

Regulations for School Group Visit to Taiwan CDC

[June 14, 2019]

1. Objective

This set of regulation serves as the planning guidance for visitors from colleges/universities who wish to have the opportunity to visit and better understand the works of Taiwan CDC. It specifies the number of people allowed per visit, the available time slots, the allowed area for visit, the request process and the applicant eligibility. All applicants must follow the regulations.

2. Applicant Eligibility and Number of Visitors

- (1) This service is available to colleges/universities only. In general, the total number of visitors allowed during each visit should be less than 40, but more than 5.
- (2) The supervisor or instructor should accompany the visiting group throughout the visit period.

3. Available Time Slot

- (1) We accept reservations for Wednesday afternoon and Thursday morning, excluding holidays. Each visit is limited to 1 hour.
- (2) Each school department can submit the visit request 1 time per year.
- (3) In general, while the Central Epidemic Command Center is operating, we cannot accept any school group visit request.
- (4) When a major epidemic suddenly occurs in Taiwan, we reserve the right to cancel a scheduled visit that has already been approved. After the epidemic is brought under control, applicants can submit another request.

4. Request Process

- (1) Applicants who wish to visit us should fill out the School Group Visit Request Form (See Appendix) and forward the completed form to us through email. We will inform the applicant of the result through email as soon as possible. Please submit the request at least 14 days prior to the preferred visit date.
- (2) Please clearly state the purpose of visit and list at least 1 topic or issue related to Taiwan CDC in the School Group Visit Request Form (See Appendix).
- (3) Upon receiving the application, we (Taiwan CDC) will review the

documents and arrange the agenda. We (Taiwan CDC) reserve the right to modify the visiting date or not accept the application.

5. Note

- (1) School groups are only allowed to visit the National Health Command Center (NHCC). Other areas are not open to visitors. If any visitor violates this rule, we (Taiwan CDC) reserve the right to cancel the scheduled visit at once. Moreover, if the contravention is serious, we (Taiwan CDC) will also revoke the right of future requests by the school.
- (2) On the day of visit, visitors should bring photo identification and arrive on time. After verifying the visitors' identifications, we will issue a visitor pass and start the visit.
Applicants are allowed to change the visitor list for only 1 time. Applicants should inform us of the change and forward the corrected visitor list to us at least 3 days before the scheduled visit. If the applicant fails to correct the visitor list on time, visitors who are not on the list will not be allowed to join the visit.
- (3) In accordance with the cyber-security regulations, photography is not allowed without consent and storing or transferring of our data or information using flash drive (e.g. USB) or other means is strictly prohibited.
- (4) In the event of a natural disaster (e.g. earthquake, typhoon etc.) when the local government has canceled school and work for the rest of the day, the scheduled visit will be automatically canceled. We (Taiwan CDC) will not inform the applicant of the canceled visit in this case.
- (5) In the event of another contravention, we (Taiwan CDC) will revoke the school's right to request future visits and cancel the scheduled visit.
- (6) In order to improve the effectiveness of the visit, the supervisor or instructor is required to lead the students to discuss the purpose and content of the visit in advance.