

長榮大學 (單 位 名 稱)**COVID-19 防疫期間活動辦理風險評估表**

Risk Assessment Form for Activities During Prevention Measures of COVID-19

檢核日期 Date：____年____月____日

主辦單位 Organizer：_____

課程/活動名稱 Activity：_____

辦理時間 Date & Time：_____

辦理地點 Place：_____

活動預估人數 Number of participants：_____

項次	檢查項目 check items	評估結果(請勾選) Evaluation			備註 Remark
		是 Yes	否 No	不確定 Unknown	
1	能否事先掌握參加者資訊及聯絡資料? ex.旅遊史、確診病例接觸史、電話、e-mail Can you know the information and contact details of the participants in advance? Ex. recent travel and contact history, phone number and e-mail.				
2	能否提醒參加者若有身體不適、發燒、呼吸道症狀者請勿參加? Can you remind the participants to not join the activity if they have any physical discomfort, fever or respiratory symptoms?				
3	活動空間之通風換氣情況是否良好? Is the activity in a well-ventilated environment?				
4	活動場域若於室內，活動參加者之間是否能保持至少1.5公尺距離? Can participants keep a distance of at least 1.5 meter from each other when the activity will take place indoors?				
5	活動場域若於室外，活動參加者之間是否能保持至少1公尺距離? Can participants keep a distance of at least 1 meter from each other when the activity will take place outdoors?				
6	參加者於活動期間是否為固定位置? Are participants in a fixed position during the				

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	activity?				
7	是否能在可達成活動目的之前提下，精簡活動辦理的時間？原則上活動時間越長，風險越高。 Is it possible to shorten the activity time and still achieve the activity objective? (The longer the processing time, the higher the risk.)				
8	是否設置體溫量測站及提供酒精消毒手部？ Can you provide temperature measurement and alcohol to disinfect hands?				
9	若活動地點為密閉空間，是否建議參加者能自行準備並配戴口罩？ If the activity is in a confined space, can you recommend the participants to prepare a mask by themselves and wear it on?				
10	是否能掌握疾管署發佈之疫情最新狀況及相關政策，並加強防疫宣導？ Can you grasp the latest information and policies of COVID-19 issued by CDC, and strengthen the prevention measures?				

※評估為「否」的項目越多，風險越大。The more items assessed as "No", the greater the risk.

※每次場域交流活動均檢附此風險評估表、人員名冊及體溫量測記錄，以備查。

承辦人員：_____ 單位主管：_____