center.
 - Minimize waiting time by making an appointment before visiting a hospital or clinic
- 2) During a hospital or clinic visit
 - Minimize the number of guardians
 - Patients and guardians must wear a mask
 - Infants under 24 months of age, those who cannot remove the mask without assistance, and those who have difficulty breathing when wearing a mask should not wear a mask. (If wearing a mask, special attention is required)
 - Keep wearing the mask and don't touch it with hands until taking off the mask after returning home
 - Before entering the healthcare facility and after receiving medical care, be sure wash hands using running water and soap for 30 seconds or more or disinfect hands with hand sanitizer
 - Maintain a distance of 2m (at least 1m) between people when checking in and waiting
 - When coughing or sneezing, cover nose and mouth with tissue or sleeve
 - Avoid activities that cause respiratory droplets to spread (singing, shouting, etc.) or physical contact with others (handshake, hug, etc.)
- 3) After visiting a hospital or clinic
 - After returning home, take off the mask and wash your hands (more than 30 seconds with water and soap or hand sanitizer)

2. Visit (visitors)

- ❖ If there are special regulations, such as administrative orders related to hospital visits, observe them
- Avoid in person visits and use methods such as telephone and video calls
- If visits are inevitable, minimize the number of visitors and make the visit short
 - Check in advance whether visit is allowed
 - Those with fever or respiratory symptoms (cough, sore throat, etc.) or those with risks such as coming in contact with a confirmed case should not visit
 - * Check in advance if there are any internal regulations set by the healthcare facility regarding visits
 - Follow epidemic control measures such as symptom check (fever, respiratory symptoms) and keeping a visitor log (to be discarded after 4 weeks) at the entrance

- Before and after visiting a patient, take off the mask and wash your hands (more than 30 seconds with water and soap or hand sanitizer)
- Maintain a distance of 2m (at least 1m) from the patient and be sure to wear a mask while talking

II. Daily (8. When Using Air Conditioner)

8-1. Guidelines for Routine Distancing: Air Conditioning

1) Common principles

- **Basic direction:** When air conditioner (AC) is on, indoor air is recirculated and droplets can spread to a further distance; use AC with caution for ventilation and air flow
- **Ventilation:** The risk of infection may increase if the indoor air stays for a long time as the AC is in use; ventilate often to let in fresh air from outside
- **Air flow:** Avoid the air conditioned air from being directed straight to people; keep the wind at low speed

2) At indoor public facility

- Close the window and use air conditioning, but ventilate more than once every 2 hours
- When ventilating, natural ventilation is preferred; open multiple windows for cross ventilation
- In the case of mechanical ventilation rather than natural ventilation, set the amount of inflow from the outside air to the maximum
- Even in the case that mechanical ventilation is set as default, apply natural ventilation in parallel whenever possible
- The airflow from AC should not be directed to people; the wind speed should be set low
- Caution when using an electric fan while AC is running; it may cause internal air recirculation
- Air conditioner filters should be properly maintained according to the equipment manual
- When cleaning or replacing the air conditioner filter, use basic protective measures such as masks and gloves; follow personal hygiene practices, such as washing hands
- When using AC in a closed facility where ventilation is not possible
 - Reinforce that all users wear masks
 - Disinfect frequently (at least once a day)
 - Control entry and exit with precaution; prevent people who developed symptoms from accessing the facility

3) In an epicenter with a large number of COVID-19 patients, facilities without ventilation options should avoid using air conditioning

III. Leisure Activities (1. When Traveling)

1-1. Guidelines for Routine Distancing: Hotels and Lodging

A. Guests

[Common rules]

- Those with fever or respiratory symptoms (cough, sore throat, etc.) or who traveled abroad within the last 14 days should not visit
- Keep a distance of 2m (at least 1m) from others
- Wash hands with running water and soap for at least 30 seconds, or disinfect with hand sanitizer
- When coughing or sneezing, cover nose and mouth with tissue or sleeve
- Avoid activities that cause respiratory droplets to spread (singing, shouting, etc.) or physical contact with others (handshake, hug, etc.)
- Wear a mask in indoor public facilities
- If unable to keep a 2m distance outdoors, wear a mask

[Specific rules]

- Follow epidemic control measures such as symptom check (fever, respiratory symptoms) and keeping a visitor log at the entrance.
- ◆ **Apply relevant guidelines for cafes, restaurants, indoor sports facilities etc. within the premises**

B. Managers/Employees

[Common rules]

- Establish an epidemic control cooperation system by designating epidemic control personnel and securing a contact network of designated personnel at the public health center
- If more than 2-3 people develop symptoms within 3-4 days in the same department, class, or place where close contact occurs, send them for COVID-19 testing; if more people develop symptoms, report the possibility of cluster infection to the local public health center
- Employees with fever or respiratory symptoms should immediately stop work and take leave
- Keep a distance of 2m (at least 1m) between people
- Provide handwashing facilities or hand sanitizer; post compliance notices on handwashing and cough etiquette
- If natural ventilation is possible, keep windows open at all times; if this is difficult due to the use of air conditioners, ventilate at least twice a day
- Disinfect public use items (door handles, etc.) and surfaces at least once a day
- Wear a mask when dealing directly with a customer (user)
- Discourage visits by anyone who has fever or respiratory symptoms, or traveled abroad in the last 14 days
- Advise wearing a mask in indoor public facilities
- For those unable to keep a 2m distance outdoors, advise wearing a mask

[Specific rules]

- Disinfect and ventilate the premises after an event and keep a log of the date, time and responsible personnel.
- Place tissues and trash bins with lids at entrances and throughout the facility
- Ventilate rooms by opening the windows, clean and disinfect the bedroom and bathroom after each room is used by guests.
- Provide ongoing education on the necessity of personal hygiene practices and routine distancing
- Check the symptoms (fever, respiratory symptoms, etc) of all people entering and exiting

❖ **Apply relevant guidelines for cafes, restaurants, indoor sports facilities etc. within the premises**

1-2. Guidelines for Routine Distancing: Amusement Facilities

A. Visitors

[Common rules]

- Those with fever or respiratory symptoms (cough, sore throat, etc.) or who traveled abroad within the last 14 days should not visit
- Keep a distance of 2m (at least 1m) from others
- Wash hands with running water and soap for at least 30 seconds, or disinfect with hand sanitizer
- When coughing or sneezing, cover nose and mouth with tissue or sleeve
- Avoid activities that cause respiratory droplets to spread (singing, shouting, etc.) or physical contact with others (handshake, hug, etc.)
- Wear a mask in indoor public facilities
- If unable to keep a 2m distance outdoors, wear a mask

[Specific rules]

- Avoid crowding when using multi-use spaces such as indoor lounges, cafes, and snack bars
- ❖ **Apply relevant guidelines for cafes, restaurants, etc. within the premises**

B. Managers/Employees

[Common rules]

- Establish an epidemic control cooperation system by designating epidemic control personnel and securing a contact network of designated personnel at the public health center
- If more than 2-3 people develop symptoms within 3-4 days in the same department, class, or place where close contact occurs, send them for COVID-19 testing; if more people develop symptoms, report the possibility of cluster infection to the local public health center
- Employees with fever or respiratory symptoms should immediately stop work and take leave
- Keep a distance of 2m (at least 1m) between people
- Provide handwashing facilities or hand sanitizer; post compliance notices on handwashing and cough etiquette
- If natural ventilation is possible, keep windows open at all times; if this is difficult due to the use of air conditioners, ventilate at least twice a day, considering the area and number of people in the office or workshop
- Disinfect public use items (door handles, etc.) and surfaces at least once a day
- Wear a mask when dealing directly with a customer (user)
- Discourage visits by anyone who has fever or respiratory symptoms, or traveled abroad in the last 14 days
- Advise wearing a mask in indoor public facilities
- For those unable to keep a 2m distance outdoors, advise wearing a mask

[Specific rules]

- Provide staff with guidelines to avoid physical contact with visitors and keep a distance of 2m (at least 1m) from visitors
- Disinfect rides/machines before and after boarding, especially frequently touched surfaces such as handles, railings, etc.
- Stagger employee break times in shared spaces (e.g. break rooms, changing rooms)
- Prevent large groups from forming by limiting the number of visitors and accessible spaces
- Encourage spreading out visitors by promoting reservations rather than onsite ticket purchases, having different entry/exit times for each area, managing movement to prevent crowding of public spaces, etc.
- Guide visitors to board rides/machines in a zigzag, one space apart
- Provide markers indicating 2m (at least 1m) distances in places that may get crowded, such as queueing areas, to help visitors keep their distance from others
- Minimize large-scale events, joint activities, etc.
- Encourage employees to keep their distance from each other during meal and break times (e.g. by all facing in one direction, sitting apart, etc.)
- Place trash cans with lids at the entrances and various locations throughout the facility
- Provide ongoing education on the necessity of personal hygiene practices and routine distancing

❖ **Apply relevant guidelines for cafes, restaurants, etc. within the premises**

1-3. Guidelines for Routine Distancing: Campgrounds

A. Campground Users

[Common rules]

- Those with fever or respiratory symptoms (cough, sore throat, etc.) or who traveled abroad within the last 14 days should not visit
- Keep a distance of 2m (at least 1m) from others
- Wash hands with running water and soap for at least 30 seconds, or disinfect with hand sanitizer
- When coughing or sneezing, cover nose and mouth with tissue or sleeve
- Avoid activities that cause respiratory droplets to spread (singing, shouting, etc.) or physical contact with others (handshake, hug, etc.)
- Wear a mask in indoor public facilities
- If unable to keep a 2m distance outdoors, wear a mask

[Specific rules]

- Refrain from using the campground in a large group (larger than a single family); install individual tents at least 2m apart
- Frequently ventilate campground facilities such as private tents, glamping tents, camper trailers, and camper vans
- When using public facilities in the campground such as management offices, kitchens, public sinks, shower rooms, etc. keep a distance of 2m (at least 1m) from other people, and frequently wash hands or use hand sanitizer

B. Campground Managers/Employees

[Common rules]

- Establish an epidemic control cooperation system by designating epidemic control personnel and securing a contact network of designated personnel at the public health center
- If more than 2-3 people develop symptoms within 3-4 days in the same department, class, or place where close contact occurs, send them for COVID-19 testing; if more people develop symptoms, report the possibility of cluster infection to the local public health center
- Employees with fever or respiratory symptoms should immediately stop work and take leave
- Keep a distance of 2m (at least 1m) between people
- Provide handwashing facilities or hand sanitizer; post compliance notices on handwashing and cough etiquette
- If natural ventilation is possible, keep windows open at all times; if this is difficult due to the use of air conditioners, ventilate at least twice a day, considering the area and number of people in the office or workshop
- Disinfect public use items (door handles, etc.) and surfaces at least once a day
- Wear a mask when dealing directly with a customer (user)
- Discourage visits by anyone who has fever or respiratory symptoms, or traveled abroad in the last 14 days
- Advise wearing a mask in indoor public facilities
- For those unable to keep a 2m distance outdoors, advise wearing a mask

[Specific rules]

- Proprietors must frequently disinfect and ventilate (keep a log of date, time and responsible personnel) their camping facilities (glamping tents, camping trailers) and public facilities (kitchens, shower rooms, restrooms)
- Refrain from providing group meals
- Secure space in the campground by limiting the number of daily visitors, such as by using a reservation system
- Guide campers to set up their tents at least 2m apart
- Set up and mark public facilities in campground (such as management offices, kitchens, public sinks, and showers) so that people can keep a distance greater than 2m (at least 1m) from each other

1-4. Guidelines for Routine Distancing: Zoos

A. Visitors

[Common rules]

- Those with fever or respiratory symptoms (cough, sore throat, etc.) or who traveled abroad within the last 14 days should not visit
- Keep a distance of 2m (at least 1m) from others
- Wash hands with running water and soap for at least 30 seconds, or disinfect with hand sanitizer
- When coughing or sneezing, cover nose and mouth with tissue or sleeve
- Avoid activities that cause respiratory droplets to spread (singing, shouting, etc.) or physical contact with others (handshake, hug, etc.)
- Wear a mask in indoor public facilities
- If unable to keep a 2m distance outdoors, wear a mask

[Specific rules]

- Try to buy admission tickets in advance rather purchasing on-site
- Avoid direct contact with animals; if contact occurs, wash or sanitize hands immediately before and after contact

❖ **Apply relevant guidelines for cafes, restaurants, etc. within the premises**

B. Managers/Employees

[Common rules]

- Establish an epidemic control cooperation system by designating epidemic control personnel and securing a contact network of designated personnel at the public health center
- If more than 2-3 people develop symptoms within 3-4 days in the same department, class, or place where close contact occurs, send them for COVID-19 testing; if more people develop symptoms, report the possibility of cluster infection to the local public health center
- Employees with fever or respiratory symptoms should immediately stop work and take leave
- Keep a distance of 2m (at least 1m) between people
- Provide handwashing facilities or hand sanitizer; post compliance notices on handwashing and cough etiquette
- If natural ventilation is possible, keep windows open at all times; if this is difficult due to the use of air conditioners, ventilate at least twice a day, considering the area and number of people in the office or workshop
- Disinfect public use items (door handles, etc.) and surfaces at least once a day
- Wear a mask when dealing directly with a customer (user)
- Discourage visits by anyone who has fever or respiratory symptoms, or traveled abroad in the last 14 days
- Advise wearing a mask in indoor public facilities
- For those unable to keep a 2m distance outdoors, advise wearing a mask

[Specific rules]

1. Visitor guidance and information (banners, posters, announcements, etc.)

- Avoid direct contact with animals; if contact occurs, wash or sanitize hands immediately before and after contact
- Do not stay long in crowded locations such as popular animal cages, restaurants etc
- Avoid crowding at ticket booth by encouraging advance ticket reservations rather than on-site sales

2. Prevention of animal infections

- Staff (zookeepers, veterinarians) should wear epidemic control equipment such as masks and gloves when coming in contact with animals
- Report immediately if an infection or other abnormalities are observed
(Zoo manager → Local government → Ministry of Environment)

3. Facility management and operation

- Do not allow feeding or contact with animals susceptible to diseases that can be passed to humans
- Guide visitors to keep a distance of 2m (at least 1m) from each other using floor markings along viewing routes
- Avoid concentration of visitors by separating entrance and exit times by zones; prevent crowding in public spaces by managing visitor routes
- Avoid holding events at the zoo that will attract many people
- Prevent visitor concentration by limiting the number of visitors by time slot, such as through a reservation system

- Stagger times of employee use of common areas, such as rest areas, changing rooms, etc.
 - During meal and break times, encourage visitors to keep a distance of 2m (at least 1m) from others; refrain from providing group meals
 - Place hand sanitizers, tissues, and trash cans with lids at entrances and throughout the facility
- ❖ **Apply relevant guidelines for cafes, restaurants, etc. within the premises**

1-5. Guidelines for Routine Distancing: National Parks

A. Users

[Common rules]

- Those with fever or respiratory symptoms (cough, sore throat, etc.) or who traveled abroad within the last 14 days should not visit
- Keep a distance of 2m (at least 1m) from others
- Wash hands with running water and soap for at least 30 seconds, or disinfect with hand sanitizer
- When coughing or sneezing, cover nose and mouth with tissue or sleeve
- Avoid activities that cause respiratory droplets to spread (singing, shouting, etc.) or physical contact with others (handshake, hug, etc.)
- Wear a mask in indoor public facilities
- If unable to keep a 2m distance outdoors, wear a mask

[Specific rules]

- Use hand sanitizer at the trail entrance and cooperate with staff guidance
- Avoid group visits (hiking) and minimize the number of visitors
- Form a single line on the right side when walking on a trail
- Do not face each other when eating food and do not share food
- When using public facilities such as shelter and campgrounds
 - Measure body temperature according to the staff guidance before entering (no entry if above 37.5 °C)
 - If you have fever or respiratory symptoms after entering, refrain from using
 - If you have traveled abroad within the last 2 weeks, do not use or make reservations at public facilities
 - Take turns in using the common areas in the facility (toilet, shower, etc.) (minimize contact with others)
- ❖ **Apply relevant guidelines for cafes, restaurants, accommodations, campgrounds, etc. within the premises**

B. Facility Operators/Managers

[Common rules]

- Establish an epidemic control cooperation system by designating epidemic control personnel and securing a contact network of designated personnel at the public health center
- If more than 2-3 people develop symptoms within 3-4 days in the same department, class, or place where close contact occurs, send them for COVID-19 testing; if more people develop symptoms, report the possibility of cluster infection to the local public health center
- Employees with fever or respiratory symptoms should immediately stop work and take leave
- Keep a distance of 2m (at least 1m) between people
- Provide handwashing facilities or hand sanitizer; post compliance notices on handwashing and cough etiquette
- If natural ventilation is possible, keep windows open at all times; if this is difficult due to the use of air conditioners, ventilate at least twice a day
- Disinfect public use items (door handles, etc.) and surfaces at least once a day
- Wear a mask when dealing directly with a customer (user)
- Discourage visits by anyone who has fever or respiratory symptoms, or traveled abroad in the last 14 days
- Advise wearing a mask in indoor public facilities
- For those unable to keep a 2m distance outdoors, advise wearing a mask

[Specific rules]

1. Organize COVID-19 management system and cooperation system among related institutions

- Each office should designate an epidemic control personnel who is responsible for prevention and management of COVID-19
 - * Utilize internal checklist (to verify promotional activity and environment hygiene management)
- Establish emergency contact systems for related organizations (municipality, city, county, and district public health centers and healthcare facilities) to respond if suspected case or Patient Under Investigation emerges
 - Establish a hotline to report to the local government if a visitor develops fever, respiratory symptoms etc.

2. Promotion for infection prevention

- Guide visitors to keep distance (banners, electronic display boards, audio announcements etc.)
 - Crowded locations (resting area, summit, etc.): keep 2m distance from each other, not staying for too long, wearing masks
 - Hiking trail: Keep 2m distance and keep on the right side
 - Public spaces (restrooms, visitor centers, etc.): wash (or sanitize) hands, wear masks
- Announce personal hygiene guidelines (banners, electronic display boards, audio announcements, etc.)
 - Follow the COVID-19 infection prevention guidelines, such as washing hands and following the coughing etiquettes
 - Enter the park after using hand sanitizer at the trail entrance

- Display banners for temperature check, secure personnel, wear a promotional sash, and make audio announcement for temperature check

3. Environmental hygiene management

- Provide hand sanitizers (alcohol >70%) at the the trail entrance
- Provide enough hand soap (liquid) and paper towels in restrooms
- Periodically clean, disinfect, and ventilate main areas, multi-use spaces (restrooms, etc.)
 - Staff who are cleaning and disinfecting should wear appropriate personal protective equipment*
 - * Wear disposable gloves, medical-grade masks and use a disposable long sleeve gown or waterproof apron, goggles or face shield
 - Thoroughly disinfect frequently touched surfaces (door handles, handrails, switches, etc.)
 - Wipe with clothes soaked with disinfectant such as alcohol (>70%) or diluted sodium hypochlorite* (500-1000ppm)
(* *translator's note: commonly known as household bleach such as clorox*)

4. Responding to visitors

- Employees should wear masks and maintain a safe distance of 2m (at least 1m, form a single line when walking) when assisting visitors.
- Thoroughly follow personal hygiene practices (washing hands, wearing a mask) upon returning to the office
- Encourage maintaining distance between people during mealtimes and break times (e.g. by having everyone face in one direction, sitting apart, etc.)

5. Operation and management of multi-use spaces such as shelters, campgrounds, visitor centers

- Prohibit individuals from using the facility if they are symptomatic (fever, respiratory symptoms) or have traveled abroad within the last 14 days
- When setting up places in campgrounds or shelters, ensure that a distance of 2m or more (at least 1m) can be kept between visitors
- Prevent visitors from crowding and staying in public areas (restrooms, showers, etc.) for a prolonged period of time, in order to help keep distances among individuals
- Advise visitors to wear masks and prohibit visitors without masks in indoor spaces
- Ventilate facilities used by visitors at least twice per hour and at least 2 hours per day, and disinfect at least once per day

1-6. Guidelines for Routine Distancing: Beach

A. Users

[Common rules]

- Employees with fever or respiratory symptoms (cough, sore throat, etc.) or who traveled abroad within the last 14 days should not come to work
- Those with fever or respiratory symptoms (cough, sore throat, etc.) or who traveled abroad within the last 14 days should not visit
- Keep a distance of 2m (at least 1m) from others
- Wash hands with running water and soap for at least 30 seconds, or disinfect with hand sanitizer when coughing or sneezing, cover nose and mouth with tissue or sleeve
- Avoid activities that cause respiratory droplets to spread (singing, shouting, etc.) or physical contact with others (handshake, hug, etc.)
- Wear a mask in indoor public facilities
- If unable to keep a 2m distance outdoors, wear a mask

[Specific rules]

- Avoid outings in a large group, such as company trips
- Install parasols at least 2m apart
- During activities in water or on the beach, avoid physical contact with others
- Avoid spitting and blowing nose in water or on the beach
- Minimize food intake on the beach
- Avoid public facilities such as changing rooms and shower rooms as much as possible. When using public facilities, avoid crowded hours, refrain from talking, and use one space apart from others in order to keep social distancing

◆ **When using restaurants, cafes, public restrooms, and campsites, follow appropriate guidelines**

B. Managers/Employees

[Common rules]

- Establish an epidemic control cooperation system by designating epidemic control personnel and securing a contact network of designated personnel at the public health center
- If more than 2-3 people develop symptoms within 3-4 days in the same department, class, or place where close contact occurs, send them for COVID-19 testing; if more people develop symptoms, report the possibility of cluster infection to the local public health center
- Employees with fever or respiratory symptoms should immediately stop work and take leave
- Keep a distance of 2m (at least 1m) between people
- Provide handwashing facilities or hand sanitizer; post compliance notices on handwashing and cough etiquette
- If natural ventilation is possible, keep windows open at all times; if this is difficult due to the use of air conditioners, ventilate at least twice a day, considering the area and number of people in the office or workshop
- Disinfect public use items (door handles, etc.) and surfaces at least once a day
- Wear a mask when dealing directly with a customer (user)
- Discourage visits by anyone who has fever or respiratory symptoms, or traveled abroad in the last 14 days
- Advise wearing a mask in indoor public facilities
- For those unable to keep a 2m distance outdoors, advise wearing a mask

[Specific rules]

□ **Promotion of infection prevention**

- Promote routine distancing in daily life (banners, text boards, announcements, etc.)
- Promote personal hygiene rules (banners, text boards, announcements, etc.)
 - COVID-19 prevention guidelines such as washing hands, cough etiquette, etc.

□ **Environmental hygiene management**

- Maintain to remove foreign substances in areas near the beach like sand area, bathing area, etc.
- Install enough garbage (including food waste) collection sites and empty them frequently to prevent overflow
- Place hand sanitizers at the entrance of multi-use facilities such as maintenance office, medical facility, bathroom, etc.
- Disinfect and ventilate multi-use facilities such as maintenance office, medical facility, bathroom, shower facility, etc. periodically at least twice a day
- Disinfect safety facility and equipment such as water scooter, lifeboat, lifebelt, surveillance tower, etc. every day
- Disinfect rental equipments such as tubes, life vests, beach umbrellas, beach beds, etc. after each use before other people use them

□ **Other operation and management**

- Install shade equipments (beach umbrella, shade tent) in beach area with all sides exposed and at least 2m (minimum 1m) apart from each other
- Disinfect amenities such as locker rooms, showers, etc. thoroughly
- Safety guards should be tested for fever (at least twice a day) when rotating and should wear masks if possible
- Conduct fever tests on visitors visiting maintenance office or medical facility

◆ **When using restaurants, cafes, public restrooms, and campsites, follow appropriate guidelines**

III. Leisure Activities (2. Leisure Activities, etc.)

2-1. Guidelines for Routine Distancing: Outdoor Activities

[Common rules]

- Those with fever or respiratory symptoms (cough, sore throat, etc.) or who traveled abroad within the last 14 days should not visit
- Keep a distance of 2m (at least 1m) from others
- Wash hands with running water and soap for at least 30 seconds, or disinfect with hand sanitizer
- When coughing or sneezing, cover nose and mouth with tissue or sleeve
- Avoid activities that cause respiratory droplets to spread (singing, shouting, etc.) or physical contact with others (handshake, hug, etc.)
- Wear a mask in indoor public facilities
- If unable to keep a 2m distance outdoors, wear a mask

[Specific rules]

- Use online reservation rather than on-site purchase when purchasing admission tickets
- Refrain from entering crowded places
- When walking, keep to the right side of the road to avoid running into people walking from the opposite direction

2-2. Guidelines for Routine Distancing: Public Restrooms, etc.

A. Users

[Common rules]

- Those with fever or respiratory symptoms (cough, sore throat, etc.) or who traveled abroad within the last 14 days should not visit
- Keep a distance of 2m (at least 1m) from others
- Wash hands with running water and soap for at least 30 seconds, or disinfect with hand sanitizer
- When coughing or sneezing, cover nose and mouth with tissue or sleeve
- Avoid activities that cause respiratory droplets to spread (singing, shouting, etc.) or physical contact with others (handshake, hug, etc.)
- Wear a mask in indoor public facilities
- If unable to keep a 2m distance outdoors, wear a mask

[Specific rules]

- Use cleanly, considering it is a facility used by many people
- Close the toilet lid first and flush after using the toilet in a stall
- Discard waste materials such as used toilet paper into the toilet bowl; dispose of sanitary products that cannot be flushed in the toilet in sanitary bins to keep the area clean

B. Managers

[Common rules]

- Establish an epidemic control cooperation system by designating epidemic control personnel and securing a contact network of designated personnel at the public health center
- If more than 2-3 people develop symptoms within 3-4 days in the same department, class, or place where close contact occurs, send them for COVID-19 testing; if more people develop symptoms, report the possibility of cluster infection to the local public health center
- Employees with fever or respiratory symptoms should immediately leave work and stop coming to work
- Keep a distance of 2m (at least 1m) between people
- Provide handwashing facilities or hand sanitizer; post compliance notices on handwashing and cough etiquette
- If natural ventilation is possible, keep windows open at all times; if this is difficult due to the use of air conditioners, ventilate at least twice a day, considering the area and number of people in the office or workshop
- Disinfect public use items (door handles, etc.) and surfaces at least once a day
- Wear a mask when dealing directly with a customer (user)
- Discourage visits by anyone who has fever or respiratory symptoms, or traveled abroad in the last 14 days

- Advise wearing a mask in indoor public facilities
- For those unable to keep a 2m distance outdoors, advise wearing a mask

[Specific rules]

□ **Disinfection and other epidemic control measures**

- Perform epidemic control and disinfection measures by designating the manager of the public restroom(s) as the epidemic control manager

□ **If possible, delegate to a professional disinfection company**

- Frequently perform epidemic control measures (such as disinfection) inside and outside of the public restroom facilities
- Do not spray the disinfectant using a sprayer
- Wet a cloth (towel) with a disinfectant (alcohol, diluted sodium hypochlorite[†] (500ppm ~ 1000ppm), etc.) and apply it to all areas frequently used and touched by users*
 - * Door handles, light switches, toilet covers and lids, flush buttons, sinks, faucets, hand dryers, diaper changing tables, handrails for handicapped persons, etc.
- ([†] *translator's note: commonly known as household bleach such as clorox*)
- Repeat disinfection from one end of the floor to the other
 - Do not move from an area not yet disinfected to a disinfected area so that the disinfected area does not get contaminated
- After disinfection, dry sufficiently before opening
- Place a sign or safety tape at the entrance to inform users that it is being cleaned or disinfected

□ **Hygiene and facility management**

- To prevent trash from being left for a long time, frequently empty the trash and sanitary bins (place additional trash bin)
- Clean and maintain public restroom and other major equipment (urinal, toilet, washbasin, diaper changing tables, hand dryers, etc.) periodically
- Frequently check and manage facilities in public restroom to ensure they are not broken and left unattended

- For public restrooms where patients were present, disinfect the facility according to this guideline, then determine when to reopen depending on the types of disinfectants used and need for usage (if there are other public restrooms nearby, etc.)
- ❖ After disinfection, the virus dies on the day of disinfection but consider the toxicity of the lingering disinfectants to determine when to reopen

□ **Promotion management**

- Promote active hygiene management to public restroom users
 - Guide users to wash hands with soap in running water for more than 30 seconds, use the toilet cleanly, wear a mask, line up every 2m (at least 1m), close the toilet lid before flushing, and refrain from using the facility if they have suspected symptoms

- Mark floor so that a distance of 2m (at least 1m) can be maintained
- Install separator to prevent overlap between entering and exiting lines (if space allows)
- Deliver education and promotion to the custodial staff of public restrooms
 - * Avoid unnecessary collective education and promote through documents

2-3. Guidelines for Routine Distancing: Hair and Beauty Salons

A. Users

[Common rules]

- Those with fever or respiratory symptoms (cough, sore throat, etc.) or who traveled abroad within the last 14 days should not visit
- Keep a distance of 2m (at least 1m) from others
- Wash hands with running water and soap for at least 30 seconds, or disinfect with hand sanitizer
- When coughing or sneezing, cover nose and mouth with tissue or sleeve
- Avoid activities that cause respiratory droplets to spread (singing, shouting, etc.) or physical contact with others (handshake, hug, etc.)
- Wear a mask in indoor public facilities
- If unable to keep a 2m distance outdoors, wear a mask

[Specific rules]

- Cooperate when staff asks to vacate the premises for disinfection, cleaning, ventilation or refuses service for reasons of international travel history or fever/respiratory symptoms.
- Follow epidemic control measures such as symptom check (fever, respiratory symptoms) at the entrance.

B. Managers/Employees

[Common rules]

- Establish an epidemic control cooperation system by designating epidemic control personnel and securing a contact network of designated personnel at the public health center
- If more than 2-3 people develop symptoms within 3-4 days in the same department, class, or place where close contact occurs, send them for COVID-19 testing; if more people develop symptoms, report the possibility of cluster infection to the local public health center
- Employees with fever or respiratory symptoms should immediately stop work and take leave
- Keep a distance of 2m (at least 1m) between people
- Provide handwashing facilities or hand sanitizer; post compliance notices on handwashing and cough etiquette
- If natural ventilation is possible, keep windows open at all times; if this is difficult due to the use of air conditioners, ventilate at least twice a day, considering the area and number of people in the office or workshop
- Disinfect public use items (door handles, etc.) and surfaces at least once a day
- Wear a mask when dealing directly with a customer (user)
- Discourage visits by anyone who has fever or respiratory symptoms, or traveled abroad in the last 14 days
- Advise wearing a mask in indoor public facilities

- For those unable to keep a 2m distance outdoors, advise wearing a mask

[Specific rules]

- Space between the chairs/beds must be 2m (at least 1m) or more, or skip a space between each other.
- Check the symptoms (fever, respiratory symptoms, etc) of all people entering and exiting

2-4. Guidelines for Routine Distancing: Public Bathhouses

A. Users

[Common rules]

- Those with fever or respiratory symptoms (cough, sore throat, etc.) or who traveled abroad within the last 14 days should not visit
- Keep a distance of 2m (at least 1m) from others
- Wash hands with running water and soap for at least 30 seconds, or disinfect with hand sanitizer
- When coughing or sneezing, cover nose and mouth with tissue or sleeve
- Avoid activities that cause respiratory droplets to spread (singing, shouting, etc.) or physical contact with others (handshake, hug, etc.)
- Wear a mask in indoor public facilities
- If unable to keep a 2m distance outdoors, wear a mask

[Specific rules]

- Cooperate when staff asks to vacate the premises for disinfection, cleaning, ventilation or refuses service for reasons such as international travel history or fever/respiratory symptoms.
- Follow epidemic control measures such as symptom check (fever, respiratory symptoms) at the entrance

B. Managers/Employees

[Common rules]

- Establish an epidemic control cooperation system by designating epidemic control personnel and securing a contact network of designated personnel at the public health center
- If more than 2-3 people develop symptoms within 3-4 days in the same department, class, or place where close contact occurs, send them for COVID-19 testing; if more people develop symptoms, report the possibility of cluster infection to the local public health center
- Employees with fever or respiratory symptoms should immediately stop work and take leave
- Keep a distance of 2m (at least 1m) between people
- Provide handwashing facilities or hand sanitizer; post compliance notices on handwashing and cough etiquette
- If natural ventilation is possible, keep windows open at all times; if this is difficult due to the use of air conditioners, ventilate at least twice a day, considering the area and number of people in the office or workshop
- Disinfect public use items (door handles, etc.) and surfaces at least once a day
- Wear a mask when dealing directly with a customer (user)
- Discourage visits by anyone who has fever or respiratory symptoms, or traveled abroad in the last 14 days
- Advise wearing a mask in indoor public facilities

- For those unable to keep a 2m distance outdoors, advise wearing a mask

[Specific rules]

- Ventilate frequently (especially closed spaces such as Finnish saunas)
 - * Disinfection/cleaning/ventilation time should be set in advance and announced publicly
- Check the symptoms (fever, respiratory symptoms, etc) of all people entering and exiting

2-5. Guidelines for Routine Distancing: Libraries

A. Users

[Common rules]

- Those with fever or respiratory symptoms (cough, sore throat, etc.) or who traveled abroad within the last 14 days should not visit
- Keep a distance of 2m (at least 1m) from others
- Wash hands with running water and soap for at least 30 seconds, or disinfect with hand sanitizer
- When coughing or sneezing, cover nose and mouth with tissue or sleeve
- Avoid activities that cause respiratory droplets to spread (singing, shouting, etc.) or physical contact with others (handshake, hug, etc.)
- Wear a mask in indoor public facilities
- If unable to keep a 2m distance outdoors, wear a mask

[Specific rules]

- Avoid crowding when using multi-use spaces such as indoor lounges, cafes, and snack bars
- Follow epidemic control measures such as symptom check (fever, respiratory symptoms)
- ◆ **Apply relevant guidelines for cafes, restaurants, etc. within the premises**

B. Managers/Employees

[Common rules]

- Establish an epidemic control cooperation system by designating epidemic control personnel and securing a contact network of designated personnel at the public health center
- If more than 2-3 people develop symptoms within 3-4 days in the same department, class, or place where close contact occurs, send them for COVID-19 testing; if more people develop symptoms, report the possibility of cluster infection to the local public health center
- Employees with fever or respiratory symptoms should immediately stop work and take leave
- Keep a distance of 2m (at least 1m) between people
- Provide handwashing facilities or hand sanitizer; post compliance notices on handwashing and cough etiquette
- If natural ventilation is possible, keep windows open at all times; if this is difficult due to the use of air conditioners, ventilate at least twice a day, considering the area and number of people in the office or workshop
- Disinfect public use items (door handles, computers, etc.) and surfaces at least once a day
- Wear a mask when dealing directly with a customer (user)
- Discourage visits by anyone who has fever or respiratory symptoms, or traveled abroad in the last 14 days
- Advise wearing a mask in indoor public facilities
- For those unable to keep a 2m distance outdoors, advise wearing a mask

[Specific rules]

- Avoid crowding by setting a limit to the number of users per hour or allowing access to limited facilities
- Prepare the necessary equipment and training for offering online services
- Minimize face-to-face contact between employees by staggering lunch breaks, etc.
- Minimize large public events and group activities
- Refrain from holding trainings and events. When they must be held, implement a protocol to keep a distance of 2m (at least 1m), such as adjusting spacing between desks to at 2 m apart
- Ensure that the employees use personal devices, when using electronic devices like laptops and tablet PCs
- Provide ongoing training on the necessity of personal hygiene practices and routine distancing
- Place seats in zigzag to ensure the front seat and the next adjacent seat are empty; or install transparent partitions between seats
- Check the symptoms (fever, respiratory symptoms, etc.) of all people entering and exiting

◆ **Apply relevant guidelines for cafes, restaurants, etc. within the premises**

2-6. Guidelines for Routine Distancing: Performance Halls

A. Users/Visitors

[Common rules]

- Those with fever or respiratory symptoms (cough, sore throat etc.) or who traveled abroad within the last 14 days should not visit
- Keep a distance of 2m (at least 1m) from others
- Wash hands with running water and soap for at least 30 seconds, or disinfect with hand sanitizer
- When coughing or sneezing, cover nose and mouth with tissue or sleeve
- Avoid activities that cause respiratory droplets to spread (shouting, singing, etc.) or physical contact (handshake, hug, etc.)
- Wear a mask in indoor public facilities
- If unable to keep a 2m distance outdoors, wear a mask

[Specific rules]

- Admission tickets should be purchased in advance and online, whenever possible
- Arrive early and enter slowly
- Avoid crowding when using multi-use spaces such as indoor lounges, cafes, and snack bars
- Reserve and sit in zigzag format with empty seats in between
- Wear masks inside the performance hall and refrain from eating
- Follow epidemic control measures such as symptom check (fever, respiratory symptoms) at the entrance.

❖ **Apply relevant guidelines for cafes, restaurants, etc. within the premises**

B. Managers/Employees

[Common rules]

- Establish an epidemic control cooperation system by designating epidemic control personnel and securing a contact network of designated personnel at the public health center
- If more than 2-3 people develop symptoms within 3-4 days in the same department, class, or place where close contact occurs, send them for COVID-19 testing; if more people develop symptoms, report the possibility of cluster infection to the local public health center
- Employees with fever or respiratory symptoms should immediately stop work and take leave
- Keep a distance of 2m (at least 1m) between people
- Provide handwashing facilities or hand sanitizer; post compliance notices on handwashing and cough etiquette
- If natural ventilation is possible, keep windows open at all times; if this is difficult due to the use of air conditioners, ventilate at least twice a day, considering the area and number of people in the office or workshop
- Disinfect public use items (door handles, etc.) and surfaces at least once a day
- Wear a mask when dealing directly with a customer (user)
- Discourage visits by anyone who has fever or respiratory symptoms, or traveled abroad in the last 14 days
- Advise wearing a mask in indoor public facilities
- For those unable to keep a 2m distance outdoors, advise wearing a mask

[Specific rules]

- Employees at the ticketbooth must sanitize hands frequently; when wearing gloves, replace them frequently
 - Maintain the maximum distance between the stage and the audience (at least 2m)
 - Ventilate after each performance and disinfect the auditorium and stage facilities
 - Place tissues and trash bins with lids at entrances and throughout the facility
 - Provide ongoing education on the necessity of personal hygiene practices and routine distancing
 - Guide visitors to enter slowly to avoid crowding
 - Put stickers on the floor in case of moving or standing in a line, to keep a distance of 2m (at least 1m) from others
 - Manage multi-use spaces such as indoor lounges, cafes, and shops to prevent crowding
 - Allow reservation and guide seating in zigzag format to ensure leaving an empty seat between occupied seats
 - Guide visitors to wear masks inside the performance hall and refrain from eating
 - Check the symptoms (fever, respiratory symptoms, etc) of all people entering and exiting
- ◆ **Apply relevant guidelines for cafes, restaurants, etc. within the premises**

2-7. Guidelines for Routine Distancing: Movie Theaters

A. Users/Visitors

[Common rules]

- Those with fever or respiratory symptoms (cough, sore throat etc.) or who traveled abroad within the last 14 days should not visit
- Keep a distance of 2m (at least 1m) from others
- Wash hands with running water and soap for at least 30 seconds, or disinfect with hand sanitizer
- When coughing or sneezing, cover nose and mouth with tissue or sleeve
- Avoid activities that cause respiratory droplets to spread (shouting, singing, etc.) or physical contact with others (handshake, hug, etc.)
- Wear a mask in indoor public facilities
- If unable to keep a 2m distance outdoors, wear a mask

[Specific rules]

- Admission tickets should be purchased in advance and online, whenever possible
 - Arrive early and enter slowly
 - Avoid crowding when using multi-use spaces such as indoor lounges, cafes, and snack bars
 - Reserve and sit in zigzag format with empty seats in between
 - Wear masks inside the theater and refrain from eating
 - Follow the epidemic management such as checking for symptoms (fever, respiratory symptoms, etc.) at the entrance
- ❖ **Apply relevant guidelines for cafes, restaurants, etc. within the premises**

B. Managers/Employees

[Common rules]

- Establish an epidemic control cooperation system by designating epidemic control personnel and securing a contact network of designated personnel at the public health center
- If more than 2-3 people develop symptoms within 3-4 days in the same department, class, or place where close contact occurs, send them for COVID-19 testing; if more people develop symptoms, report the possibility of cluster infection to the local public health center
- Employees with fever or respiratory symptoms should immediately stop work and take leave
- Keep a distance of 2m (at least 1m) between people
- Provide handwashing facilities or hand sanitizer; post compliance notices on handwashing and cough etiquette
- If natural ventilation is possible, keep windows open at all times; if this is difficult due to the use of air conditioners, ventilate at least twice a day, considering the area and number of people in the office or workshop
- Disinfect public use items (exit handles, etc.) and surfaces at least once a day
- Wear a mask when dealing directly with a customer (user)
- Discourage visits by anyone who has fever or respiratory symptoms, or traveled abroad in the last 14 days
- Advise wearing a mask in indoor public facilities
- For those unable to keep a 2m distance outdoors, advise wearing a mask

[Specific rules]

- Employees at the ticketbooth must sanitize hands frequently; when wearing gloves, replace them frequently
- After the screening, ensure sufficient ventilation; frequently touched surfaces, such as the seat armrests, must be disinfected
- Refrain from promoting events for large attendance
- Provide ongoing training on the necessity of personal hygiene practices and routine distancing
- Guide visitors to enter slowly to avoid crowding
- Put stickers on the floor in order to keep a distance of 2m (at least 1m) between people when moving or standing in a queue
- Manage multi-use spaces such as indoor lounges, cafes, and shops to prevent crowding
- Allow reservation and guide seating in zigzag format to ensure leaving an empty seat between occupied seats
- Guide visitors to wear masks inside the theater and refrain from eating
- Check the symptoms (fever, respiratory symptoms, etc) of all people entering and exiting

❖ **Apply relevant guidelines for cafes, restaurants, etc. within the premises**

2-8. Guidelines for Routine Distancing: Museums and Art Galleries

A. Users/Visitors

[Common rules]

- Those with fever or respiratory symptoms (cough, sore throat, etc.) or who traveled abroad within the last 14 days should not visit
- Keep a distance of 2m (at least 1m) from others
- Wash hands with running water and soap for at least 30 seconds, or disinfect with hand sanitizer
- When coughing or sneezing, cover nose and mouth with tissue or sleeve
- Avoid activities that cause respiratory droplets to spread (singing, shouting, etc.) or physical contact with others (handshake, hug, etc.)
- Wear a mask in indoor public facilities
- If unable to keep a 2m distance outdoors, wear a mask

[Specific rules]

- Keep a distance of 2m (at least 1m) from others, when seeing art in galleries, moving between galleries, standing in a queue, etc.
- Avoid crowding when using multi-use spaces such as indoor lounges, cafes, and snack bars

❖ **Apply relevant guidelines for cafes, restaurants, etc. within the premises**

B. Managers/Employees

[Common rules]

- Establish an epidemic control cooperation system by designating epidemic control personnel and securing a contact network of designated personnel at the public health center
- If more than 2-3 people develop symptoms within 3-4 days in the same department, class, or place where close contact occurs, send them for COVID-19 testing; if more people develop symptoms, report the possibility of cluster infection to the local public health center
- Employees with fever or respiratory symptoms should immediately stop work and take leave
- Keep a distance of 2m (at least 1m) between people
- Provide handwashing facilities or hand sanitizer; post compliance notices on handwashing and cough etiquette
- If natural ventilation is possible, keep windows open at all times; if this is difficult due to the use of air conditioners, ventilate at least twice a day, considering the area and number of people in the office or workshop
- Disinfect public use items (door handles, etc.) and surfaces at least once a day
- Wear a mask when dealing directly with a customer (user)
- Discourage visits by anyone who has fever or respiratory symptoms, or traveled abroad in the last 14 days
- Advise wearing a mask in indoor public facilities
- For those unable to keep a 2m distance outdoors, advise wearing a mask

[Specific rules]

- Prepare the necessary equipment and training for offering online services
- Provide guidelines for staff to avoid physical contact with visitors and keep a distance of 2m (at least 1m) from visitors
- Place tissues and trash bins with lids at entrances and throughout the facility
- Refrain from holding educational sessions and public events
- Ensure that the employees use personal devices, when using electronic devices like laptops and tablet PCs
- Stagger time blocks of accessing common use areas like staff lounge and locker room
- Prepare an area to quarantine any visitor or staff; establish emergency protocols in case of suspected cases
- Provide ongoing training on the necessity of personal hygiene practices and routine distancing
- Prevent crowding by implementing advance ticketing, etc. that can help staggering hours of visit for a limited number of visitors

❖ **Apply relevant guidelines for cafes, restaurants, etc. within the premises**

2-9. Guidelines for Routine Distancing: Baseball Parks and Soccer Fields

A. Users/Visitors

[Common rules]

- Those with fever or respiratory symptoms (cough, sore throat, etc.) or who traveled abroad within the last 14 days should not visit
- Keep a distance of 2m (at least 1m) from others
- Wash hands with running water and soap for at least 30 seconds, or disinfect with hand sanitizer
- When coughing or sneezing, cover nose and mouth with tissue or sleeve
- Avoid activities that cause respiratory droplets to spread (singing, shouting, etc.) or physical contact with others (handshake, hug, etc.)
- Wear a mask in indoor public facilities
- If unable to keep a 2m distance outdoors, wear a mask

[Specific rules]

- Admission tickets should be purchased in advance and online, whenever possible
- Refrain from gathering together and eating inside the stadium
- Make sure to use personal items, when using sports equipment, cheering gears, sportswear, towels, etc.
- Refrain from using public facilities such as changing rooms and shower rooms
- Reserve and sit in zigzag format with empty seats in between
- ❖ **Apply relevant guidelines for cafes, restaurants, etc. within the premises**
- ❖ **Apply relevant guidelines for sports facilities that also allow audience**

B. Managers/Employees

[Common rules]

- Establish an epidemic control cooperation system by designating epidemic control personnel and securing a contact network of designated personnel at the public health center
- If more than 2-3 people develop symptoms within 3-4 days in the same department, class, or place where close contact occurs, send them for COVID-19 testing; if more people develop symptoms, report the possibility of cluster infection to the local public health center
- Employees with fever or respiratory symptoms should immediately stop work and take leave
- Keep a distance of 2m (at least 1m) between people
- Provide handwashing facilities or hand sanitizer; post compliance notices on handwashing and cough etiquette
- If natural ventilation is possible, keep windows open at all times; if this is difficult due to the use of air conditioners, ventilate at least twice a day, considering the area and number of people in the office or workshop
- Disinfect public use items (door handles, etc.) and surfaces at least once a day
- Wear a mask when dealing directly with a customer (user)
- Discourage visits by anyone who has fever or respiratory symptoms, or traveled abroad in the last 14 days
- Advise wearing a mask in indoor public facilities
- For those unable to keep a 2m distance outdoors, advise wearing a mask

[Specific rules]

- If the athletes are staying in team accommodations, conduct frequent checks for fevers and survey for symptoms
- Provide a separate space for quarantining users and employees who develop symptoms
- Thoroughly disinfect high-touch communal facilities such as toilets, inside and outside the stadium, locker rooms, and team accommodations
- Provide ongoing education and public communications (billboards, trained ushers/guides, etc.) on the necessity of personal hygiene practices and routine distancing
- Encourage advance reservations rather than on-site purchase of tickets; separate entry and exit times by area/section, and take measures to prevent crowding in communal areas by managing visitor flow, etc.
- Limit acts and events that promote contact between people (including high-fives, autograph sessions, and handshakes)
- Place tissues and covered trash cans throughout the facility so that tissues used for coughing or sneezing can be disposed of without trace
- Conduct seat reservations and guide seating in zig-zag formation to ensure one empty seat separates occupied seats

❖ **Apply relevant guidelines for cafes, restaurants, etc. within the premises**

❖ **Apply relevant guidelines for sports facilities that also allow audience**

2-10. Guidelines for Routine Distancing: Karaoke Bars

A. Users/Visitors

[Common rules]

- Those with fever or respiratory symptoms (cough, sore throat etc.) or who traveled abroad within the last 14 days should not visit
- Keep a distance of 2m (at least 1m) from others
- Wash hands with running water and soap for at least 30 seconds, or disinfect with hand sanitizer
- When coughing or sneezing, cover nose and mouth with tissue or sleeve
- Avoid activities that cause respiratory droplets to spread or physical contact with others (handshake, hug, etc.) Wear a mask in indoor public facilities
- If unable to keep a 2m distance outdoors, wear a mask

[Specific rules]

- Always keep microphones covered and use a personal microphone if available
- High-risk group* should refrain from using the facility, or wear masks if visits are inevitable
*pregnant, age above 65, with chronic diseases
- Follow epidemic control measures such as symptom check (fever, respiratory symptoms) and keeping a visitor log at the entrance.

❖ **Apply relevant guidelines for cafes, restaurants, etc. within the premises**

B. Managers/Employees

[Common rules]

- Establish an epidemic control cooperation system by designating epidemic control personnel and securing a contact network of designated personnel at the public health center
- If more than 2-3 people develop symptoms within 3-4 days in the same department, class, or place where close contact occurs, send them for COVID-19 testing; if more people develop symptoms, report the possibility of cluster infection to the local public health center
- Employees with fever or respiratory symptoms should immediately stop work and take leave
- Keep a distance of 2m (at least 1m) between people
- Provide handwashing facilities or hand sanitizer; post compliance notices on handwashing and cough etiquette
- If natural ventilation is possible, keep windows open at all times; if this is difficult due to the use of air conditioners, ventilate at least twice a day, considering the area and number of people in the office or workshop
- Disinfect frequently touched surfaces (door handles, microphones, remotes, etc.) at least once a day
- Wear a mask when dealing directly with a customer (user)

- Discourage visits by anyone who has fever or respiratory symptoms, or traveled abroad in the last 14 days
- Advise wearing a mask in indoor public facilities
- For those unable to keep a 2m distance outdoors, advise wearing a mask

[Specific rules]

- Place tissues and trash bins with lids at entrances and throughout the facility
 - Provide ongoing education on the necessity of personal hygiene practices and routine distancing
 - Stock enough microphone covers
 - Manage the number of visitors to indoor spaces such as lounges, cafes, and kiosks to prevent crowding
 - Recommend people in the high-risk group* to refrain from using the facility; if visits are inevitable, instruct them to wear a mask
- *pregnant, age above 65, with chronic diseases
- Check the symptoms (fever, respiratory symptoms, etc) of all people entering and exiting
 - If possible, provide a visitor log and guide visitors to fill it out

❖ **Apply relevant guidelines for cafes, restaurants, etc. within the premises**

2-11. Guidelines for Routine Distancing: Indoor Sporting Facilities

A. Users/Visitors

[Common Rules]

- Those with fever or respiratory symptoms (cough, sore throat etc.) or who traveled abroad within the last 14 days should not visit
- Keep a distance of 2m (at least 1m) from others
- Wash hands with running water and soap for at least 30 seconds, or disinfect with hand sanitizer
- When coughing or sneezing, cover nose and mouth with tissue or sleeve
- Avoid activities that cause respiratory droplets to spread (shouting, singing, etc) or physical contact with others (handshake, hug, etc.)
- Wear a mask in indoor public facilities
- If unable to keep a 2m distance outdoors, wear a mask

[Specific Rules]

- Use personal sportswear, towels, and portable exercise equipment
- Avoid using public facilities such as changing rooms and showers
- Clean the surface of exercise equipments after use with disinfecting products provided by the facility
- High-risk group* should refrain from using the facility, or wear masks if visits are inevitable
* pregnant, age above 65, with chronic diseases
- Follow epidemic control measures such as symptom check (fever, respiratory symptoms) and keeping a visitor log at the entrance.

❖ **Apply relevant guidelines for outdoor sporting facilities**

B. Managers/Employees

[Common rules]

- Establish an epidemic control cooperation system by designating epidemic control personnel and securing a contact network of designated personnel at the public health center
- If more than 2-3 people develop symptoms within 3-4 days in the same department, class, or place where close contact occurs, send them for COVID-19 testing; if more people develop symptoms, report the possibility of cluster infection to the local public health center
- Employees with fever or respiratory symptoms should immediately stop work and take leave
- Keep a distance of 2m (at least 1m) between people
- Provide handwashing facilities or hand sanitizer; post compliance notices on handwashing and cough etiquette
- If natural ventilation is possible, keep windows open at all times; if this is difficult due to the use of air conditioners, ventilate at least twice a day, considering the area and number of people in the office or workshop
- Disinfect public use items (door handles, etc.) and surfaces at least once a day
- Wear a mask when dealing directly with a customer (user)
- Discourage visits by anyone who has fever or respiratory symptoms, or traveled abroad in the last 14 days
- Advise wearing a mask in indoor public facilities
- For those unable to keep a 2m distance outdoors, advise wearing a mask

[Specific rules]

- Instruct all coaches, instructors, and students to wear masks and refrain from physical contact
 - Recommend that visitors use personal sportswear, towels, and portable exercise equipment and thoroughly disinfect any shared equipment
 - Thoroughly disinfect surfaces in shared facilities such as locker rooms, shower rooms, and resting areas
 - Provide ongoing education on the necessity of personal hygiene practices and routine distancing
 - Manage the number of visitors to maintain a distance of 2m (at least 1m) between visitors
 - Manage the number of people using auxiliary facilities such as locker rooms, shower rooms, and waiting rooms to prevent crowding
 - Instruct everyone to wear masks and disinfect surfaces when boarding or exiting a vehicle that transports children
 - Refrain from holding group exercise programs (Zumba, Tae Bo, spinning, etc.) with large classes in closed places; if it is held, comply with control efforts by maintaining a distance of 2m, etc.
 - Recommend people in the high-risk group* to refrain from using the facility. If visits are inevitable, instruct them to wear a mask
- * pregnant, age above 65, with chronic diseases
- Follow the epidemic control measures such as checking symptoms (fever, respiratory symptom, etc.) and filling out a visitor log at the entrance

❖ **Apply relevant guidelines for outdoor sporting facilities**

2-12. Guidelines for Routine Distancing: PC/Internet Cafes

A. Users/Visitors

[Common rules]

- Those with fever or respiratory symptoms (cough, sore throat etc.) or who traveled abroad within the last 14 days should not visit
- Keep a distance of 2m (at least 1m) from others
- Wash hands with running water and soap for at least 30 seconds, or disinfect with hand sanitizer
- When coughing or sneezing, cover nose and mouth with tissue or sleeve
- Avoid activities that cause respiratory droplets to spread (shouting, singing, etc) or physical contact with others (handshake, hug, etc.)
- Wear a mask in indoor public facilities
- If unable to keep a 2m distance outdoors, wear a mask

[Specific rules]

- Leave an empty seat between each other
- Recommend people in the high-risk group* to refrain from using the facility. If visits are inevitable, instruct them to wear a mask
 - * pregnant, age above 65, with chronic diseases
- Follow epidemic control measures such as symptom check (fever, respiratory symptoms, etc.) and keeping a visitor log at the entrance

B. Managers/Employees

[Common rules]

- Establish an epidemic control cooperation system by designating epidemic control personnel and securing a contact network of designated personnel at the public health center
- If more than 2-3 people develop symptoms within 3-4 days in the same department, class, or place where close contact occurs, send them for COVID-19 testing; if more people develop symptoms, report the possibility of cluster infection to the local public health center
- Employees with fever or respiratory symptoms should immediately stop work and take leave
- Keep a distance of 2m (at least 1m) between people
- Provide handwashing facilities or hand sanitizer; post compliance notices on handwashing and cough etiquette
- If natural ventilation is possible, keep windows open at all times; if this is difficult due to the use of air conditioners, ventilate at least twice a day, considering the area and number of people in the office or workshop
- Disinfect frequently touched surfaces (door handles, keyboards, mice, etc.) at least once a day
- Wear a mask when dealing directly with a customer (user)

- Discourage visits by anyone who has fever or respiratory symptoms, or traveled abroad in the last 14 days
- Advise wearing a mask in indoor public facilities
- For those unable to keep a 2m distance outdoors, advise wearing a mask

[Specific rules]

- Place tissues and trash bins with lids at the entrance and throughout the facility
- Provide ongoing education on the necessity of personal hygiene practices and routine distancing
- Guide users to leave an empty seat between one another
- Recommend people in the high-risk group* to refrain from using the facility. If visits are inevitable, instruct them to wear a mask
 - * pregnant, age above 65, with chronic diseases
- Check the symptoms (fever, respiratory symptom, etc.) of all people entering and exiting
- If possible, keep a visitor log and guide visitors to fill it out

2-13. Guidelines for Routine Distancing: Nightlife Establishments

A. Users/Visitors

[Common rules]

- Those with fever or respiratory symptoms (cough, sore throat etc.) or who traveled abroad within the last 14 days should not visit
- Keep a distance of 2m (at least 1m) from others
- Wash hands with running water and soap for at least 30 seconds, or disinfect with hand sanitizer
- When coughing or sneezing, cover nose and mouth with tissue or sleeve
- Avoid activities that cause respiratory droplets to spread (shouting, singing, etc) or physical contact with others (handshake, hug, etc.)
- Wear a mask in indoor public facilities
- If unable to keep a 2m distance outdoors, wear a mask

[Specific rules]

- Minimize time spent at bars/clubs/other nightlife establishments
- Keep a distance of at 2m (at least 1m) between tables, or sit as far apart as possible from others not in the same party
- Try to sit without facing one another, facing the same direction as much as possible
- Refrain from talking while eating
- Use separate plates when eating
- Do not share drinks
- High-risk group* should refrain from using the facility, or wear masks if visits are inevitable
* pregnant, age above 65, with chronic diseases
- Follow epidemic control measures such as symptom check (fever, respiratory symptoms, etc.) and keeping a visitor log at entrance

B. Managers/Employees

[Common rules]

- Establish an epidemic control cooperation system by designating epidemic control personnel and securing a contact network of designated personnel at the public health center
- If more than 2-3 people develop symptoms within 3-4 days in the same department, class, or place where close contact occurs, send them for COVID-19 testing; if more people develop symptoms, report the possibility of cluster infection to the local public health center
- Employees with fever or respiratory symptoms should immediately stop work and take leave
- Keep a distance of 2m (at least 1m) between people
- Provide handwashing facilities or hand sanitizer; post compliance notices on handwashing and cough etiquette

- If natural ventilation is possible, keep windows open at all times; if this is difficult due to the use of air conditioners, ventilate at least twice a day, considering the area and number of people in the office or workshop
- Disinfect frequently touched surfaces like door handles, tables, chairs, etc. at least once a day
- Wear a mask when dealing directly with a customer (user)
- Discourage visits by anyone who has fever or respiratory symptoms, or traveled abroad in the last 14 days
- Advise wearing a mask in indoor public facilities
- For those unable to keep a 2m distance outdoors, advise wearing a mask

[Specific rules]

- Avoid face-to-face interactions with customers by installing touchless devices or transparent partitions at payment registers
 - Keep a distance of 2m (at least 1m) between tables or take other measures such as installing partitions between tables or restricting the use of some tables
 - Place chairs in one direction or in a zig-zag formation to avoid facing one another
 - Refrain from holding large-scale events
 - Provide ongoing staff education on the necessity of personal hygiene practices and routine distancing
 - If queues occur, use numbered tickets or guide waiting customers to keep a distance of 1m among themselves
 - Provide individual plates, scoops, tongs, etc. for each customer
 - If the establishment is equipped with karaoke facilities, replace mic covers between customers
 - Recommend people in the high-risk group* to refrain from using the facility. If visits are inevitable, instruct them to wear a mask
- * pregnant, age above 65, with chronic diseases
- Check symptoms (fever, respiratory symptoms, etc) of individuals at entrance
 - Provide a visitor log and guide visitors to fill it out as much as possible

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