

COVID-19: Guidelines for Social Distancing

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I. Preface

While the COVID-19 has become a worldwide pandemic, Taiwan has been in a relatively stable and safe situation up until now. Taiwan has far more imported cases than local cases. Many Taiwanese people who study or work abroad have been flocking back in response to the situations abroad. Although the peak of the returning citizens has passed and the number of imported cases has declined, asymptomatic cases or symptomatic cases not seeking medical attention still pose threats to the fighting COVID-19 in Taiwan.

In order to prevent the increasing risks of local transmission and keep potential spread with unidentifiable sources of infection from threatening the safety in Taiwan, it has become urgent that the “social distancing guidelines” be laid down to encourage the public in stages to maintain social courtesy or keep a compulsory social distance. Therefore, for the sake of both people’s rights and domestic safety, these guidelines are drawn up for the public to adhere to.

II. Regulations on social distancing (Advice)

Avoid attending social events that involve close contact such as exhibitions, sports events, or concerts, etc. If it is necessary to attend these events, wearing face masks is mandatory at all times. During the epidemic, government institutions or business owners should postpone such unnecessary events. The following regulations should be conformed to in this phase:

A. General regulations:

In calm wind, keep a distance of 1.5 meters indoors and 1 meter outdoors (The stronger the atmospheric disturbance is, the farther the droplets can reach, and thus the social distance should be larger, similarly in what follows). But if both sides wear face masks correctly, social distances can be exempted.

Face masks should be worn in crowded and unventilated places. It is suggested to keep a social distance and prevent crowds from coming across by controlling the total number of visitors, even out the crowds at different times, and guiding people through a one-way entrance and exit, etc.

Staff members who may contact unspecified customers should wear face masks at all times. Open counters should be remodeled or equipped with a transparent partition as

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separation. At the entrance, it is obligatory to sanitize visitor's hands with rubbing alcohol and take their temperature. People with fever are not allowed to enter.

No food or drink is allowed during meetings and conferences, and drinks should come with lids.

B. Special regulations:

1. Restaurants

- a. Avoid workplace or social gatherings if not all of the attendees can be tracked.
- b. Avoid conversations even when eating with family and friends. After the meal, wear face masks before striking up a conversation.
- c. At the entrance, it is obligatory to sanitize customer's hands with rubbing alcohol and take their temperature. People with fever or upper respiratory tract symptoms are not allowed to enter.
- d. Diners at the same table should keep a social distance of 1.5 meters or be separated by a partition. Business owners should increase the distance between tables to at least 1.5 meters. If the requirements are met and the tables and menus are disinfected regularly, owners can put up a notice at the entrance to gain customers' trust. If necessary, local governments can help provide certifications to encourage business owners to follow the regulations.
- e. Staff members should wear a mask at all times and wash their hands correctly anytime to maintain hand hygiene.
- f. Cafeterias or buffets should implement proper precaution to prevent the food being contaminated from customers' droplets.
- g. Self-order tablets and payment systems that customers operate or sign on with bare hands should be suspended or disinfected after each use during the epidemic. Customers should prepare their own pens for signature if possible.

2. Campus or office and conference rooms

- a. If it is a particular group of people in a classroom (e.g. from preschool to high school) where ventilation is enough and a social distance is kept as much as possible, then face masks are not obligatory.
- b. If there is sufficient space, keep enough social distance by placing empty seats or partitions. If face masks are worn correctly, the social distance can be exempted. People with fever or upper respiratory tract infection symptoms should rest at home.
- c. Keep enough social distance when having meals, or stay separated using partitions. If social distances cannot be kept, even out the crowds at different times to maintain the distance.

3. Public Transportation (Taxi included)
 - a. Keep a social distance of 1.5 meters indoors and 1 meter outdoors if possible. If masks are worn correctly, the social distance can be exempted.
 - b. Passengers who take public transportation (including taxis) and those who come into contact with unspecified users of public transportation are required to wear masks throughout the entire journey. When the number of passengers is low, the bus or long-distance bus operator may consider prohibiting the seats behind the driver's seat, and disallow the use of the front door to get on and off for the time being.
 - c. Public transportation with body temperature monitoring equipment is prohibited from transporting passengers with a fever.
 - d. When needed, we encourage “even out the crowds at different times” for commutes to work to reduce queues and crowds.
 - e. People who are older, have a history of chronic illnesses, recently entered or left a hospital, consciously have upper respiratory tract symptoms, and infants who are not suited for wearing masks should avoid crowds during peak hours. For infants who have to take public transportation and are not suitable for wearing masks, they must use a covered stroller or baby carrier to prevent droplets.
 - f. If proper social distancing cannot be maintained, eating in the mass transit system is forbidden.
4. Shopping Centers or Other Places of Business
 - a. Maintain a social distance of 1.5 meters indoors and 1 meter outdoors as much as possible. If face masks are adequately worn, then social distancing can be exempt.
 - b. Staff should wear masks at all times, and locations with a larger size of visitors must require them to wear masks.
 - c. Customer who walk through the entrance should be required to disinfect their hands with alcohol, and tested with a body temperature monitoring system. Those with fever are forbidden to enter. Those with upper respiratory tract symptoms are required to wear masks before entering. When checking out, the customers should maintain proper social distance by following ground marks or other social distancing guidelines. If the social distance cannot be maintained, then the total number of customer should be controlled.
 - d. When the social distance cannot be maintained, it is forbidden to eat in the store or other business premises.

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5. Queues
 - a. Maintain social distancing of 1.5 meters indoors and 1 meter outdoor as much as possible.
 - b. If the face mask is worn correctly, then social distancing policies can be waived, but if physical space permits, adequate social distancing should still be maintained.
6. Special institutions
 - a. Maintain social distancing of 1.5 meters indoors and 1 meter outdoor as much as possible.
 - b. Workers, residents, and hosts should wear face masks at all times, but they are not required to wear them when resting in their bed and/or maintaining social distance with others.
 - c. Staff members and residents should seek medical treatment immediately if they have a fever.
 - d. Workers should not have contact with other residents when they have upper respiratory tract symptoms. Residents should wear masks and maintain a social distance with others or move to other segregated spaces.
 - e. If social distancing cannot be maintained or separated by partitions during a meal, then the crowd should be even out at different times to maintain a sufficient social distance.
 - f. It is more difficult to maintain social distancing in mental health facilities, prisons and children's homes etc. For these organizations, administrators can establish appropriate infection control measures according to their needs.
7. Religious Sites and Activities
 - a. When entering religious sites, it is compulsory for all personnel to wear face masks, with their body temperatures taken. Attendees and workers are not allowed to enter these sites if they have a fever.
 - b. Maintain social distancing of 1.5 meters indoors and 1 meter outdoor. If proper social distancing cannot be maintained, the following measures should be implemented at the entrance:
 - c. Control the total number of visitors: This is more applicable to religious sites where any unspecified believers could enter, such as temples. When it is difficult to constantly maintain proper social distancing, the number of believers inside the religious sites should be counted. When the number of believers exceeds the threshold, relocate the believers to the front hall or outdoor plazas.
 - d. Even out the crowd at different times: This is more applicable to religious sites where specified believers could enter, such as church service. When it is

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difficult to constantly maintain proper social distancing by separating seats, it is suggested that the believers participate in church service at different time (so that there won't be too many people in the church at a single time). It would be better if every participant has his or her own seat every time they do church service.

- e. Outdoor religious activities such as pilgrimage parades should be postponed as much as possible. All activities should follow the total amount limit announced by the CECC. In addition to maintaining social distancing, other measures such as taking the body temperature, wearing face masks and washing hands correctly, should also be implemented to prevent contagion. Eating or drinking is not allowed when it is difficult to constantly maintain proper social distancing.
8. Non-Profit Organizations (Exhibition Halls, Amusement Parks etc.)
 - a. Maintain social distancing of 1.5 meters indoors and 1 meter outdoor.
 - b. It is compulsory for workers to wear face masks. When it is difficult to constantly maintain proper social distancing, it is compulsory for visitors to wear face masks.
 - c. At the entrance, it is mandatory to disinfect visitors' hands with alcohol and to take their body temperatures. Visitors with fevers or upper respiratory symptoms are not allowed to enter. When it is crowded or proper social distancing cannot be maintained, control measures of total amount of people should be applied.
 9. Night Markets and Traditional Markets
 - a. Management committees of night markets and traditional markets, or local government should take the responsibility to maintain proper social distancing.
 - b. Keep a social distance of 1.5 meters indoors and 1-meter outdoors.
 - c. Both vendors and visitors should wear face masks. If there's a specific entrance with epidemic prevention workers, they should make sure that all vendors, workers, and visitors wear face masks with their temperature taken at the entrance. People with fever are not allowed to enter.
 - d. When it is crowded or difficult to maintain appropriate social distance, it is suggested to control the total number of visitors, reduce the number of seats, and set up partition between seats. It is also suggested to guide people through a one-way entrance and another one-way exit in order to prevent flow of crowds from overlapping.
 - e. Food provided by vendors should not be contaminated by droplets from both vendors and visitors. Eating while walking should be avoided.

10. Other specific places:

- a. During the epidemic, people should avoid entering places of entertainment and other places which are not necessary for living, especially those place with higher chances for close contact, such as ballrooms, pubs, bars, nightclubs, KTVs, amusement arcades, etc. Places where a social distance of 1.5 meters cannot be maintained should be closed.
- b. If the Central Epidemic Command Center announces certain places to be closed, related rules of suspension for the announced business category shall be adhered in accordance with the CECC.
- c. Owners should make proper arrangements so that a social distance of more than 1.5 meters can be maintained or appropriate epidemic prevention measures can be enforced.
- d. At the entrance, it is obligatory to sanitize customer's hands with rubbing alcohol and to take their temperature. People with fever or upper respiratory tract symptoms are not allowed to enter.

The second stage (compulsory sanction) has not yet been scheduled. In the second stage, non-essential activities, especially recreational activities, will be prohibited, except for necessary activities such as medical treatment, official duties and those deemed necessary for living. But a social distance of 1.5 meters indoors and 1 meter outdoors should be maintained. Even when both people wear face masks correctly, they should keep a social distance of at least 1 meter.

III. An Easy Way to Estimate Social Distance

It is impossible for the public to bring rulers wherever they go. In view of this, when people are trying to keep a social distance or when workers are implementing epidemic prevention regulations, they can estimate distance in the following simple ways:

- A. 1 meter: When an adult raises one arm horizontally without touching others, the distance from the fingertip to the shoulder on the other side is approximately 1 meter.
- B. 1.5 meters: When an adult raises both arms horizontally without touching others, the distance between the fingertips is approximately 1.5 meters.

IV. Social Etiquette Rules for the Public

- A. In elevators or other unventilated places with a short social distance, conversations should be avoided, whether masks are worn or not.
- B. Avoid conversations while eating at the table. After the meal, wear face masks before the conversation.
- C. When there is enough space, keep a social distance of 1.5 to 2 meters whether face masks are worn or not.
- D. Clasp hands together instead of shaking hands and follow the principle of not touching others in order to reduce the chance of contagion.

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- E. When coughing, the droplets can splash for several meters. Wearing face masks can prevent the droplets from splashing. If it is too late to wear a mask before sneezing or coughing, cover your mouth and nose with your sleeve or tissue paper. Covering your mouth with your palms is wrong and should be avoided. It will make your hands covered with droplets, which might then contaminate handles, latches, armrests, buttons, touch panels, and other objects that are frequently touched by people, spreading the virus silently through contagion.
- F. If one is self-aware of upper respiratory tract symptoms such as sneezing and coughing, stay at home if possible. When one have to go out, wear a face mask correctly and do not enter crowded public places.
- G. When going out, consciously avoid entering crowded public places.