

因應嚴重特殊傳染性肺炎雇主聘僱移工指引：

移工工作、生活及外出管理注意事項

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Foreign Worker Employment Guidelines in Response to Severe Pneumonia with Novel Pathogens (COVID-19): Managing the Work, Life and Outdoor Activities of Foreign Workers

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一、前言

嚴重特殊傳染性肺炎已擴大至全球大流行，我國疫情並進入社區傳播階段，有鑑於國內已有移工宿舍爆發群聚感染，疫情升溫且社區傳播風險增加，考量我國移工居住特性及假日有群聚現象，為避免再有發生移工群聚感染情事，爰在移工國民待遇原則及符合相關勞動法令之前提下，配合已發布之「新型冠狀病毒感染防疫行為指引」、「社

交距離注意事項」、「企業因應嚴重特殊傳染性肺炎(COVID-19)疫情持續營運指引」、「COVID-19(武漢肺炎)疫情期間民眾假期生活防疫指引」及「COVID-19(武漢肺炎)」阻絕社區傳染策略」等，加強移工防疫措施，兼顧落實雇主生活照顧義務與管理責任，以確保社區防疫安全為首要目標，提供本指引，以利雇主、私立就業服務機構及移工有所依循。

1. Preface

Severe Pneumonia with Novel Pathogens (COVID-19) has already spread around the world and pandemic prevention work in Taiwan entered the community-transmission stage. Following the identification of cluster infections in foreign worker dormitories, the increased spread of the coronavirus and greater risk of community transmission, after considering the nature of foreign worker living accommodation and their tendency to gather in groups on days off, based on the equal treatment of foreign workers and Taiwanese nationals and adhering to the provisions of related labor laws, the authorities have issued a series of new rules and regulations in an effort to prevent more cluster infections. These include the “Guidelines to Prevent Coronavirus Infection,” “Social Distancing Precautions,” “Guidelines on the Continued Operations of Enterprises Responding to the Severe Pneumonia with Novel Pathogens (COVID-19),” “Guidelines for Activities When Not at Work During the Period of Pandemic Prevention Work” and “Strategies to Block Community Transmission of COVID-19.” These guidelines are provided to strengthen foreign worker related pandemic prevention measures and ensure employers live up to their obligations and management responsibilities in the area of life care, the primary objective being to guarantee the efficacy of community pandemic prevention work, to the benefit of employers, private employment service agencies and foreign workers.

二、工作及生活管理措施

雇主應加強移工工作場所及住宿地點之防疫管理，落實相關管理措施，並向移工辦理宣導，以避免群聚感染風險，致影響移工與國人安全健康，或因有確診個案造成工作場所停工衍生無法營運之情事發

生。又雇主如有需要，得委託私立就業服務機構辦理，應辦理措施及事項如下：

2. Work and Life Management Measures

Employers should enhance pandemic prevention work in locations where foreign workers live and work. This involves implementing related management measures, while also disseminating important information among workers to avoid the risk of cluster infections which could adversely impact the health and safety of foreign workers and Taiwanese nationals, or a situation where one positive COVID-19 case leads to the closure of workplaces making operations impossible. Where necessary, employers can commission a private employment service agency to take responsibility for the following measures:

(一) 雇主應辦理措施：

依雇主聘僱外國人許可及管理辦法(下稱雇聘辦法)第19條規定略以，雇主應為移工規劃住宿等事項並確實執行，爰雇主若未善盡雇主責任，安排下列住宿及防疫措施等事項，已違反就業服務法第57條第9款及雇聘辦法第19條規定，後續將由地方主管機關予以裁處：

(1) Measures to be implemented by employers:

According to Article 19 of the “Regulations on Permission and Administration of Employment of Foreign Workers” (hereafter Regulations on Employment), employers are required to plan and provide accommodation for foreign workers. Anyone who fails to live up to their responsibilities as an employer by introducing the following accommodation and pandemic prevention measures is in violation of Paragraph 9, Article 57 of the Employment Service Act and Article 19 of the Regulations on Employment and will be dealt with by the local competent authority:

1、落實分流分艙原則，地方主管機關得令雇主限期改善：

1. The local competent authority will give employers a fixed period of time to make improvements and ensure a clear division between work and accommodation locations:

(1) 住宿於同一房間之移工，應安排於同一工作地點之同一工作區域、生產線或工作崗位，避免與住宿於其他房間之移工混雜。

(2) 上下班及辦公動線分流，不同工作區域之移工出入應有分流管制(例如使用不同出入口、分流管制不同電梯停靠不同樓層)，並禁止移工於不同工作區域、樓層之間移動。

(1) Foreign workers who live in the same room should come from the same work area, production line or work positions in the same work location, to avoid mixing with workers who live in other rooms.

(2) There should be a clear division of lines of movement for clocking-on and clocking-off from work; The coming and going of workers from different work areas should be subject to flow controls (for example, the use of different entry and exit points and different elevators stopping on different floors), while strictly forbidding foreign workers from moving in between different work areas and floors.

2、 避免不同雇主所聘之移工接觸，地方主管機關得令雇主限期改善：

私立就業服務機構接受雇主委任辦理移工生活管理，禁止安排不同雇主所聘移工，或同一雇主所聘但所屬不同工作地點之移工住宿於同一樓層。

2. The local competent authority will give employers a fixed period of time to make improvements and avoid contact between foreign workers who work for different employers:

Private employment agencies commissioned by employers to take responsibility for foreign worker life management are strictly forbidden from placing foreign workers who work for different employers, or the same employer but different work locations, in accommodation on the same floor.

3、 明定工作規則及宿舍管理規則，強化移工工作及生活管理，

且至少須有以下內容：

3. Clearly stipulate work regulations and accommodation management rules, with enhanced work and life management for foreign workers including the following:

(1) 住宿地點之公共區域(如盥洗衛浴或衣服洗滌空間)應依移工之住宿樓層或區域，分時段交錯使用。

(2) 禁止移工於公共區域所在樓層以外之其他樓層或區域移動，且住宿於不同樓層或區域之移工，不得同時使用公共區域之設施設備或一起用餐。

(3) 工作場所或住宿地點如設有用餐區域，應於移工進入前量測體溫並限制同時段限制用餐人數，桌與桌距離應保持1.5公尺以上或設有隔屏，桌上應設有隔板，如為自助餐型態之餐廳，應有適當遮罩食物並由專人服務，或改以餐盒方式用餐。

(4) 雇主應針對工作場所及住宿地點進行定期消毒、清潔環境，並應提供肥皂、清水或酒精性乾洗手液。

(5) 雇主如設置交通車、通勤車等交通運輸措施，應於移工上車前量測體溫並要求佩戴口罩，且有車內常態性的清理流程(至少每6小時一次)，針對經常接觸的物體表面進行消毒，並在維持搭乘人員社交距離之原則下，對乘客提供空間分隔。

(6) 雇主對於移工工作場所及住宿地點之人員進出應有管控機制，並應記錄有關旅遊史、接觸史及是否群聚等資訊，包括放假期間之足跡、停留 15 分鐘以上地點、搭乘之交通工具及接觸對象等。

(1) Foreign workers should be allocated times to use common areas in accommodation locations (bathrooms, laundry washing rooms etc) based on the floor or area where they live.

(2) Foreign workers are strictly forbidden from moving between floors or areas other than those where their own public area is located. In addition, foreign workers who live on different floors or in different areas must not use the facilities or equipment in public areas at the same time or eat together.

(3) If the workplace or accommodation has a dining area, then foreign workers must have their temperature taken before entry and the number of people eating at any one time must be controlled, there must be a space of more than 1.5 meters between the tables or screens between them, with partitions on the tables. In dining areas that provide buffet meals the food should be suitably covered with a dedicated server or lunch boxes used.

(4) Employers should regularly disinfect and clean workplaces and accommodation locations, while also providing soap, clean water or alcohol based hand sanitizer for foreign workers to wash their hands.

(5) If employers provide transportation to and from work, foreign workers should have their temperature checked before being allowed to board and wear a face mask for the duration of the journey. The vehicles should also be regularly cleaned (at least once every six hours) with any frequently touched surfaces disinfected. Under the principle of maintaining social distance between passengers, space should be maintained between them.

(6) Employers should introduce a mechanism to control the coming and going of personnel in places where foreign workers live and work, while also recording their related travel history, contact history and any gatherings, including their movements when not at work, places where they stayed for longer than 15 minutes, public transport taken and people they came into contact with etc.

4、 加強防疫宣導：

(1) 雇主應透過多元管道(如張貼海報、發送簡訊、建立 Line

等即時通訊軟體群組或於移工住宿地點播放影片等)或訂定工作規則，強化移工衛教及防疫觀念，並提醒移工倘有身體不適，應立即向雇主或私立就業服務機構反映，或撥打衛生福利部 1922 疫情通報及諮詢專線、勞動部(以下簡稱本部)1955 專線尋求協助。

(2) 應於各住宿地點出入口張貼規範，或以廣播等方式，宣導移工保持衛生，並持續更新宣導防疫資訊。

4. Improving pandemic prevention guidance:

(1) Employers should use multiple channels (posters, text messages, establishing LINE groups and any other real time chat groups or show promotional films in places where foreign workers live) or draft new work rules to enhance foreign workers' understanding of public health education and pandemic prevention concepts. Foreign workers should also be told if they fall ill to immediately inform their employer or private employment agency, or call the Ministry of Health and Welfare toll-free 1922 Communicable Disease Reporting and Consultation Hotline or the Ministry of Labor's 1955 Counseling and Protection Hotline for Foreign Workers.

(2) The new rules should be posted at points of entry and exit at places where foreign workers live, or a public-address system used to provide workers with public health information and regularly updated pandemic prevention information.

5、掌握移工健康狀況及安排就醫：雇主應每日量測及記錄移工身體健康狀況並造冊，如移工有嚴重特殊傳染性肺炎疑似症狀，包括發燒、頭痛、流鼻水、喉嚨痛、咳嗽、肌肉痠痛、倦怠/疲倦、腹瀉、嗅味覺異常等身體不適狀況，應安排其就醫及進行篩檢。有關雇主或私立就業服務機構協助就醫流程，詳如附件 1。

5. Keep up to date with the health status of foreign workers and arrange medical attention: Employers should measure, record and keep records on the health of foreign

workers on a daily basis. In the event foreign workers display suspected symptoms of Severe Pneumonia with Novel Pathogens (COVID-19), including a fever, headache, runny nose, sore throat, cough, muscle soreness, lethargy/fatigue, diarrhea, abnormal smell or taste etc. they should be seen by a doctor and tested for COVID-19. For more details on the medical treatment protocol to be followed by employers and private employment agencies see addendum 1.

- 6、預為準備 1 人 1 室且有獨立衛浴房間(以下稱 1 人 1 室房間)：為利移工之工作場所或住宿地點若發生群聚感染時，移工(指標個案)應進行篩檢並依據衛生單位通知入住集中檢疫所或醫院；其同住者視指標個案確診與否，由雇主安排 1 人 1 室進行隔離，雇主應提前準備與該應隔離人數相同之 1 人 1 室房間，可為自有宿舍及在外租賃房屋。

6. Prepare one-person-per-room accommodation with an independent bathroom (hereafter one person per room accommodation): In the event of a cluster infection in the workplaces or accommodation of foreign workers, workers (indicator cases) should be tested and, in accordance with notifications from health authorities, those found to be positive placed in government quarantine facilities or hospitals. Depending on whether the indicator case is confirmed as positive or not, employers should isolate those they live with in one-person-per room accommodation, ensuring there is enough such accommodation for the number of employees who need to be isolated, whether in their own dormitories or rented rooms.

- 7、雇主接續聘僱(含期滿轉換)移工，應安排移工辦理 PCR 檢驗：為確保移工及雇主防疫安全，新雇主原則應於接續聘僱(含期滿轉換)當日(含)前 3 日內，安排移工至指定醫療機構檢驗 PCR。倘區域內醫療院所，於前開所定期間未提供檢驗 PCR 或已預約掛號額滿無檢驗能量之特殊情事者，得例外延後於接續聘僱(含期滿轉換)當日(含)後 3 日內，安排移工檢

驗 PCR，檢測費用應由新雇主支付。另新雇主於等待 PCR 檢驗結果期間，應安排移工於 1 人 1 室房間。

When employers continue the employment of a foreign worker (including term completion transfers), they should arrange for the worker to receive a PCR test: In order to ensure the health and safety of the foreign worker and the employer, in principle new employers must arrange for foreign workers to visit a designated hospital and receive a PCR test in the three days prior to the first day of work (inclusive) following the continuation of work transfer (including contract completion transfers). In situations where medical facilities in the area cannot provide a PCR test in the aforementioned time period or appointments for tests are full and there is no capacity to conduct additional tests, an exception can be made and the PCR test must be conducted three days after the first day of work (inclusive) following the continuation of work transfer (including contract completion transfers). The test must be paid for by the new employer. In addition, while the new employer is waiting for the results of the PCR test, the foreign worker should be placed in one-person-per-room accommodation.

8、移工若經篩檢確診或快篩陽性之應辦事項：

- (1) 協助匡列：雇主應通知衛生單位，並協助匡列密切接觸者。
- (2) 進行清消：確診或快篩陽性移工之工作場所及住宿地點應進行清消，執行清消之工作人員須經過適當訓練，應穿戴個人防護裝備(手套、口罩、隔離衣或防水圍裙、視需要使用護目鏡或面罩)。
- (3) 確診個案房間住宿人數減壓：移工(指標個案)若經快篩陽性，立即送集中檢疫所或醫院，同房之其他移工應於原房間安置，並視指標個案後續核酸檢測(PCR)結果續處。若指標個案確診，同房之其他移工屬密切接觸者，應由雇主安排 1 人 1 室房間進行隔離。

8. Steps to follow when a foreign worker returns a positive PCR test for COVID-19 or

a positive rapid test:

(1) Assist with identification: Employers must immediately inform the health authorities and assist in the identification of close contacts.

(2) Conduct disinfection operations: When a foreign worker has a positive PCR test for COVID-19 or a positive rapid test, their workplace and accommodation must be disinfected. Personnel conducting disinfection work must have received appropriate training and wear PPE (gloves, a mask, isolation suit or waterproof apron and where necessary use protective goggles or a visor).

(3) Following a confirmed COVID-19 case reduce the number of people sharing accommodation: If a foreign worker (indicator case) takes a rapid COVID-19 test that comes back positive he/she should be immediately sent to a government quarantine facility or hospital. Workers who share a room with that individual should remain in the room, with follow up responses dependent on whether the indicator case returns a positive PCR COVID-19 test. If the indicator case is positive then the foreign workers who share the same room are classified as close contacts and must be isolated in one person per room accommodation.

(4) 移工如經雇主或私立就業服務機構安排使用 COVID-19 家用快篩試劑，有關雇主或私立就業服務機構處置及協助作為，詳如附件 2。

If an employer or private employment service agency arranges the use of DIY COVID-19 rapid test kits, then the process by which they do so and assist foreign workers in their use is detailed in addendum 2.

(二) 建議雇主辦理事項：

(2) Proposed measures to be taken by employers:

1、 彈性上下班：移工上下班時間可彈性交錯，避免同一時段集中上下班，或建立異地或遠距辦公機制，以減少同時上班人數。

1. Flexible work hours: Foreign workers should have flexible work hours to ensure those clocking-on and clocking-off are never crowded together in the same place. Alternatively, establish a different work location or introduce remote working to reduce the number of people working at the same time.

2、工作空間調整：建議讓移工之工作崗位保持適當間距，或進行空間區隔，另工作場所非必要之公共區域宜關閉停用；建議取消或延期與工作相關之會議或活動等，改採視訊會議或其他方式辦理。

2. Adjust work space: It is proposed that a suitable distance be maintained between work positions or that spatial separation be adopted, with all unnecessary public areas in workplaces closed. It is also proposed that all work related meetings or activities be cancelled or postponed and replaced by video-conferencing or other formats.

3、阻斷傳播鏈：針對已有嚴重特殊傳染性肺炎疑似症狀之移工，建議未篩檢前先安排居住於 1 人 1 室房間進行隔離，並由雇主安排就醫。另非辦理轉換雇主之移工若經快篩陰性，於等待 PCR 檢測結果前，建議續住 1 人 1 室房間，並要求移工佩戴口罩及注意手部衛生(使用肥皂和水洗手，或使用酒精)。

3. Breaking the chain of transmission:

Foreign workers with suspected symptoms of Severe Pneumonia with Novel Pathogens (COVID-19) should be isolated in one person per room accommodation before taking a COVID-19 test, with the employer arranging for them to see a doctor. If a worker who is not transferring employers receives a negative result from a COVID-19 rapid test, then while he or she waits for the outcome of a PCR COVID-19 test they should be placed in one person per room accommodation and instructed to wear a mask and pay attention to hand hygiene (washing their hands with soap and water or alcohol based hand sanitizer).

4、強化移工生活管理：

4. Enhance foreign worker life management:

(1) 協助移工保持社交距離：建議雇主妥善運用現有閒置宿舍空間，增加每人居住面積，以利移工維持社交距離，降低群聚感染風險。

(1) Help foreign workers maintain social distancing: It is proposed that employers should make appropriate use of existing unused dormitory space to increase the amount of space available to each individual worker, so it is easier for them to maintain social distancing and thereby reduce the risk of cluster infections.

(2) 減少移工外出需求：建議雇主依移工需求提供休閒娛樂設備，及適時協調移工常去之宗教場所，勿參加集會活動，改採視訊方式進行聚會或交流，另協助移工購買食物或日常用品，以減少移工外出。

(2) Reduce the need for foreign worker to go outside: It is proposed that employers should provide foreign workers with leisure and entertainment equipment based on their needs and coordinate with religious venues frequented by said workers to replace group gatherings with video conference meetings or exchanges. Foreign workers should also be provided with assistance purchasing food and other daily necessities to reduce their need to go outside.

(3) 協助移工購買口罩：建議雇主儘量協助移工上網預購口罩，並提供必要之設備，如電腦、讀卡機或本部翻譯多國語言之購買指引。

(3) Help foreign workers purchase face masks: It is proposed that employers should do everything possible to help workers order face masks online and provide necessary equipment, including computers, card readers, or the Ministry of Labor's shopping guidelines translated into multiple languages.

5、 關懷確診或快篩陽性之移工：建議雇主提供心理關懷服務，照顧確診移工及隔離移工之身心健康需求。

5. Care for foreign workers with a positive PCR COVID-19 test or a positive rapid COVID-19 test: It is proposed that employers should provide psychological care services to meet the mental and physical wellbeing of foreign workers who are positive for COVID-19 or placed in quarantine.

(三) 考量外籍家庭看護工作及家庭幫傭，多與被看護者或受照顧者同住於家戶內，尚不適用上述二、(一)之 1、2 及 6 有關分艙分流原則、委任私立就業服務機構不得安排不同雇主之移工居住於同一樓層及預為準備 1 人 1 室房間之規定。又外籍家庭看護工及家庭幫傭於家庭內、隨同被看護者至醫院或長期照顧服務機構從事照顧工作，爰就其不同場域之照顧工作及其他相關注意事項，另訂附章。如有未盡事宜，仍依本指引規範辦理。

(3) Given that most foreign home caregivers and home help live with the nursing care recipient or care recipient, rules governing the clear division between work and accommodation locations, appointed private employment service agencies ensuring foreign workers who work for different employers are not housed on the same floor and preparing one-person-per-room accommodation detailed in the above section 2, (1), 1, 2, 6, do not apply. A separate addendum will be provided on care work in different locations and other related precautions when live-in foreign caregivers or home help accompany a care recipient to a hospital or long-term care facility to undertake care work. Any matters not addressed will be handled in accordance with the provisions of these Guidelines.

(四) 配合政府快速圍堵策略

(4) Work in concert with the government's rapid containment policy

1、 依據「COVID-19(武漢肺炎)」阻絕社區傳染策略，快速圍堵係以病毒流行的社區為執行範圍，在劃定的圍堵區內，所有人無論是否曾有接觸史，皆施以病毒篩檢，並輔以擴大社交距離、加強監視等公共衛生介入，並以不任意移出圍堵區為原則。

1. Based on the strategy of blocking "COVID-19" community transmission, rapid containment is executed in communities where the coronavirus is prevalent. Within such designated containment areas public health measures adopted include testing

everyone regardless of whether they have had contact with anyone positive for COVID-19, expanding the use of social distancing and increased monitoring, with residents encouraged to not leave the containment area.

- 2、 若於中央流行疫情指揮中心發布疫情警戒標準第4級期間實施區域封鎖，或移工之工作場所或住宿地點於疫情警戒標準第3級以上期間，經衛生單位劃定為圍堵區內，請雇主配合建置管制機制及設備，避免移工離開工作地點或宿舍(醫療需求除外)。另雇主或私立就業服務機構應協助翻譯事宜，以利衛生單位進行篩檢作業。

2. In the event the Central Epidemic Command Center (CECC) issues a Level 4 Pandemic Alert a full lockdown will be implemented in some places. Alternatively, during an alert above Level 3 in foreign worker workplaces and accommodation, employers in those places designated containment areas by the health authorities will be asked to introduce control mechanisms and equipment to avoid workers leaving work locations or dormitories (other than for medical reasons). In addition, employers or private employment service agencies should assist by providing translation/interpretation services to help health agencies conduct testing operations.

三、 移工生活注意事項

- (一) 移工放假外出原則：雇主應依勞動法令或勞動契約同意移工放假，不得禁止其放假，惟可協調移工避免於同一日集中放假。倘若移工須配合衛生主管機關執行居家隔離或居家檢疫時，應依嚴重特殊傳染性肺炎防治及紓困振興特別條例規定，給予防疫隔離假，並限制其不得外出或上班。有關移工放假原則，詳如附件3。

(1) Principles for foreign workers going out when not at work: In accordance with labor laws and the labor contract, employers are legally obligated to provide foreign workers with leave and cannot prevent them from taking such leave. However, they should make

adjustments to avoid large numbers of foreign workers taking leave on the same day. In the event foreign workers are required to home isolate or home quarantine in concert with health authority regulations, then in accordance with The Special Act for Prevention, Relief and Revitalization Measures for Severe Pneumonia with Novel Pathogens they must be given pandemic prevention quarantine leave and not allowed to go out or to work. For more details on the principles governing foreign worker leave see addendum 3.

- (二) 強化外出移工防疫宣導：雇主應提醒移工於放假外出或非上班時間外出時，儘量避免出入人潮擁擠、空氣不流通的公共場所，保持社交距離，室外 1 公尺，室內 1.5 公尺以上，及提醒移工外出時應戴口罩，以減少感染風險，且可鼓勵移工加入勞動部勞動力發展署建置之「Line@移點通」獲取最新防疫資訊。

(2) Enhance pandemic prevention guidance for foreign workers who go out: Employers should remind foreign workers that if they go out during a period of leave or when not working, to avoid crowded public places with poor ventilation and to observe social distancing of 1 meter indoors and more than 1.5m outdoors. Foreign workers should also be reminded to wear a mask at all times when outside to reduce the risk of infection, while also encouraging them to join the Ministry of Labor Workforce Development Agency's "1955 E-Line" to receive the latest pandemic prevention information.

四、快篩陽性及確診之移工應注意事項

4. Foreign workers with a positive rapid COVID-19 test or PCR test should observe the following precautions

- (一) 移工快篩陽性立即隔離至集中檢疫所或醫院，等候 PCR 檢測結果，並請通知雇主及所委任之私立就業服務機構。

(1) Any foreign worker who has a positive rapid COVID-19 test should be immediately isolated in a government quarantine center or hospital to wait for the result of a follow up PCR test. They should also inform their employer and appointed private employment service agency.

(二) 移工確診(PCR 檢測陽性)續住集中檢疫所或醫院，並依嚴重

特殊傳染性肺炎確診個案處置及解除隔離治療條件續處。

COVID-19 positive (PCR test) foreign workers must remain in the government quarantine center or hospital where they will be treated based on the Severe Pneumonia with Novel Pathogens Positive Case and Quarantine Release Treatment Conditions.

(三) 隔離期間請佩戴口罩及注意手部衛生(使用肥皂和水洗手，或使用酒精)。

(3) During quarantine please wear a mask and pay attention to hand hygiene (wash your hands with soap and water or alcohol based hand sanitizer).

(四) 務必觀察症狀變化，若出現下列症狀時，請立即聯繫集中檢疫所或醫院之醫事或護理人員：發燒、喘、呼吸困難、持續胸痛、胸悶、意識不清、皮膚或嘴唇或指甲床發青。

(4) Pay close attention to any changes in symptoms and if you develop any of the symptoms below immediately contact medial personnel at a government quarantine facility or hospital: fever, shortness of breath, difficulty breathing, persistent chest pain, chest tightness, confusion and the discoloration of skin, lips or nail beds.

(五) 請主動聯絡通知密切接觸者(有症狀發生的 3 日前至隔離當日，曾有共同用餐、共同居住或未佩戴口罩面對面 15 分鐘以上接觸的對象)，請密切接觸者於疫調前即自我隔離並健康監測。如密切接觸者為同公司員工(本國勞工或其他移工)，請同時主動聯絡雇主。

(5) Please proactively inform close contacts (anyone you shared a meal with, live with or spent more than 15 minutes with without wearing a face mask, from three days before the onset of symptoms until the day of quarantine). Prior to the Pandemic Control Survey close contacts should self isolate and observe self-health monitoring. If any close contacts are employees at the same company (whether Taiwanese laborers or foreign workers), their employers should be informed immediately.

- (六) 依嚴重特殊傳染性肺炎確診個案處置及解除隔離治療條件，
移工若屬無症狀或輕症個案，距發病日已達 10 日以上，退燒
至少 1 日且症狀緩解者，經衛生單位開立通知書，應於 1 人
1 室房間繼續進行隔離 7 日。

(6) Based on the Severe Pneumonia with Novel Pathogens Positive Case and Quarantine Release Treatment Conditions, if a foreign worker is asymptomatic or displays only mild symptoms more than 10 days after the onset of the illness (or the day infection was confirmed), then a minimum of one day after the fever breaks and symptoms ease, with the agreement of the health authorities he/she can continue to isolate in one person per room accommodation for a further seven days.

五、接觸確診個案之移工應注意事項

- (一) 移工如與確診個案有症狀發生的 3 日前至隔離當日，曾有共同用餐、共同居住或未佩戴口罩面對面 15 分鐘以上的接觸，應由雇主安排隔離於 1 人 1 室房間，不要外出，並等候公衛人員通知。
- (二) 隔離期間請佩戴口罩及注意手部衛生(使用肥皂和水洗手，或使用酒精)。
- (三) 觀察自己是否出現嚴重特殊傳染性肺炎相關症狀，如：發燒、流鼻水、咳嗽、喉嚨痛、倦怠、肌肉痠痛、頭痛、腹瀉、嗅覺或味覺異常、呼吸急促等。若有症狀時，請立即聯繫 119、當地衛生主管機關或撥打 1922 疫情通報及諮詢專線，並通知雇主或所委任之私立就業服務機構安排就醫及進行篩檢。
- (四) 移工若不是密切接觸者，僅須進行自我健康監測 14 日，如有

疑似症狀，請佩戴口罩及通知雇主及所委任之私立就業服務機構後安排就醫，並告知可能的接觸史。

5. Precautions for foreign workers who came into contact with a COVID-19 positive individual

(1) If a foreign worker shared a meal, lived with or spent more than 15 minutes without wearing a face mask with someone who tests positive for COVID-19, from three days before the onset of symptoms to the time the individual was quarantined, their employer should arrange for them to be isolated in one person per room accommodation, during which time they will not be allowed to go out, while they wait for notification from the public health authorities.

(2) Please wear a face mask during quarantine and pay attention to hand hygiene (wash your hands with soap and water or alcohol based hand sanitizer).

(3) Observe whether you have any symptoms related to Severe Pneumonia with Novel Pathogens (COVID-19): including a fever, runny nose, sore throat, cough, fatigue, muscle soreness, headache, diarrhea, abnormal smell or taste, shortness of breath etc. If you develop any of these symptoms then immediately contact 119 (emergency services), the local health authorities or call the 1922 Communicable Disease Reporting and Consultation Hotline, as well as your employer or appointed private employment service agency to arrange medical treatment and a COVID-19 test.

(4) If a foreign worker is not a close contact of someone who tests positive for COVID-19 he/she should observe self health management for 14 days and in the event any symptoms develop wear a mask and contact his/her employer and appointed private employment service agency to arrange for medical treatment. The authorities should also be informed of all potential contacts.

六、 其他事項

(一) 有關嚴重特殊傳染性肺炎相關資訊、最新公告、防護宣導等，可參閱衛生福利部疾病管制署全球資訊網 (<https://www.cdc.gov.tw>)，或撥打免付費 1922 疫情通報及諮詢專線(或 0800-001922)洽詢。

(二) 另移工可撥打本部 1955 專線循求協助或加入勞動部勞動力

發展署建置之「Line@移點通」獲取最新防疫資訊。

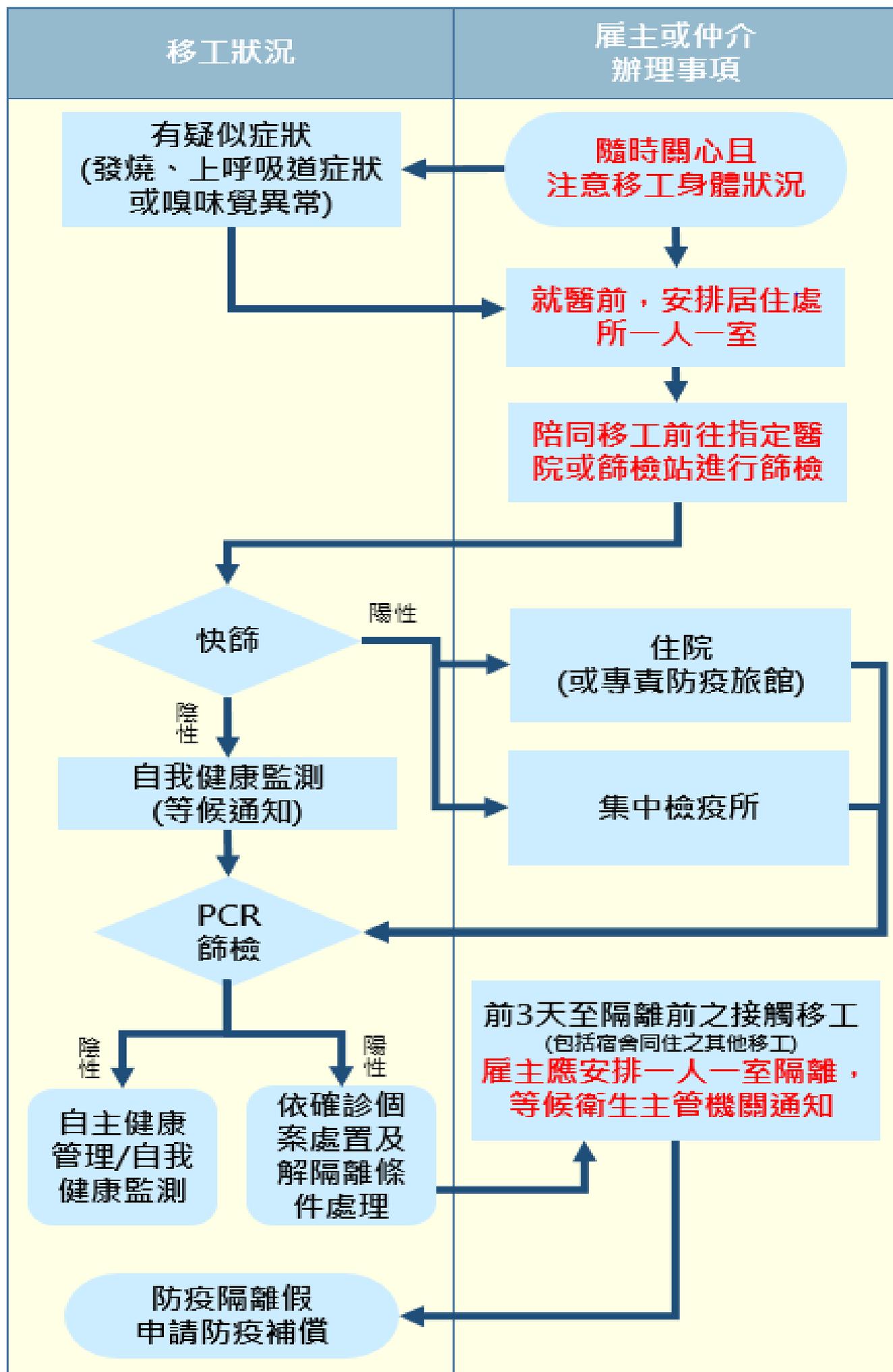
6. Other items

(1) For related information, latest announcements and pandemic prevention information on Severe Pneumonia with Novel Pathogens (COVID-19) see the official website of the Taiwan Centers for Disease Control (<https://www.cdc.gov.tw>) or call the toll-free 1922 Communicable Disease Reporting and Consultation Hotline (or 0800-001922).

(2) Foreign workers seeking assistance can also call the Ministry of Labor's 1955 Counseling and Protection Hotline or join the Labor Workforce Development Agency's "1955 E-Line" to receive the latest pandemic prevention information.

僱主協助就醫及隔離流程圖

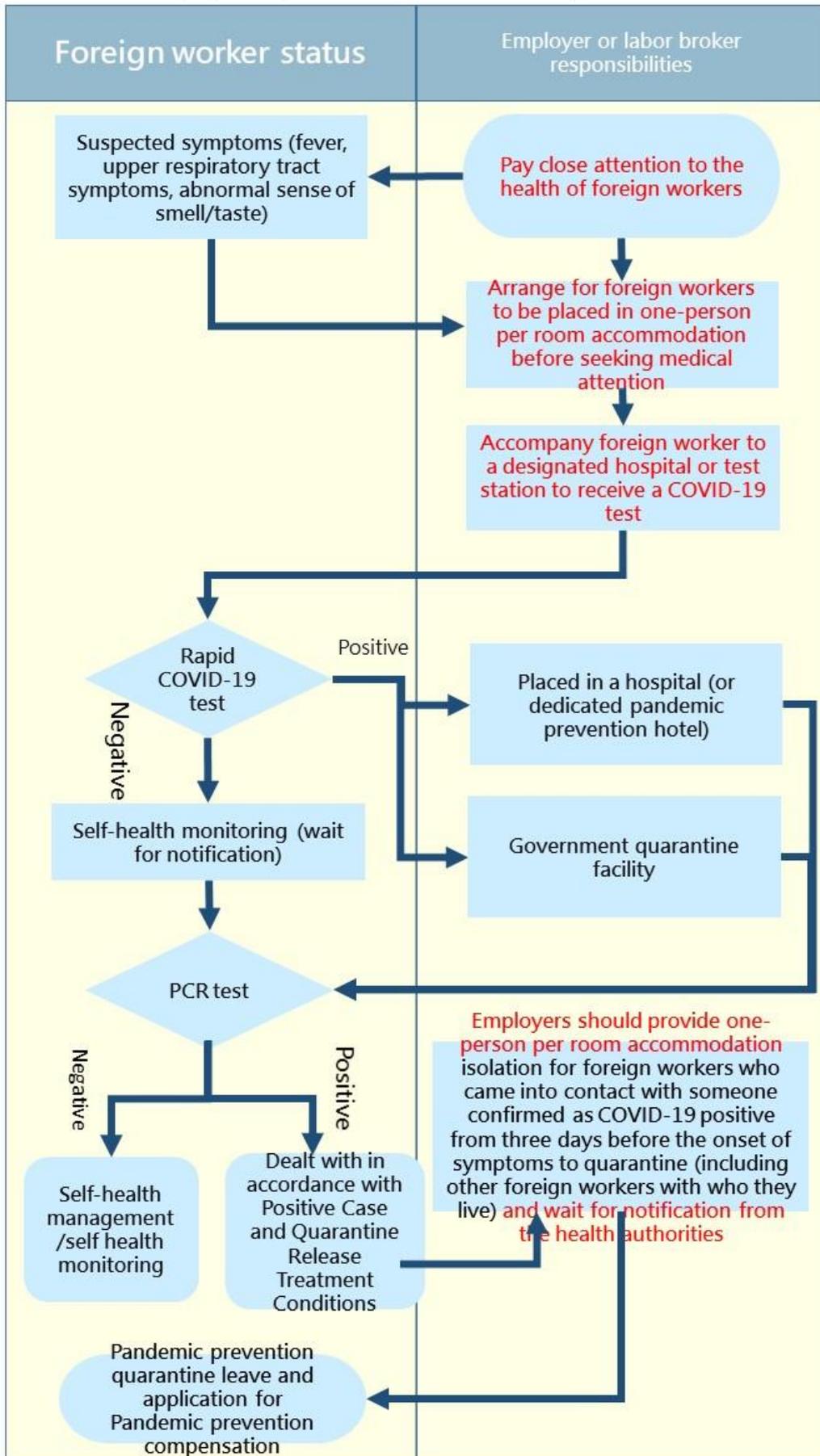
附件1



雇主協助就醫及隔離流程圖

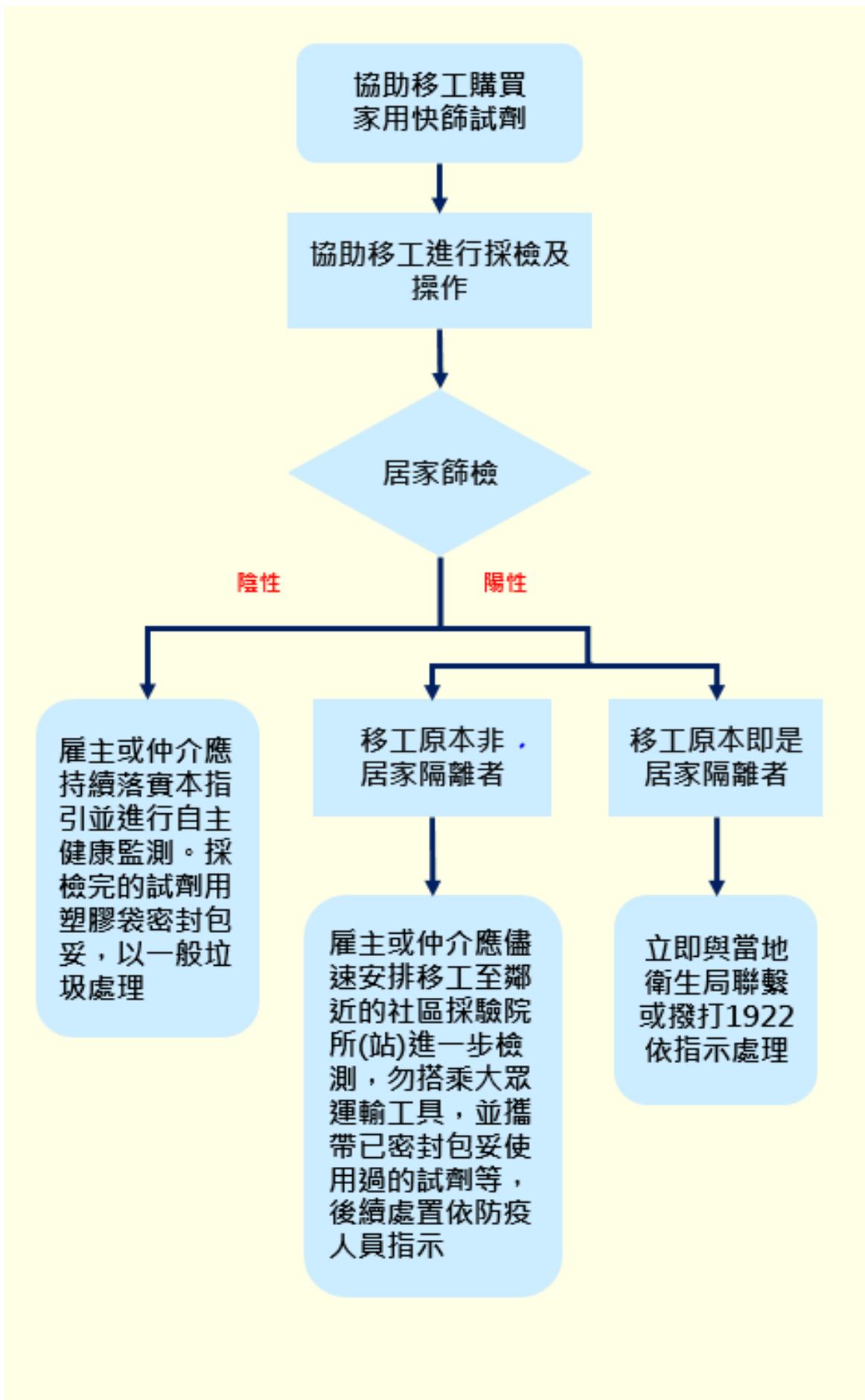
附件 1

Employer help with medical treatment and quarantine



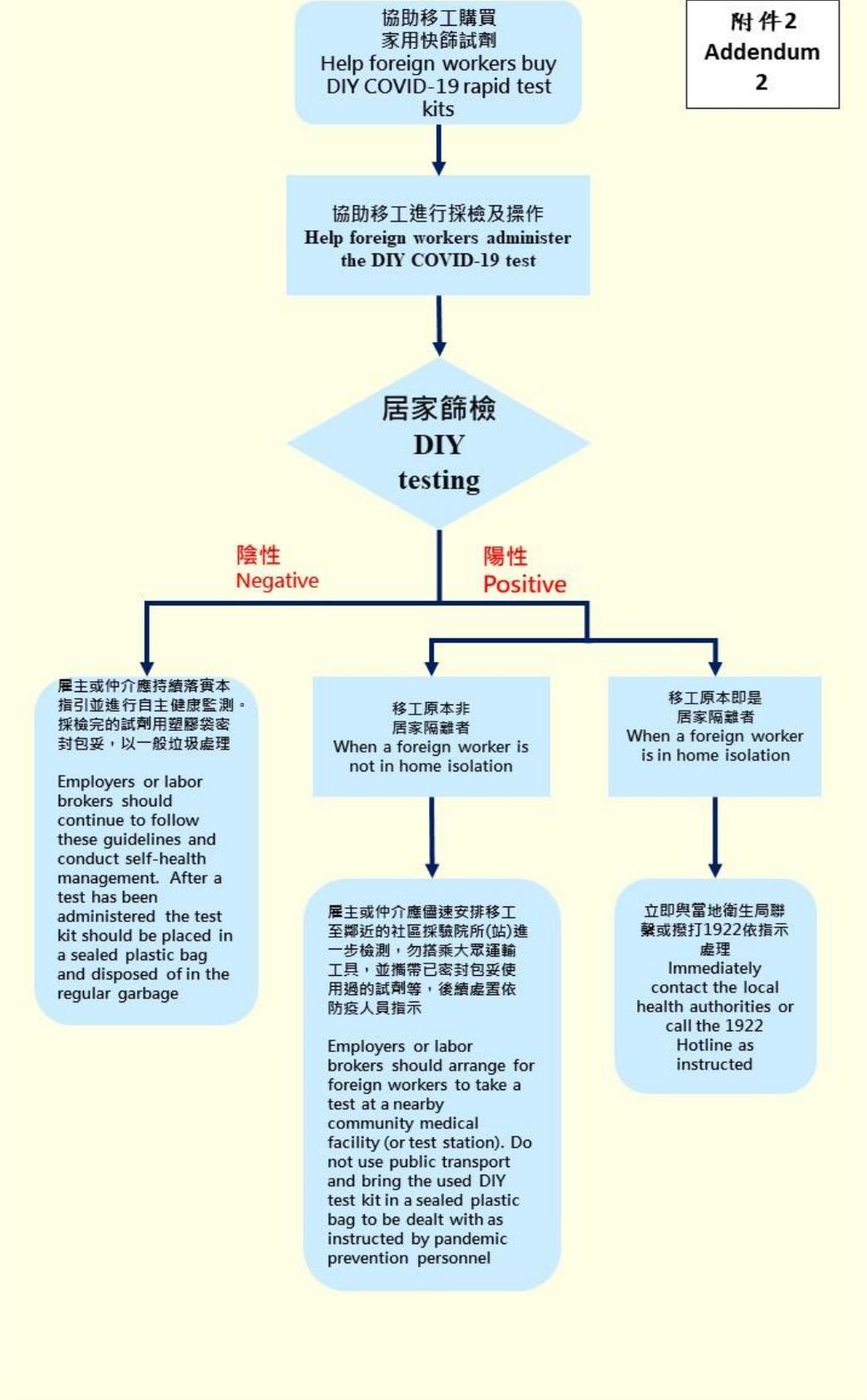
移工居家篩檢處置流程圖

附件2



移工居家篩檢處置流程圖 DIY COVID-19 Testing for Foreign Workers

附件2
Addendum
2



移工放假原則

- 一、 防疫隔離假：移工配合衛生主管機關執行「居家隔離」、「居家檢疫」、「集中隔離」或「集中檢疫」之要求，不得外出上班。無法出勤期間，移工依嚴重特殊傳染性肺炎防治及紓困振興特別條例第 3 條第 3 項規定請「防疫隔離假」，雇主應予准假，且不得視為曠工、強迫勞工以事假或其他假別處理，亦不得扣發全勤獎金、解僱或為其他不利之處分。
- 二、 疫苗接種假：移工前往接種疫苗，以及為避免接種發生不良反應，自接種之日起至接種次日 24 時止，得申請疫苗接種假。雇主應予准假，且不得視為曠工、強迫勞工以事假或其他假別處理，亦不得扣發全勤獎金、解僱或予不利之處分。
- 三、 防疫照顧假：高中職(含)以下學校及相關教育機構符合「校園因應『嚴重特殊傳染性肺炎』疫情停課標準」時，家長於停課期間如有照顧學童之需求，得請「防疫照顧假」。雇主應予准假，且不得視為曠工、強迫勞工以事假或其他假別處理，亦不得扣發全勤獎金、解僱或予不利之處分。
- 四、 依據「新型冠狀病毒感染防疫行為指引特別休假：依據勞動基準法第 38 條第 2 項規定，特別休假期日以勞工排定為原則，但雇主應加強宣導並盡量協調，避免於不同移工於同一日安排特別休假。
- 五、 普通傷病假

(一) 移工因普通傷害、疾病或生理原因必須治療或休養者，得依勞工請假規則第 4 條規定之標準請普通傷病假。請假時，原則應於事前親自以口頭或書面敘明請假理由及日數；但遇有疾病或緊急事故，亦可委託他人代辦請假手續。辦理請假手續時，雇主得要求移工提出有關證明文件。

(二) 依據「新型冠狀病毒感染防疫行為指引」，如請病假之事由係出現類似流感之症狀，如發燒、頭痛、流鼻水、喉嚨痛、咳嗽、肌肉痠痛、倦怠/疲倦、腹瀉、嗅味覺異常，在症狀開始後，宜先多休息、規律量測體溫並記錄，喝水及適量補充營養，觀察並用症狀減輕之藥物(例如：退燒解熱止痛的藥物)先處理是否緩解，應儘量在移工住所休息至症狀緩解後 24 小時以上，該段期間雇主應同意移工請假。

(三) 若出現發燒 24 小時不退，或者併發膿鼻涕、濃痰、嚴重嘔吐或喘等症狀，雇主應同意移工請假及立即就醫，且應派員陪同移工前往醫療院所(盡量避免搭乘大眾運輸工具)，以協助移工遵循社交距離規範。

六、事假：移工因有事故必須親自處理者，得依勞工請假規則第 7 條規定之標準請事假。請假時，原則應於事前親自以口頭或書面敘明請假理由及日數；但遇有疾病或緊急事故，亦可委託他人代辦請假手續。辦理請假手續時，雇主得要求移工提出有關證明文件。另為免群聚提高感染風險，移工請事假時，雇主應

提供必要防疫資訊，包含社交距離注意事項等。

- 七、 婚假、喪假、公傷病假等其他勞工請假規則或性別工作平等法所定假別，依現行規定辦理，惟雇主仍應提供必要防疫資訊，包含社交距離注意事項等。
- 八、 移工於國定假日、例假及休息日等無須出勤期間，雇主宜鼓勵移工儘量在住所休息或休閒，並提供適當之設施設備。
- 九、 依照性別工作平等法第 14 條規定請生理假期間，雇主宜勸導移工儘量在住所休息。

Foreign Worker Leave – Guiding Principles

1. Pandemic prevention quarantine leave: Any foreign worker who cooperates with the request of the health authorities to “home isolate,” “home quarantine,” or “isolate/quarantine in a government quarantine facility” is unable to go to work. In accordance with Paragraph 3, Article 3 of The Special Act for Prevention, Relief and Revitalization Measures for Severe Pneumonia with Novel Pathogens, for the period the foreign worker is unable to work he/she can apply for “pandemic prevention quarantine leave.” Employers must agree to such a request and cannot consider it absenteeism or force the worker to take regular or any other category of leave. They are also forbidden from making deductions from the full attendance bonus, firing or otherwise punishing the worker.

2. COVID-19 vaccination leave: Foreign workers are allowed to take vaccination leave lasting from the day they receive the vaccination jab until midnight the next day, in order to avoid any adverse reaction to being vaccinated. Employers must agree to such a request and cannot consider it absenteeism or force the worker to take regular or any other category of leave. They are also forbidden from making deductions from the full attendance bonus, firing or otherwise punishing the worker.

3. Pandemic care leave: When schools at vocational high school or high school level and below and related educational institutions meet the “Standards for Suspending Classes in Response to ‘Severe Pneumonia with Novel Pathogens (COVID-19)’,” parents and guardians who need to look after their children for the period when there are no classes can apply for “pandemic care leave.” Employers must grant such applications for leave without considering it absenteeism or forcing the worker to take regular or any other category of leave. They are also forbidden from making deductions from the full attendance bonus, firing or otherwise punishing the worker.

4. Based on the “Guidelines to Prevent Coronavirus Infection: Annual Leave,” in principle Paragraph 2, Article 38 of the Labor Standards Act defines annual leave days as determined by the work schedule. However, employers should enhance the guidance offered to foreign workers and strive to coordinate with them to avoid large number of workers taking annual leave at the same time.

5. Ordinary sick leave

(1) If a foreign worker needs treatment or to convalesce as a result of an ordinary injury, illness or for physiological reason, he/she must apply for ordinary sick leave based on the standards detailed in Article 4 of the “Regulations of Leave-taking of Workers.” In principle, before an application for leave is made the worker should inform the employer of the reason and the number of leave days verbally or in writing. However, in the case of an illness or emergency, a worker can ask a third party to complete the leave application procedures on their behalf. When processing a leave application, the

employer can ask the foreign worker to provide related documentation.

(2) Based on the “Guidelines to Prevent Coronavirus Infection” if the reason for taking leave is the development of cold-like symptoms including a fever, headache, runny nose, sore throat, cough, muscle soreness, lethargy/fatigue, diarrhea, abnormal sense of smell or taste, then following the onset of the symptoms the worker should first rest and regularly record his/her body temperature, drink a lot of water, and eat properly, while taking medicine to alleviate the symptoms (for example anti pyretics and painkillers) and note whether they provide relief. The foreign worker should rest at his/her place of residence for 24 hours or more until the symptoms ease and the employer must agree to grant leave for this period.

(3) If a foreign worker has a fever for 24 hours with thick nasal discharge, thick sputum, severe vomiting, or labored breathing, the employer should agree to grant leave and immediately arrange medical attention. Personnel should accompany the foreign worker to the clinic or hospital (where possible avoiding the use of public transport), to ensure social distancing rules are observed.

6. Personal leave: If a foreign worker has personal matters he/she needs to deal with then an application for personal leave can be made in accordance with Article 7 of the Regulations of Leave-taking of Workers. In principle, before an application for leave is made the worker should inform the employer of the reason and the number of leave days verbally or in writing. However, in the case of an illness or emergency a worker can ask a third party to complete the leave application procedures on his/her behalf. When processing a leave application, the employer can ask the foreign worker to provide related documentation. In addition, to prevent group gatherings increasing the risk of infection, when a foreign worker applies for leave the employer should provide necessary pandemic prevention information, including on social distancing precautions.

7. Other rules on worker leave or categories of leave designated in the Regulations of Leave-taking of Workers or Gender Equality Employment Act, such as wedding leave, bereavement leave occupational sickness leave etc., are processed in accordance with existing regulations. However, employers should still provide necessary pandemic prevention information, including on social distancing precautions.

8. During periods when foreign workers are not required to work such as public holidays, official holidays and rest days, employers should encourage them to rest or engage in leisure activities in their accommodation, while also providing the equipment to meet such needs.

9. In accordance with Article 14 of the Gender Equality Employment Act, when a foreign worker asks for menstrual leave, the employer should encourage her to stay at home and rest.

附章、外籍家庭看護工及家庭幫傭照顧工作篇

雇主聘僱外籍家庭看護工及家庭幫傭(下稱家庭移工)從事被看護者日常生活照顧或家庭成員起居照料家事服務工作，家庭移工在家庭中工作、隨同家中的被看護者或受照顧者住院到醫院照顧、家庭看護工經調派隨同被看護者到長期照顧服務機構(下稱長照機構)照顧被看護者，建議雇主在 COVID-19 疫情期間，因應家庭移工工作場所及疫情狀況，提供家庭移工適當防疫宣導及防護措施，避免家庭、醫院及機構內感染風險，保障家庭移工及家庭成員疫期期間安全。

Addendum: Care Work Provided by Live-in Foreign Caregivers and Home Help

Employers hire live-in foreign caregivers or home help (hereafter live-in foreign workers) to provide daily care to a nursing care recipient or assist family member with housework. Whether these live-in foreign workers work at home, provide care at a hospital following the hospitalization of a nursing care recipient or care recipient, or provide care to a nursing care recipient at a long-term care facility, employers should provide appropriate instruction in pandemic prevention and implement protection measures, in response to the work environment they face and current pandemic situation. This ensures the safety of foreign workers and family members for the duration of the pandemic.

雇主對家庭移工在 COVID-19 疫情期間於家庭內、醫院內及長照機構從事照顧工作時，建議雇主對家庭移工提供以下措施：
When a live-in foreign worker provides care work at home, in a hospital or long-term care facility during the COVID-9 pandemic period, employers should undertake the following measures:

一、家庭內工作

1. Working at home

(一) 日常生活照顧

(1) Daily care

1. 雇主宜遵守中央流行疫情指揮中心宣布事項，提醒家庭移工佩

戴口罩、注意手部衛生，落實家庭移工體溫監測與健康管理，注意家庭移工及家人旅遊史、職業別、接觸史及是否群聚（下稱 TOCC）情形，提醒疫情三級以上警戒期間減少外出，如家庭移工有疑似症狀，請雇主儘速安排就醫。

1. Employers should observe the announcements of the Central Epidemic Command Center, remind live-in foreign workers to wear a face mask, observe hand hygiene, and implement live-in foreign worker temperature monitoring and health management, while also paying attention to their travel history, occupation, contact history and cluster involvement (TOCC) and that of family members. This involves further reminding foreign workers to remain inside as much as possible during the COVID-19 Level 3 alert. If a live-in foreign worker develops suspected COVID-19 symptoms, the employer should immediately arrange for him or her to receive medical attention.

2. 建議雇主運用衛生福利部疾病管制署網站 (<https://cdc.gov.tw/>)

查詢更多 COVID-19 防疫資訊，並轉知家庭移工；鼓勵家庭移工加入勞動部「LINE@移點通」獲得即時防疫資訊(提供家庭移工母語，可以 LINE 搜尋 1955，或掃描參考資料 1 之 QRcode)，撥打 1955 專線，或使用「跨國勞動力權益維護資訊網站」(家庭移工母語 <https://fw.wda.gov.tw/>)，協助家庭移工直接用母國語言版得知防疫資訊。

2. Employers should use the Taiwan Centers for Disease Control website (<https://cdc.gov.tw/>) for more COVID-19 pandemic prevention related information and share that with live-in foreign workers; Encourage them to join “1955 E-Line” to receive the most up to date information (search 1955 on LINE or scan the Reference Materials 1 QR Code for information in the foreign worker’s mother language), call the 1955 Hotline or use the Information Site of Foreign Worker Rights Defense (live-in foreign worker mother languages at <https://fw.wda.gov.tw/>) so foreign workers have direct access to pandemic prevention information in their own language.

(二) 照顧居家檢疫或居家隔離者

家中的被看護者或受照顧者為居家檢疫或居家隔離期間有生活照顧需求，請雇主洽檢疫或隔離地點所在地之「地方政府居

家檢疫及居家隔離關懷服務中心」(參考資料 2)，經評估同意由家庭成員或家庭移工於居家檢疫或居家隔離地點同住。如由家庭移工照顧，在居家檢疫或隔離期間請雇主依中央流行疫情指揮中心指示及衛政單位開立「非居家檢疫者照顧居家檢疫者應配合防疫通知書」(參考資料 3) 相關規定，對家庭移工採取適當防護措施，包括提供個人防護裝備(如醫療口罩、手套、防水圍裙等)，並視需要使用護目鏡或面罩，遵守呼吸道衛生、勤洗手以加強執行手部衛生、保持良好衛生習慣及維持社交安全距離，且不可共餐。

(2) Caring for someone in home quarantine or home isolation

When a home nursing care recipient or care recipient requires daily care during home quarantine or home isolation, the employer should contact the “Local Government Home Quarantine / Home Isolation Care Services Center” (Reference Materials 2) in the area where the home isolation or home quarantine is taking place. After an evaluation it will be agreed that a family member of live-in foreign worker will live with the individual in home isolation or home quarantine. If care is provided by a live-in foreign worker then during the home isolation/home quarantine period the employer should implement appropriate protective measures for the foreign worker, in accordance with the directives of the CECC and the health authority’s “Notification of Pandemic Prevention Measures to be Followed when a Non-Home Quarantined Person Cares for an Individual Placed in Home Quarantine” (Reference Materials 3). These include the provision of PPE (a medical grade mask, gloves, waterproof apron etc), and where necessary the use of protective goggles or a face guard. In addition, caregivers should observe respiratory hygiene, rigorously wash their hands to enhance hand hygiene, maintain good hygiene, observe safe social distancing and eat alone.

(三) 照顧確診被看護者：

1. 家中被看護者或受照顧者為確診病患，在尚未安排入住醫院或集中檢疫所前，請雇主提供家庭移工適當防護裝備及提醒注意手部衛生與環境清消，且不可共餐、共用物品，並與家庭移工共同依中央流行疫情指揮中心的「我該如何照顧家中的

COVID-19 確診病患」指引(參考資料 4)及「COVID-19 確診個

案注意事項」(參考資料 5) 照顧確診者。

(3) Caring for a nursing care recipient confirmed with COVID-19

1. If a home nursing care recipient or care recipient is confirmed as having COVID-19, then before he or she is placed in a hospital or government quarantine facility, the employer should provide the live-in foreign worker with appropriate PPE and remind him or her to observe hand hygiene, disinfect the environment, eat meals alone and use no items in common. The employer and live-in foreign worker should care for the COVID-19 patient in accordance with the guidance provided by the CECC's "How Should I Care for a Family Member with COVID-19?" (Reference Materials 4) and "Precautions to be Observed by Individuals with a Positive PCR Test for COVID-19" (Reference Materials 5).

2. 經衛生單位評估確診者有生活照顧需求，由家庭成員或家庭移

工陪同入住集中檢疫所或醫院，如家庭移工為陪同者，雇主需

協助告知家庭移工相關集中檢疫所、醫院及衛政單位規定，並

配合集中檢疫所或醫院規定提供家庭移工適當個人防護，配合

衛生單位相關防疫規定辦理。被看護者或受看護者出院後，並

配合中央流行疫情指揮中心規定，於居家隔離或自主健康管理

時，提供家庭移工 1 人 1 室隔離或其他符合中央流行疫情指揮

中心或衛政單位規定處所，或安排入住防疫旅館。

2. When the health authorities assess that a COVID-19 patient requires daily care and a family member or live-in caregiver is allowed to accompany them to a government quarantine facility or hospital, if the accompanying party is a foreign worker then it is the responsibility of the employer to ensure said worker understands quarantine facility, hospital or health authority regulations. In addition, the employer must provide the live-in foreign worker with appropriate PPE in concert with the quarantine facility or hospital regulations in accordance with relevant health authority pandemic prevention regulations. After the nursing care recipient or care recipient leaves the hospital then in accordance with CECC regulations while isolated or observing self health management at home, the live-in foreign worker should be provided with one-person-per-room accommodation for isolation purposes or other accommodation that meets CECC and health authority rules, or be placed in a quarantine hotel.

3. 雇主就居家檢疫、居家隔離及照顧確診者洽詢 1922 專線、當地

衛生單位或運用衛生福利部疾病管制署網站(<https://cdc.gov.tw/>)

查詢各項建議措施及規定，並提供家庭移工適度防護裝備及保

護措施。

3. Employers seeking more information on home quarantine, home isolation quarantine and caring for COVID-19 patients can contact the Communicable Disease Reporting and Consultation 1922 Hotline or local health authority. The Taiwan Center for Disease Control website (<https://cdc.gov.tw/>) can also be use to check related proposals, measures and regulations, including the provision of suitable PPE and protective measures for foreign workers.

二、隨同被看護者到醫療院所工作

雇主請協助外籍家庭看護工依「醫療機構因應 COVID-19 陪病及探病管理原則」(參考資料 6)隨同被看護者到醫療院所從事家庭看護工作。

2. Caring for a nursing care recipient in a medical facility

Employers should help live-in foreign workers conduct care work when they accompany nursing care recipients to medical facilities in accordance with the “Principles for the Management of Individuals Accompanying and Visiting Patients at Medical Facilities in Response to COVID-19” (Reference Materials 6).

(一)遵守醫療院所管制措施：請雇主依據衛生福利部訂定之「醫療機

構因應 COVID-19 陪病及探病管理原則」，於疫情期間避免不必

要之陪病，若有特殊原因仍有陪病需求時，建議固定陪病者並以

1 人為原則，且須不具 COVID-19 相關症狀，亦未曾接觸 COVID-

19 確診個案或具相關公共場所活動史，並請告知移工配合醫療

院所採陪病人員實聯制登記、TOCC 機制等。倘移工屬居家隔離、

居家檢疫及自主健康管理者，勿調派至醫療院所陪病。

(1) Adhere to medical facility control measures: In accordance with the Ministry of Health and Welfare’s “Principles for the Management of Individuals Accompanying

and Visiting Patients at Medical Facilities Institutions in Response to COVID-19,” employers must avoid unnecessarily sending foreign workers to hospitals during the pandemic period. However, if there are special circumstances and the employer has to send a foreign worker, then there should be one designated companion in principle. In addition, that individual must have no COVID-19 related symptoms, have not come into contact with anyone confirmed as having contracted COVID-19 or visited any related public venues. In addition, foreign workers should be made aware of the hospital’s patient companion registration system and TOCC mechanism etc. No foreign workers subject to home quarantine, home isolation or self-health management should be sent to a medical facility.

(二)提供適當個人防護裝備：請雇主提供並教導移工佩戴口罩等適當

個人防護裝備，並落實手部衛生、呼吸道衛生、咳嗽禮節及維持

社交距離。

(2) Provide appropriate PPE: Employers should provide appropriate PPE to foreign workers such as face masks and offer instruction on how to use them, while also implementing hand hygiene, respiratory hygiene, coughing etiquette and social distancing.

(三)強化健康監測：請雇主告知移工配合院方規定，進出病房須進行

體溫量測及手部消毒等，若有發燒或呼吸道症狀，禁止進入病房

並立即告知院方。

(3) Enhance health monitoring: Employers should instruct foreign workers on observing hospital regulations, including temperature checks and hand disinfection on entering hospital rooms. Anyone with a fever or respiratory tract symptoms is forbidden from entering patient rooms and must immediately inform the hospital.

(四)移工隨同到醫院陪病其他事項：請雇主依「醫療機構因應 COVID-

19 陪病及探病管理原則」辦理，相關問題洽詢 1922 專線、當地

衛生單位，及運用衛生福利部疾病管制署網站 (<https://cdc.gov.tw/>)

查詢各項建議措施及規定，並協助移工防護。

(4) Other items when foreign workers accompany COVID-19 patients to hospital: All related issues should be arranged in accordance with the “Principles for the Management of Individuals Accompanying and Visiting Patients at Medical Facilities in Response to COVID-19.” Any questions can be addressed to the 1922 Hotline or local health authorities. The Ministry of Health and Welfare’s Taiwan Centers for Disease Control website (<https://cdc.gov.tw/>) can also be used to check related proposals, measures and regulations to help protect foreign workers.

三、隨同被看護者到機構工作

雇主宜協助外籍家庭看護工依「衛生福利部(住宿型)因應 COVID-19 感染管制措施指引」、「衛生福利機構與榮譽國民之家因應 COVID-19 訪客管理作業原則」及其他中央流行疫情指揮中心規定或指引，隨同被看護者至機構從事家庭看護工作。

3. Accompanying a nursing care recipient to work in a care institution

Employers should assist live-in foreign nursing caregivers when they care for nursing care recipients in a care institution in accordance with “Ministry of Health and Welfare COVID-19 Guidance for Infection Prevention and Control in Healthcare Settings (Residential),” “Principles for Managing Patient Visits to Ministry of Health and Welfare Medical Facilities and Veterans’ Homes in Response to COVID-19” and other rules or guidelines issued by the CECC.

(一)遵守機構管制措施：依「衛生福利機構與榮譽國民之家因應 COVID-19 訪客管理作業原則」，原則僅限居住單人房之住民(被看護者)家屬或移工陪住，請陪住人員於 3 日內完成機構規定之教育訓練並遵守機構相關防疫規定。

(1) Adhere to medical facility control measures: The “Principles for Managing Patient Visits to Ministry of Health and Welfare Medical Facilities and Veterans’ Homes in Response to COVID-19” apply only to those family members or foreign workers who stay with residents (care recipients) in a single room. Those staying with care recipient are required to complete training in facility regulations within three days and observe all relevant facility pandemic prevention rules.

(二)提供適當之個人防護裝備：請雇主提供並教導或尋求機構及衛生單位等資源教導移工穿戴適當防護裝備，並落實手部衛生、呼吸道衛生、咳嗽禮節及維持社交距離。

(2) Provide appropriate PPE: Employers should provide PPE and proper instruction on how to wear them or locate medical facility or health authority resources that do so, while also implementing hand hygiene, respiratory hygiene, coughing etiquette and social distancing.

(三)強化健康監測：請移工每日進行體溫量測及手部消毒等，若有發燒或呼吸道症狀，立即告知雇主及機構工作人員，請雇主儘速安排就醫。

(3) Enhance health monitoring: Foreign workers should conduct daily temperature checks and hand disinfection. If they develop a fever or respiratory tract symptoms they should immediately inform the employer and facility personnel. The employer should also arrange immediate medical attention.

(四)機構內有確定病例時，請雇主協助移工配合機構住民安置方案，並依循機構及衛政單位指示之相關感染管制措施。建議雇主依循機構或衛政單位措施，依指示於必要時儘速安排移工就醫，提供移工符合中央流行疫情指揮中心及衛政單位規定之居家檢疫、居家隔離或自主健康管理處所或防疫旅館，並適切關懷移工。

(4) When a COVID case is confirmed in a care facility, the employer should help the foreign worker cooperate with facility relocation of residents and observe facility and health authority directed infection control measures. The employer should follow facility and health authority measures and where necessary immediately arrange medical attention for the foreign worker based on those directions, placing him or her in home quarantine, home isolation, a self-health management location or a quarantine hotel in accordance with CECC and health authority regulations, while also offering the worker an appropriate degree of care.

四、家庭移工快篩陽性或確診注意事項

請雇主依中央流行疫情指揮中心及衛政單位規定，提供家庭移工醫療、居家隔離或居家檢疫相關措施，請特別注意以下事項：

4. Precautions to take when a live-in foreign worker tests positive after taking a rapid COVID-19 test or a PCR test

In accordance with CECC and health authority regulations, employers are required to provide live-in foreign workers with medical treatment and ensure they are placed in home quarantine or home isolation. Particular attention should be paid to the following:

(一)請雇主暫停家庭移工工作，安排 1 人 1 室空間(獨立專用房間並含衛浴設備)或檢疫旅館協助其居家隔離，並即時通知衛生單位，等候公衛人員通知安排入住集中檢疫所或醫院。

(1) Employers must temporarily suspend the work of the live-in foreign worker and

quarantine them in a one-person-per-room accommodation (an independent room with its own bathroom) or a quarantine hotel, while immediately notifying the health authorities and waiting for notification from health officials about placement in a government quarantine facility or hospital.

(二)觀察家庭移工症狀變化，若出現喘、呼吸困難、持續胸痛、胸悶、

意識不清、皮膚或嘴唇或指甲床發青等症狀時，立即撥打 119、

或聯絡當地衛生主管機關，或撥打 1922 疫情通報及諮詢專線。

(2) Observe the symptoms displayed by the foreign workers and if he or she displays shortness of breath, difficulty breathing, persistent chest pain, chest tightness, confusion and the discoloration of skin, lips or nail beds etc. immediately call 119, contact the local health authorities or call the toll-free 1922 Communicable Disease Reporting and Consultation Hotline.

(三)請雇主適時關懷確診或隔離之家庭移工。

(3) Employers should show care and concern for live-in foreign workers who have a positive PCR test for COVID-19 or are placed in isolation.

(四)家庭移工快篩陽性或確診隔離及住院期間，或出院後配合中央流

行疫情指揮中心、衛政單位進行居家隔離、自主健康管理期，請

雇主為移工提供符合規定處所，提供適當防護及善盡相關生活照

顧責任，且薪資依勞動契約約定。

(4) If a live-in foreign worker tests positive after a rapid COVID-19 test or a PCR test and is isolated or hospitalized and on leaving hospital subject to home quarantine, home isolation or self-health management, then in concert with CECC or health authority directives the employer should provide him or her with a place to stay that meets related regulations, appropriate PPE and take responsibility for related life care management, with salary determined by the labor contract.

(五)雇主有家庭移工醫療或檢疫/隔離相關問題，請洽詢 1922 專線、

當地衛生單位，及運用衛生福利部疾病管制署網站

(<https://cdc.gov.tw/>)查詢各項建議措施及規定，並協助家庭移工

防護。家庭移工工作相關問題請洽 1955 專線。

(5) For any questions relating to the medical treatment, quarantine/isolation of live-in foreign workers, employers can call the toll-free 1922 Communicable Disease Reporting and Consultation Hotline or the local health authorities. The Ministry of Health and Welfare's Taiwan Centers for Disease Control website (<https://cdc.gov.tw/>)

can also be used to check related proposal, measures and regulations to help protect live-in foreign workers. For questions relating to the work of live-in foreign workers please call the 1955 Hotline.

勞動部勞動力發展署
WORKFORCE DEVELOPMENT AGENCY, MINISTRY OF LABOR

1955 移點通 E-LINE × LINE

移工專線



Silahkan bergabung ! Segera dapatkan informasi penting terbaru seputar Pekerja Migran

印尼版 Indonesia LINE ID :

[@1955mw_id](https://lin.ee/CP0lzIK) 

<https://lin.ee/CP0lzIK> 

Hoan nghênh gia nhập ! Bạn sẽ nhận được ngay những thông tin quan trọng nhất dành cho lao động

越南版 Tiếng Việt LINE ID :

[@1955mw_vn](https://lin.ee/GOrGIZI) 

<https://lin.ee/GOrGIZI> 

ยินดีต้อนรับเข้าร่วมกลุ่ม ! เพื่อรับทราบข้อมูลข่าวสารล่าสุดเกี่ยวกับแรงงานต่างชาติ

泰國版 ภาษาไทย LINE ID :

[@1955mw_th](https://lin.ee/c0fW2nc) 

<https://lin.ee/c0fW2nc> 

Add line ! To get the latest information of foreign worker.

英文版 English LINE ID :

[@1955mw_ph](https://lin.ee/jap3WmC) 

<https://lin.ee/jap3WmC> 

居家檢疫及居家隔離關懷服務中心

縣市	服務專線
臺北市	1999 或 02-27208889#9
新北市	02-89535599 轉 1520
基隆市	1999
宜蘭縣	1999 或 03-9357011
連江縣	1999 或 0963-772160
金門縣	082-330751 或 330697
桃園市	居家檢疫:03-3335530、03-3366730 居家隔離:0800-033355
新竹縣	03-5511287
新竹市	03-5266016 03-5216121 轉 304、502 1999
苗栗縣	037-559520 非上班時間:1999
臺中市	04-22289111 轉 21696~21698 非上班時間:1999
彰化縣	04-7531366
南投縣	049-2220904 049-2246048
雲林縣	05-5345811
嘉義縣	05-3621150
嘉義市	05-2338066
臺南市	06-2880180
高雄市	07-8220300
屏東縣	08-7326008
澎湖縣	1999 或 06-9272162
花蓮縣	1999 或 03-8226975
臺東縣	居家檢疫:089-352674、0900-739538 居家隔離:089-331171#216、219、0975-288155

Reference Materials 2

Home Quarantine / Home Isolation Care Service Hotline

County/City	Service Hotline
Taipei City	1999 or 02-27208889#9
New Taipei City	02-89535599 EXT 1520
Keelung City	1999
Yilan County	1999 or 03-9357011
Lienchiang County	1999 or 0963-772160
Kinmen County	082-330751 or 330697
Taoyuan City	Home quarantine: 03-3335530, 03-3366730 Home isolation: 0800-033355
Hsinchu County	03-5511287
Hsinchu City	03-5266016 03-5216121 EXT 304, 502 1999
Miaoli County	037-559520 Non working hours:1999
Taichung City	04-22289111 EXT 21696~21698 Non working hours: 1999
Changhua County	04-7531366
Nantou County	049-2220904 049-2246048
Yunlin County	05-5345811
Chiayi County	05-3621150
Chiayi City	05-2338066
Tainan City	06-2880180
Kaohsiung City	07-8220300
Pingtun County	08-7326008
Penghu County	1999 or 06-9272162
Hualien County	1999or 03-8226975
Taitung County	Home quarantine: 089-352674, 0900-739538 Home isolation: 089-331171#216, 219, 0975-288155

編號：

非居家檢疫者照顧居家檢疫者應配合防疫措施通知書

第一聯

通知書一式兩聯：第一聯機關存查(備註：第一聯機關存查，第二聯收執聯)

_____先生/女士您好：

因您需要照顧居家檢疫者，為降低可能傳播風險，保護您自己和親友及周遭人士健康，依傳染病防治法第36條規定，請您於____年____月____日至____年____月____日期間配合防疫措施，有關應遵守及其他注意事項如下：

一、應遵守事項

- (一) 留在家中（或嚴重特殊傳染性肺炎中央流行疫情指揮中心、地方政府指定範圍內），禁止外出，亦不得出境或出國。
- (二) 請於配合防疫措施期間，自主詳實記錄體溫及健康狀況(如後附表格)，並配合提供手機門號、回復雙向簡訊健康情形等必要之關懷追蹤機制（包含以手機門號進行個人活動範圍之電子監督）。
- (三) 如有發燒、咳嗽、腹瀉、嗅味覺異常或其他任何身體不適，請佩戴口罩，主動與當地衛生局聯繫，或撥1922，依指示方式儘速就醫，未經上述程序不得逕行外出就醫就診，且禁止搭乘大眾運輸工具前往。

二、拒絕、規避或妨礙上述應遵守事項者，將依傳染病防治法第70條裁處新臺幣3,000元以上1萬5,000元以下罰鍰。

三、其他注意事項

- (一) 請維持手部清潔，保持經常洗手習慣，原則上可以使用肥皂和清水或酒精性乾洗手液進行手部清潔。另應注意儘量不要用手直接碰觸眼睛、鼻子和嘴巴。手部接觸到呼吸道分泌物時，請用肥皂及清水搓手並澈底洗淨。
- (二) 請於配合防疫措施期滿後繼續自我健康監測7天，若出現嚴重特殊傳染性肺炎相關症狀請佩戴口罩，主動與當地衛生局聯繫，或撥1922，依指示方式儘速就醫，且禁止搭乘大眾運輸工具前往。
- (三) 如您於取消配合防疫措施日後有出境或出國需要，請攜帶本通知書，以免移民署人員因註記系統的時間誤差，延誤您通關時間。
- (四) 如需心理諮詢服務，可撥打24小時免付費1925安心專線。
- (五) 如不服本處分者，得自本處分送達翌日起30日內，繕具訴願書逕送原處分機關，並由原處分機關函轉訴願管轄機關提起訴願。

Notification of Pandemic Prevention Measures to be Followed When a Non-Home Quarantined Person Cares for an Individual Placed in Home Quarantine

Dear Mr./Ms:

As your job involves looking after someone placed in home quarantine, in order to reduce the risk of you becoming infected, protect the health of your relatives, friends and those around you, Article 36 of the Communicable Disease Prevention Act requires you to observe pandemic prevention measures from XX/XX/XX to XX/XX/XX. This includes the following regulations and additional precautions:

1. Regulations to be Observed

(1) Stay at home (or within the parameters designated by the CECC or local government), do not go outside, do not leave the country.

(2) During the period you are adhering to pandemic prevention measures, regularly record your temperature and health status (see appended table), while also cooperating with necessary care tracking mechanisms, by providing your cell phone number and responding to health related text messages (including electronic supervision of your movements through your cell phone).

(3) If you develop a fever, cough, diarrhea, abnormal sense of smell, taste or any other physical discomfort then wear a medical grade mask and contact the local health authorities, or 1922 Communicable Disease Reporting and Consultation Hotline and immediately seek medical attention as directed. Anyone who has not followed the above procedures must not go outside to seek medical attention and is forbidden from using public transport to do so.

2. In accordance with Article 70 of the Communicable Disease Prevention Act anyone who refuses, avoids or otherwise obstructs the observance of the above regulations will be fined NT\$3,000 to NT\$15,000

3. Additional precautions

(1) Please wash your hands frequently and maintain hand cleanliness. In principle, hands can be washed using soap and water or an alcohol-based hand sanitizer. In addition, do not directly touch your eyes, nose or mouth with your hands. In the event your hands do come into contact with respiratory tract secretions then wash them thoroughly using soap and water.

(2) After the period of cooperating with these pandemic prevention measures ends, please continue to observe self health monitoring for 7 days. If in that period you experience COVID-19 related symptoms then wear a medical grade and contact the local health authorities or call the 1922 Communicable Disease Reporting and Consultation Hotline. Immediately seek medical attention as directed, but do not use public transport to do so.

(3) If after the cancellation of these pandemic prevention measures you need to leave the country, please take this notification with you to ensure immigration officials do not delay your customs clearance as a result of a time error in the annotation system.

(4) If you require psychological counseling please call the toll free 24-hr 1925 Counseling Hotline.

(5) If a fine is contested than an application for administrative appeal must be filed within 30 days of the fine being received, with the agency that imposed the fine sending the appeal and original letter imposing the fine to the agency with appeal jurisdiction.

The latest information can be found on the official website of the Taiwan Centers for Disease Control (<https://cdc.gov.tw/>)

通知書一式兩聯：第一聯機關存查(備註：第一聯機關存查，第二聯收執聯)

編號：

非居家檢疫者照顧居家檢疫者應配合防疫措施通知書

第二聯

_____先生/女士您好：

因您需要照顧居家檢疫者，為降低可能傳播風險，保護您自己和親友及周遭人士健康，依傳染病防治法第36條規定，請您於____年____月____日至____年____月____日期間配合防疫措施，有關應遵守及其他注意事項如下：

一、應遵守事項

- (一) 留在家中（或嚴重特殊傳染性肺炎中央流行疫情指揮中心、地方政府指定範圍內），禁止外出，亦不得出境或出國。
- (二) 請於配合防疫措施期間，自主詳實記錄體溫及健康狀況(如後附表格)，並配合提供手機門號、回復雙向簡訊健康情形等必要之關懷追蹤機制(包含以手機門號進行個人活動範圍之電子監督)。
- (三) 如有發燒、咳嗽、腹瀉、嗅味覺異常或其他任何身體不適，請佩戴醫用口罩，主動與當地衛生局聯繫，或撥1922，依指示方式儘速就醫，未經上述程序不得逕行外出就醫就診，且禁止搭乘大眾運輸工具前往。

二、拒絕、規避或妨礙上述應遵守事項者，將依傳染病防治法第70條裁處新臺幣3,000元以上1萬5,000元以下罰鍰。

三、其他注意事項

- (一) 請維持手部清潔，保持經常洗手習慣，原則上可以使用肥皂和清水或酒精性乾洗手液進行手部清潔。另應注意儘量不要用手直接碰觸眼睛、鼻子和嘴巴。手部接觸到呼吸道分泌物時，請用肥皂及清水搓手並澈底洗淨。
- (二) 請於配合防疫措施期滿後繼續自我健康監測7天，若出現嚴重特殊傳染性肺炎相關症狀請佩戴醫用口罩，主動與當地衛生局聯繫，或撥1922，依指示方式儘速就醫，且禁止搭乘大眾運輸工具前往。
- (三) 如您於取消配合防疫措施日後有出境或出國需要，請攜帶本通知書，以免移民署人員因註記系統的時間誤差，延誤您通關時間。
- (四) 如需心理諮詢服務，可撥打24小時免付費1925安心專線。
- (五) 如不服本處分者，得自本處分送達翌日起30日內，繕具訴願書逕送原處分機關，並由原處分機關函轉訴願管轄機關提起訴願。

通知書一式兩聯：第一聯機關存查(備註：第一聯機關存查，第二聯收執聯)

Notification of Pandemic Prevention Measures to be Followed When a Non-Home Quarantined Person Cares for an Individual Placed in Home Quarantine

通知書一式兩聯：第一聯機關存查（備註：第一聯機關存查，第二聯收執聯）

Dear Mr./Ms:

As your job involves looking after someone placed in home quarantine, in order to reduce the risk of you becoming infected, protect the health of your relatives, friends and those around you, Article 36 of the Communicable Disease Prevention Act requires you to observe pandemic prevention measures from XX/XX/XX to XX/XX/XX. This includes the following regulations and additional precautions:

1. Regulations to be Observed

(1) Stay at home (or within the parameters designated by the CECC or local government), do not go outside, do not leave the country.

(2) During the period you are adhering to pandemic prevention measures, regularly record your temperature and health status (see appended table), while also cooperating with necessary care tracking mechanisms, by providing your cell phone number and responding to health related text messages (including electronic supervision of your movements through your cell phone).

(3) If you develop a fever, cough, diarrhea, abnormal sense of smell, taste or any other physical discomfort then wear a medical grade mask and contact the local health authorities, or 1922 Communicable Disease Reporting and Consultation Hotline and immediately seek medical attention as directed. Anyone who has not followed the above procedures must not go outside to seek medical attention and is forbidden from using public transport to do so.

2. In accordance with Article 70 of the Communicable Disease Prevention Act anyone who refuses, avoids or otherwise obstructs the observance of the above regulations will be fined NT\$3,000 to NT\$15,000

3. Additional precautions

(1) Please wash your hands frequently and maintain hand cleanliness. In principle, hands can be washed using soap and water or an alcohol-based hand sanitizer. In addition, do not directly touch your eyes, nose or mouth with your hands. In the event your hands do come into contact with respiratory tract secretions then wash them thoroughly using soap and water.

(2) After the period of cooperating with these pandemic prevention measures ends, please continue to observe self health monitoring for 7 days. If in that period you experience COVID-19 related symptoms then wear a medical grade and contact the local health authorities or call the 1922 Communicable Disease Reporting and Consultation Hotline. Immediately seek medical attention as directed, but do not use public transport to do so.

(3) If after the cancellation of these pandemic prevention measures you need to leave the country, please take this notification with you to ensure immigration officials do not delay your customs clearance as a result of a time error in the annotation system.

(4) If you require psychological counseling please call the toll free 24-hr 1925 Counseling Hotline.

(5) If a fine is contested than an application for administrative appeal must be filed within 30 days of the fine being received, with the agency that imposed the fine sending the appeal and original letter imposing the fine to the agency with appeal jurisdiction.

The latest information can be found on the official website of the Taiwan Centers for Disease Control (<https://cdc.gov.tw/>)

我該如何照顧家中的 COVID-19 確診病患?

若您家中或同住者有 COVID-19 確診病患，在尚未安排住院前，您可以這麼做：

照顧病患

1. 提供確診病患生活所需，提醒他們多休息與飲水，可視醫囑服用藥物，或於發燒時服用退燒藥劑。
2. 大多數病患為輕症，在休息數天後症狀可恢復，請等候衛生單位通知，但須注意症狀是否惡化。
3. 若出現以下症狀時，請立即聯繫 119、衛生局或撥打 1922：
喘、呼吸困難、持續胸痛、胸悶、意識不清、皮膚或嘴唇或指甲床發青。

保護自己

1. 若您本身是 COVID-19 重症高風險族群(包括 65 歲以上，免疫力低下或有潛在疾病等)，請不要直接照顧確診病患。
2. 照顧過程中，盡量避免與 COVID-19 確診病患直接接觸。確診者在家中請單獨一人一室，盡量不要離開房間並使用不同的衛浴設備。
3. 若不得已需共用空間，應開窗確保空氣流通，如需共用衛浴設備，請於浴廁備妥稀釋後的漂白水或酒精，於每次使用後進行消毒。
4. 禁止訪客。COVID-19 確診者與照顧者均不應和同住者以外的人觸。
5. 避免與確診者共餐、共用物品。

6. 若您本身是 COVID-19 重症高風險族群(包括 65 歲以上，免疫力低下或有潛在疾病等)，請不要直接照顧確診病患。

手部衛生及佩戴口罩或手套

1. 照顧者若需進入確診病患房間時，雙方均須佩戴口罩。
2. 確診病患若離開個人房間，或身邊有其他家人時，雙方均須佩戴口罩。
3. 接觸可能被確診者血液或體液污染之物品或表面時，另須佩戴手套。
4. 請使用稀釋後的漂白水或酒精清潔確診者經常觸摸的物體表面。
若確診者仍可自理，可交由確診者清潔其所處的隔離環境。
5. 照顧確診者前後均需執行手部衛生(使用肥皂和水洗手，或使用酒精)，即使有佩戴手套。
6. 注意經常且正確洗手、避免以手碰觸口、鼻、眼睛等。

健康監測

1. 照顧者本身若為確診者之密切接觸者(與確診個案於其症狀發生前三天至隔離前曾有共同用餐、共同居住或未佩戴口罩下面對面 15 分鐘以上的接觸)，不得外出。
2. 照顧者在照顧期間，亦須注意自己的健康狀況，監測是否出現發燒、咳嗽、呼吸急促等 COVID-19 感染相關症狀。
3. 照顧期間結束後，應自最後一次與確診病患接觸日起居家隔離 14 天。

How Should I Care for a COVID-19 Patient at Home?

If someone you live with has a positive PCR test for COVID-19, what should you do prior to them being placed in a hospital?

Caring for the patient

1. Provide the COVID-19 patient with their daily needs, remind him or her to get lots of rest and keep hydrated, take medicine as instructed by a doctor and take antipyretics if they develop a fever.
2. Most COVID-19 patients develop only mild symptoms and recover after a few days rest. Please wait for a notification from the health authorities, but pay close attention to whether the symptoms become worse.
3. If a patient develops shortness of breath, difficulty breathing, persistent chest pain, chest tightness, confusion and the discoloration of skin, lips or nail beds etc. please call the emergency services at 119, the health department or the 1922 Communicable Disease Reporting and Consultation Hotline:

Protecting yourself

1. Anyone who belongs to a group at high risk of severe COVID-19 (including individuals over 65 years old, the immunocompromised or those with underlying illnesses), should not directly take care of a COVID-19 patient.
2. When caring for a COVID-19 patient avoid direct contact. If the COVID-19 patient is at your home ensure he or she has one-room-per-person accommodation, leaves the room as little as possible and uses a separate bathroom.
3. If sharing living space is unavoidable, open a window to ensure ventilation and if a bathroom is shared then prepare diluted bleach or alcohol and disinfect the area every time it is used.
4. No visitors. Neither the COVID-19 patient nor the person taking care of him or her should have contact with anyone other than the people they live with.
5. Do not eat with or share items with the COVID-19 patient.
6. Anyone who belongs to a group at high risk of severe COVID-19 (including individuals over 65 years old, the immunocompromised or those with underlying illnesses), should not directly take care of a COVID-19 patient.

Hand hygiene, wearing a mask and gloves

1. If a caregiver needs to enter the room of a COVID-19 patient, both parties must wear a face mask.
2. If a COVID-19 patient leaves his or her room or is around other family members everyone must wear a face mask.
3. Gloves must be worn when coming into contact with any object or surface that could have been contaminated by the blood or bodily fluids of a COVID-19 patient.
4. Please use diluted bleach or alcohol to clean the surface of objects often touched by the COVID-19 patient. If the patient is still able to take care of himself/herself then he/she should clean the environment in which they are isolated.
5. Hand hygiene (washing hands with soap and water or an alcohol-based hand sanitizer) should be observed both before and after caring for a COVID-19 patient, even if you wear gloves.
6. Wash your hands often and properly, and avoid touching your mouth, nose and eyes with your hands.

Health monitoring

1. Caregivers must remain indoors if they are a close contact of a COVID-19 patient (someone who had a meal with, lives with or spent more than 15 minutes with the patient while not wearing a face mask from three days before the onset of symptoms to the day on which the patient was quarantined).

2. Caregivers must pay close attention to their health for the duration of the care period by monitoring such COVID-19 related symptoms as fever, cough, shortness of breath etc.
3. When the care period ends, caregivers should home isolate for a period of 14 days from the last time they had contact with the COVID-19 patient.

The latest information can be found on the official website of the Taiwan Centers for Disease Control (<https://cdc.gov.tw/>)

我是 COVID-19 確診個案，應該要注意甚麼：

1. 大部分的 COVID-19 感染者症狀輕微，休養後即可自行康復，為了將醫療資源留給重症患者，請您先留在家中不要離開，等候公衛人員通知
2. 在家中請單獨一人一室，盡量和家人使用不同的衛浴設備，不要離開房間
3. 在家中請避免與其他同住者接觸，特別是長者、幼兒或免疫力低下的同住家人
4. 請務必佩戴口罩和注意手部衛生(使用肥皂和水洗手，或使用酒精)
5. 若出現發燒症狀，可以使用退燒藥減緩不適症狀，盡量臥床休息和飲水
6. 務必觀察自身症狀變化，若出現以下症狀時，請立即聯繫 119、衛生局或撥打 1922：喘、呼吸困難、持續胸痛、胸悶、意識不清、皮膚或嘴唇或指甲床發青
7. 請依指示就醫，並禁止搭乘大眾運輸工具
8. 請家人準備食物飲水，不要和家人共餐或共用物品
9. 請使用稀釋後的漂白水或酒精清潔所有經常觸摸的物體表面
10. 電話連絡我的密切接觸者(在我開始有症狀發生的前三天至隔離前，曾有共同用餐、共同居住或未佩戴口罩下面對面 15 分鐘以上的接觸)，請他們自我隔離並健康監測。

Precautions to be Observed by Individuals with a Positive PCR Test for COVID-19

1. Most COVID-19 patients develop only mild symptoms and recover after a few days rest. In order to ensure medical resources are reserved for the more serious cases please do not leave home and wait for a notification from health officials.
2. At home please ensure you have one-person-per-room accommodation and where possible use a different bathroom to other family members. Do not leave your room.
3. At home please avoid contact with anyone else, particularly seniors, young children, or immunocompromised individuals with who you share a home.
4. Always wear a face mask and pay attention to hand hygiene (wash your hands with soap and water or use alcohol-based hand sanitizer).
5. If you develop a fever use antipyretics to mitigate the discomfort, take bed rest and keep hydrated.
6. Please monitor changes in your symptoms and if you develop shortness of breath, difficulty breathing, persistent chest pain, chest tightness, confusion or the discoloration of skin, lips or nail beds etc. immediately call 119, contact the local health authorities or call the toll-free 1922 Communicable Disease Reporting and Consultation Hotline.
7. Seek medical assistance as directed and do not use public transport.
8. Ask family members to prepare food and drink, do not eat meals or share objects with family members.
9. Please use diluted bleach or alcohol to clean the surface of objects you often touch.
10. Call your close contacts (individuals you had a meal with, live with, or spent more than 15 minutes with while not wearing a face mask from three days before the onset of symptoms to the day on which you went into quarantined). They should be asked to self isolate and undertake self health monitoring.

醫療機構因應 COVID-19 陪病及探病管理原則

衛生福利部疾病管制署

2020 年4 月17 日訂定

2021 年5 月10 日修訂

一、訂立目的

為加強醫療機構因應 COVID-19 疫情，建立陪病及探病管理原則，以供醫療機構管理依循，特訂定本管理原則，並將視疫情發展適時修正。

二、陪探病管理原則

(一)訂有病房門禁時間，門禁期間僅限持陪病證之陪病者於病室照護病人。每位住院病人長時間陪病人員(含看護、家屬等)以1人為原則；訪客探視(病)每日固定1個時段，且每名住院病人每次至多2名訪客為原則，醫院得視情形調整。醫院如有疑似院內群聚感染期間，以暫停探視(病)為原則。

(二)符合下列例外情形者，醫院得視情形適時調整探病時段及人數：

1. 病人實施手術、侵入性檢查或治療等，必須由家屬陪同，或基於法規需要家屬親自簽署同意書或文件。
2. 急診、加護病房或安寧病房等特殊單位，因應病人病情說明之需要。
3. 其他因病患病情惡化或醫療處置需要，或長時間經評估有必要探病且經醫療機構同意者等情形外。

三、陪探病管理配套措施

- (一) 避免不必要的探視，宣導及協助家屬採取視訊或電話探視方式，設置如視訊會客室，提供家屬與住院親人進行視訊會客，或設立物品轉運站，協助轉交家屬帶給病人的物品。
- (二) 若仍需實地探視，住院病房陪(探)病人員應採實聯制登記，並落實詢問旅遊史(Travel history)、職業別(Occupation)、接觸史(Contact history)及是否群聚(Cluster)。
- (三) 所有陪(探)病人員紀錄應造冊管理(例如「表一、探病者紀錄單」)，並保留至少 1 個月。個資收集應依循「COVID-19 防疫新生活運動實聯制措施指引」辦理。醫院照顧服務員應登錄於衛生福利部長照機構暨長照人員相關管理資訊系統(<https://ltcpap.mohw.gov.tw/molc/>)。
- (四) 強化陪(探)病人員健康監測，限制有發燒或呼吸道症狀者進入醫院，以確保病人的健康，可請陪(探)病人員攜帶身分證或健保卡，以利查詢。
- (五) 居家隔離、居家檢疫及自主健康管理者，於管理期間，勿至醫院陪病。
- (六) 居家隔離、居家檢疫及自主健康管理者，於管理期間，勿至

醫院探病。但居家隔離/檢疫第 1 天(含)以後且無症狀者，或自主健康管理期間無症狀者，可依「開放民眾自費檢驗 COVID-19 申請規定」向地方衛生單位提出申請，並配合填寫「探視行程表」(表二)及「防疫檢核表」(表三)申請流程如圖一。

(七)陪(探)病人員應全程佩戴口罩等適當個人防護裝備，並落實手部衛生、呼吸道衛生、咳嗽禮節及維持社交距離(室內 ≥ 1.5 公尺，室外 ≥ 1 公尺)，且醫院應妥善規劃探病者動線，並落實訪視空間之清潔消毒。

(八)醫療機構工作人員(含外包人員)應依「醫療機構因應 COVID-19 感染管制措施指引」穿戴適當個人防護裝備。如探病者需進入隔離病室或加護病房，應教導其正確使用並穿戴個人防護裝備後再進入病室。

Principles for the Management of Individuals Accompanying and Visiting Patients at Medical Facilities in Response to COVID-19

Taiwan Centers for Disease
Control, Ministry of Health and
Welfare
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1. Objectives

These principles were drafted to strengthen the management of individuals accompanying or visiting patients at medical institutions in response to COVID-19 and will be revised as needed depending on the development of the pandemic.

2. Principles for managing individuals accompanying or visiting patients at medical institutions

(1) Establish curfew times for hospital rooms during which time only visitors wearing a “patient caregiver badge” will be allowed in the room to care for the patient. In principle, each patient is only allowed one long-term accompanying carer (including caregivers and family members); There should one fixed period of time for patient visitors every day, with each patient limited to a maximum of two visitors each time, though this can be adjusted by individual hospitals depending on the prevailing situation. In the event a cluster infection is suspected at a hospital, visits will be suspended.

(2) In the following situations hospitals can adjust visiting times and number of visitors depending on the prevailing situation:

1. When the patient is undergoing an operation, invasive procedure or treatment and family members must be present or when it is legally necessary to have family members to sign a consent form or other document.
2. When it is necessary for special units, such as an emergency, intensive care or hospice ward, to explain the medical condition of the patient.
3. When deterioration in the condition of the patient, the needs of medical treatment, or long-term assessment makes a patient visit necessary and the medical facility agrees.

3. Complementary measures for the management of individuals who accompany or visit patients

(1) Unnecessary visits should be avoided; Encourage and help family members interact with patients through video calls or phone calls. Establish a video reception room where patients and their family members can hold video phone calls; or establish item transfer points, so family members can bring items to give to their loved ones.

(2) If a person-to-person visit is still required then the person accompanying or visiting the patient must register their personal details and the hospital must ask them about their travel history, occupation, contact history and cluster involvement.

(3) Records of individuals accompanying or visiting patients should be tabulated (for example table 1: Patient Visitor Records) and be retained for at least one month. The collection of personal information should be conducted in accordance with the “COVID-19 New Life Movement and Contact Guidelines.” Hospital care service providers should be registered on the Ministry of Health and Welfare's Long-Term Care Institution and

Long-Term Care Personnel Related Management Information System (<https://ltcpap.mohw.gov.tw/molc/>).

(4) Enhance health monitoring for individuals who accompany and visit patients. Individuals with a fever or respiratory symptoms will not be allowed to enter hospitals to better ensure patient health. Those accompanying or visiting patients will be asked to show their ID or National Health Insurance card.

(5) Those subject to home quarantine, home isolation or self-health monitoring are not allowed to accompany patients to hospitals.

(6) Those subject to home quarantine, home isolation or self-health monitoring are not allowed to visit patients in hospitals. However, individuals subject to home quarantine/home isolation who display no symptoms from the first day or who display no symptoms during the self-health management period can apply to the local health authority based on the “Rules Governing Self-Paid COVID-19 Tests” and fill in a “Visitation Schedule Table” (table 2) and “Pandemic Prevention Examination Table” (table 3). The application procedure is shown in diagram 1.

(7) Individuals accompanying or visiting patients must wear a face mask and other suitable PPE at all times and observe hand hygiene, respiratory hygiene, coughing etiquette and social distancing (indoors ≥ 1.5 m, outdoors ≥ 1 公尺). In addition, hospitals should properly plan the movements of individuals visiting patients while also cleaning and disinfecting visitation spaces.

(8) In accordance with the “Guidelines on Control and Management Measures at Medical Institutions in Response to COVID-19 Infection” medical facility staff (including outsourced personnel) must wear appropriate PPE. For example, if a patient visitor needs to visit an isolation room or intensive care unit, he or she should be shown how to use and wear the PPE before being allowed to enter.

The latest information can be found on the official website of the Taiwan Centers for

Disease Control (<https://cdc.gov.tw/>)