# Regulations concerning short-term business travelers' applications for shortened quarantine periods in Taiwan

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## 1. Introduction

The COVID-19 pandemic has subsided in Taiwan and been brought under control. To ensure the continued effectiveness of epidemic prevention efforts, travelers with permission to enter Taiwan are still required to observe 14 days of home quarantine and seven days of self-health management. Taiwan's Central Epidemic Command Center (CECC) is seeking to bring social and industrial activity back to normal, improve people's quality of life, and boost economic prospects. It has launched a campaign to give the public a sense of safety and encourage them to engage in recreational activities and shopping. It is also planning to gradually reopen international economic and trade activity and revitalize the economy on the condition that epidemic prevention efforts are not undermined. These Regulations apply to people traveling to Taiwan from low- and medium-risk countries who wish to make short visits for business purposes (hereinafter referred to as business travelers) and shorten their required home quarantine period.

# 2. Application conditions (All of the following must be met.)

- **2.1.** The business traveler is eligible to enter the country in accordance with CECC announcements. (Annex 1)
- **2.2.** The business traveler is applying for a duration of stay in Taiwan of less than three months. (Note 1)
- 2.3. The purpose of the visit is business activity (e.g., inspecting goods, aftersale services, technical assistance and training, signing contracts), as shown by documents provided by legal businesses in

Taiwan.

**2.4.** The business traveler is traveling to Taiwan from low- and medium-risk countries as listed by the CECC (Note 2), and has not traveled to other countries or regions in the 14 days prior to boarding the flight for Taiwan.

# **Notes**

- 1. These Regulations do not apply to those who plan to stay in Taiwan for more than three months; these people should still observe the 14-day home quarantine after entry.
- 2. Countries/regions from which business travelers may depart under these Regulations are determined based on the size and trends of their respective COVID-19 outbreaks, their monitoring and testing capabilities, transparency of pandemic information, and the status of the pandemic in their regions and neighboring countries. In principle, the list of eligible countries/regions will be updated every two weeks. It can be found on the COVID-19 section of the website of the Taiwan Centers for Disease Control (Taiwan CDC).

# 3. Required documents

- 3.1. The business traveler shall prepare documents detailing the business activities in Taiwan, the travel itinerary for the stay in Taiwan (Annex 2), and a disease prevention plan (including all items listed in Annex 3) issued by the company or institution inviting him or her. The business traveler shall also prepare photocopies of these documents for inspection by the CECC or other agencies upon entry into Taiwan.
- **3.2.** The business traveler shall prepare an English-language certificate of a negative COVID-19 RT-PCR test result issued within three days prior to boarding the flight to Taiwan and show the certificate to the airline's ground staff during check-in or before boarding. The

certificate shall also be provided to local health authorities when applying for a shortened home quarantine period in Taiwan.

Note: The company or institution inviting the business traveler to Taiwan shall make advance preparations for transportation by special quarantine taxis, seating for meals, meetings, and business visits, and related routes and movements. Personnel shall be designated to accompany the business traveler throughout his or her stay in Taiwan to ensure that protective measures are followed. If the business traveler violates relevant rules and regulations or fails to abide by protective measures, necessary quarantine measures may be imposed on him or her. In addition, the hosting company or institution may face more stringent reviews during future applications.

# 4. Entry permit application and entry/exit regulations

# 4.1. Entry permit application prior to entry

After preparing the aforementioned documents, the business traveler shall apply for an entry permit through relevant agencies or authorized institutions, as follows:

- **4.1.1. Foreign nationals:** After filling out the online visa application form and preparing the required documents, foreign nationals shall visit a Taiwan representative office in a country or region that is included on the CECC's list of eligible low- and medium-risk countries/regions to apply for a special entry permit.
- **4.1.2. Hong Kong and Macao residents:** Hong Kong and Macao residents shall take the application form and related documents to the Taipei Economic and Cultural Office in Hong Kong or Macao, or to a Taiwanese representative office in his or her place of residence, to apply for a special entry permit.
- 4.1.3. R.O.C. nationals: R.O.C. nationals do not need to apply for the

entry permit, but shall prepare an English-language certificate of a negative COVID-19 RT-PCR test result issued within three days prior to boarding the flight to Taiwan and show the certificate to the airline's ground staff during check-in or before boarding. They shall also prepare relevant documents showing the planned business activities in Taiwan provided by the company or institution inviting them, as well as a travel itinerary and disease prevention plan. They shall present these documents to local health authorities after they check in to their quarantine hotel and apply for a shortened quarantine period.

# 4.2. Control measures

- **4.2.1.** Before boarding, the business traveler shall use his or her mobile phone log into the Ouarantine System for Entry (https://hdhq.mohw.gov.tw/) and fill out personal information, a mobile phone number in Taiwan, the purpose of travel (business travel; shortened quarantine period), the name of the quarantine hotel in Taiwan, and the contact person's information in Taiwan. Upon arrival, the business traveler shall show immigration personnel the text message received after completing the website procedure.
- **4.2.2.** After entering the country, the business traveler shall use a Taiwanese mobile phone and phone number provided by the hosting company or institution, or apply for a Taiwanese phone number upon arrival.
- **4.2.3.** At the airport, the business traveler shall take a special quarantine taxi to proceed to the quarantine hotel where he or she will undergo the home quarantine period.
- **4.2.4.** On behalf of the business traveler, the hosting company or institution shall contact the local health authority of the

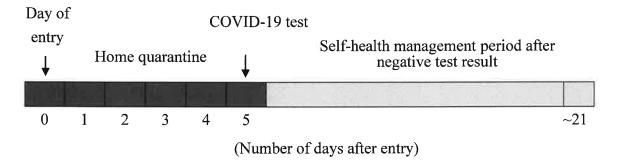
administrative district where the quarantine hotel is located to apply for a shortened quarantine period. A COVID-19 RT-PCR test appointment for the applicant can be made at any hospital included on the Taiwan CDC website's list of locations where people can take COVID-19 RT-PCR tests at their own expense.

# 4.2.5. Timeline for home quarantine, test, and self-health management

Upon entering Taiwan, the business traveler will receive a 14-day home quarantine notification from airport epidemic prevention staff. Business travelers who fulfill the following requirements can thereafter apply for a shortened quarantine period:

# 4.2.5.1. Business travelers from low-risk countries/regions

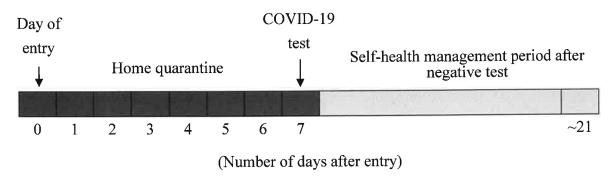
After entering Taiwan, business travelers from low-risk countries/regions may apply for a COVID-19 RT-PCR test at their own expense on the fifth day of their stay with the local health authority of the administrative district in which their quarantine hotel is located. If the result is negative, they can apply to the local health authority to end their home quarantine period and observe self-health management until the 21st day after entry.



# 4.2.5.2. Business travelers from medium-risk countries/regions

After entering Taiwan, business travelers from medium-risk countries/regions may apply for a COVID-19 RT-PCR test at their

own expense on the seventh day of their stay with the local health authority of the district in which their quarantine hotel is located. If the result is negative, they can apply to the local health authority to end their home quarantine period and observe self-health management until the 21st day after entry.



**4.2.5.3.**Business travelers from low- and medium-risk countries/regions who plan to stay in Taiwan for less than five or seven days, fulfill the requirements stated in these Regulations, have submitted required documents for inspection, and have acquired a negative COVID-19 RT-PCR test result three days before departure may apply for early departure through the local health authority of the administrative district in which their quarantine hotel is located.

# 4.3. Guidelines for stay in Taiwan (home quarantine and self-health management notifications can be found in Annexes 4 and 5):

- **4.3.1.** To proceed to the quarantine hotel from the airport, the business traveler shall take a special quarantine taxi and refrain from using public transport.
- **4.3.2.** The business traveler shall stay at a quarantine hotel following entry into Taiwan until the end of the self-health management period.
- **4.3.3.** During the home quarantine period, the business traveler shall stay at the quarantine hotel. The business traveler is not allowed to

leave the hotel or the country. The business traveler shall record his or her temperature and health condition every day, reply to text messages requesting health status updates, and comply with any other relevant measures.

- **4.3.4.** During home quarantine, the business traveler shall avoid receiving nonessential visitors. If the business traveler needs to have a business meeting with the hosting company at the quarantine hotel, the company shall apply to the quarantine hotel beforehand to ensure that the hotel can prepare a suitable space and make personnel arrangements. The business meeting shall be held in a designated meeting room for the entire duration and a social distance of no less than 1.5 meters must be maintained at all times. All participants in the meeting must wear face masks and follow relevant disease prevention measures. Prior to any such business meeting, the quarantine hotel shall enforce restrictions and conduct sanitization under the supervision of or according to standards set by health authorities. The company shall record the time and duration of the meeting, meeting participants, and disease prevention measures taken during the meeting for the reference of health authorities.
- **4.3.5.** The business traveler shall take a special quarantine taxi to and from the designated testing hospital. The hosting company shall send a representative to help arrange the route in the hospital and other relevant measures.
- **4.3.6.** During the self-health management period, the business traveler shall take his or her temperature every day and reply to text messages requesting health status updates.
- **4.3.7.** During the business traveler's self-health management period, the hosting company or institution shall designate staff and a vehicle to

transport the business traveler and arrange necessary protective measures related to the business traveler's hotel, routes, and meeting venues. The company or institution shall arrange limited business activities for the business traveler in accordance with the provided itinerary and record daily activities and the names of people the business traveler comes into contact with. The business traveler shall avoid visiting public places and wear a face mask at all times when outside the hotel.

- **4.3.8.** If the business traveler experiences symptoms such as fever, cough, diarrhea, abnormal sense of smell, or feels otherwise physically unwell, during the quarantine or self-health management period, he or she shall wear a face mask, contact local health authorities or dial 1922, and seek medical attention immediately in accordance with instructions given. Business travelers are not allowed to seek medical attention outside of the aforementioned procedures and are forbidden to take public transport when seeking medical attention.
- **4.3.9.** Those who violate Article 58 of the Communicable Disease Control Act are subject to fines ranging from NT\$100,000 to NT\$1 million in accordance with Article 15 of the Special Act for Prevention, Relief and Revitalization Measures for Severe Pneumonia with Novel Pathogens.
- **4.3.10.** The hosting company or institution shall help the business traveler implement protection measures during the stay in Taiwan, notify him or her of relevant regulations and control measures, and offer assistance in abiding by them. If the business traveler violates relevant rules and regulations during the stay in Taiwan, the hosting company or institution will be placed on a watch list and face stricter reviews during future applications.

### 4.4. Exit

- **4.4.1.** If the duration of stay in Taiwan is less than 14 days, business travelers shall take a COVID-19 RT-PCR test at their own expense at a designated hospital within three days prior to departure and obtain a negative test result to be allowed to exit Taiwan.
- 4.4.2. In accordance with other existing regulations, in principle travelers entering Taiwan must undergo a quarantine period of 14 days. The National Immigration Agency is responsible for exit control. If business travelers' duration of stay in Taiwan is less than 14 days, they must present a home quarantine notification with an updated quarantine end date as well as a certificate of a negative COVID-19 RT-PCR test when exiting the country—even when they have completed shortened quarantine procedures—to avoid any confusion resulting from delayed system updates. Business travelers are advised to take into account the time needed for document inspection when planning for their departure day.

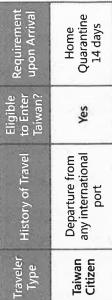
# 5. Related fees

- **5.1.** Business travelers applying for shortened quarantine periods shall be responsible for paying the following:
- **5.1.1.** Quarantine hotel fees
- **5.1.2.** Special quarantine taxi fees
- **5.1.3.** COVID-19 testing fees
- **5.1.4.** Outpatient treatment, emergency treatment, and/or hospitalization and isolation fees if they have a positive COVID-19 test result or are confirmed to have COVID-19 during their stay in Taiwan.
- **5.2.** Starting June 17, 2020, foreign nationals, mainland Chinese, and Hong Kong or Macao residents who do not possess residency documents in Taiwan may not apply for compensation under epidemic prevention measures.
- 6. These Regulations shall enter into force on June 22, 2020. People

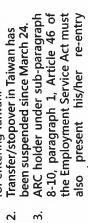
who wish to visit Taiwan because of special business purposes or other essential activities but to whom Article 2 of these Guidelines does not apply may still submit applications to enter Taiwan, which will be processed on a case-by-case basis. In addition, Taiwan may hold consultations with individual countries to simplify quarantine procedures for their citizens in Taiwan in line with the principle of reciprocity and the status of the pandemic in those countries.

# Restriction to Citizens/Non- Citizens Entering Taiwan

Traveler Type	Credential	Eligible to Enter Taiwan?	Requirement upon Arrival?	Travele Type
	Holder of R.O.C. (Taiwan) Resident Certificate *note 3	Yes		
Foreign National	1. VISA or other entry permit of diplomatic reason Non R.O.C. 2. VISA or other entry permit (Taiwan) of performing business under	Yes	Home Quarantine 14 days	Taiwan
	Resident contract Certificate 3. Other designated holder authorization			Note: 1. All t hea
	All others	8		wek
	<ol> <li>Holder of R.O.C. (Taiwan) Resident Certificate as spouse, underage child of Taiwanese national</li> </ol>			<i>Ent</i> con qua
Hong	2. Holder of Entry Permit to R.O.C. (Taiwan) as business performer under	Yes	Home Quarantine	con for Trai
Macao Residents	contract  3. Holder of Entry Permit to R.O.C.  (Taiwan) as employee under		14 days	3. AR
	reassignment of country, and holder approved as related personnel)			8-1 the
	All others	No		also
People of Mainland	Holder of R.O.C. (Taiwan) Resident Certificate as spouse of Taiwanese national	Yes	Home Quarantine 14 days	4. In r adji
Area (China)	All others	9		Ö



sbsite of *Quarantine System for ntry* before boarding, and show larantine staff upon arrival. The infirmation message is required travelers are required to fill-in alth declaration using mobile infirmation message to r entering Taiwan.



respond to epidemical changes, ijustment of restriction will be nounced by Central Epidemic ommand Center (CECC.) timely.



2020.6.2 National Immigration Agency Ministry of the Interior

# **Itinerary** in Taiwan

		Perso	onal informat	tion	
Name	Name				
		no.			
Nationality			Mobile phone		
		Contac	t person in T	aiwan	
Hosting			T		
company or			Address		
institution			11441455		
Name of person			Mobile		
responsible for			phone		
itinerary			phone		
			Itinerary		
Expected date			Expected		
of arrival			date of		
			departure		
	Hotel name:				
Quarantine					
hotel	Address:				
	Phone:				
	Location o		f activities		
	Date	(please arrange for			
Day of stay		limited activities within		Persons coming into contact with	
		fixed locations; specify		the business traveler	
		transportation, meals,			
		and other activities)			
Day 0 (Arrival)	/				
Day 1	/				
Day 2	/				
Day 3	/				
Day 4	/				

Day 5	/	
Day 6	/	
Day 7	/	
Day 8	/	
Day 9	/	
Day 10	/	
Day 11	/	
Day 12	/	
Day 13	/	
Day 14	/	
Day 15	/	
Day 16	/	
Day 17	/	
Day 18	/	
Day 19	/	
Day 20	/	
Day 21	/	

Seal and signature

Hosting company/institution and responsible person

Company/
Institution Seal

Please sign

13

Annex 3

Disease prevention plan checklist

Торіс	No.	Review items		Included in plan	
			Yes	No	
Cooperation	1	The hosting company/institution provides the business traveler with a mobile phone and number for his/her stay in Taiwan or the business traveler applies for a local mobile phone number on the day of arrival to allow for tracing and daily reports on health condition.			
with tracing mechanism	2	The business traveler completes registration on the Quarantine System for Entry website via mobile phone prior to boarding and provides local contact person's name and mobile phone number.			
	3	Reservations have been made at a quarantine hotel in Taiwan for the business traveler.			
Preparation	4	The business traveler has adequate face masks for his/her stay in Taiwan (either prepared by him/herself or provided upon arrival by the hosting company/institution).			
of protective	5	The business traveler has a thermometer to take his/her temperature each day.			
equipment					
	7	A special quarantine taxi has been arranged to take the business traveler from the airport to the quarantine hotel and from the hotel to the testing hospital.			
Duckaskins	8	A driver and vehicle have been designated to transport the business traveler during his or her stay in Taiwan.			
Protective measures	9	Seat arrangements, movements, and control measures for interactions with other people have been prepared for the business traveler's meals, meetings, and visits.			
	10	Health management and protective measures have been put into place for the person receiving and accompanying the business traveler.			
Other	11	An itinerary with each day's activities has been prepared			

	and arrangements have been made to keep track of the people the business traveler comes into contact with during his/her stay in Taiwan.	
12	An emergency contact has been designated to assist the business traveler with implementing control measures.	

# 防範嚴重特殊傳染性肺炎 入境健康聲明暨居家檢疫通知書

COVID-19 Health Declaration a	and Home Quarantine Notice
姓名(本人或法定代理人親填) Name (Signed by the informed case or legal representative)	身分證/護照號碼 ID card No./ Passport No.
図籍 Nationality □中華民國 R.O.C. (Taiwan) □中國大陸 China □澳門 Macao □香港 Hong Kong □其他國籍 Other Nationality	性別 Gender □男 Male □女 Female Flight No./ Vessel Name □共他 Other
1.過去 14 天內是否有發燒、呼吸道症狀(咳嗽、呼吸急促 Have you had fever, respiratory symptoms(cough, shortness of bre those who had taken medications, please answer "Yes")	E等)或以下症狀(已服藥者亦須填「是」)? eath, etc.) or following symptoms during the past 14 days? (fo □否 No
□是 Yes:□發燒 Fever □咳嗽 Cough □流鼻水/鼻塞 Runny/s□腹瀉 Diarrhea □嗅、味覺異常 Loss of smell or taste □全身	倦怠 Malaise □四肢無力 Limb weakness
2.過去 14 天內是否曾接觸疑似或確診武漢肺炎之病人 COVID-19 case during the past 14 days? □是 Ye 3.請填列過去 14 天內曾去過的所有國家(含港澳地區)Plea	es 口否 No
have been to during the past 14 days (1) (2) (3)	
4.來臺目的 Purpose of coming to Taiwan: □商務 Business □求學 Study □觀光 Tourism □探親 Visiting relatives □具	其他 Others
5.是否持有登機前三天內採檢之 COVID-19 檢驗陰性報告?Ha	
certificate issued for testing conducted within three days before box	arding? □是 Yes □否 No
· 據臺灣法令規定,您為居家檢疫 14 日之對象,請遵 以下規定: ·、抵臺後全程佩戴口罩,儘速返家且不得搭乘大眾	According to laws and regulations in Taiwan, you are required to home quarantine for 14 days after entry and abide by the follo requirements:
運輸。搭乘防疫車隊時,請主動出示本通知書收執聯。	1.After arriving in Taiwan, you must wear a face mask all the time return home as soon as possible. Do not take public transports Please present this notice voluntarily upon getting in a design
、 留在家中不外出,亦不得出境或出國。	transport vehicle.
、與同住家人保持1公尺以上距離;自主詳實記錄 體溫及健康狀況及配合必要之關懷追蹤機制(包	<ul><li>2.Stay at home; do not go outside or go abroad.</li><li>3.keep at least 1 meter away from your family. Please record your</li></ul>
<u>超温及健康狀況及配合必要之關係</u> 延縱機制(巴 含以手機門號進行個人活動範圍之電子監督)。	temperature and health status, and cooperate with caring and tra
、 所有入境旅客,若同住者有老年人(≧65 歲)、幼	measures (including using cell phone signals to implement elect
童(≦6歲)、慢性疾病患者(如心血管疾病、糖尿 病或肺部疾病等),或個人無單獨房間(含衛浴)	monitoring of your location).  4.All inbound travelers are required to stay at a quarantine hor undergo home quarantine if you don't have a separate room (incl.)
者,應至防疫旅館完成居家檢疫。	a separate bathroom) or if you live with elderly people 65 years of
、 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	older, children 6 years old or under, or persons with chronic dis (such as cardiovascular disease, diabetes or lung disease, etc.).
身體不適,請佩戴醬用口草,主動與當地衛生局 聯繫,或撥 1922,依指示儘速就醫,且禁止搭	5.If you have symptoms such as fever, cough or other discor
柳絮,	please put on a medical mask, contact with the local health author
衣傳染病防治法第 58 條規定,入境旅客應詳實填寫並配	or call the toll-free hotline, 1922, to obtain instructions on se medical attention. Do not take public transportation when you
合居家檢疫措施。拒絕、規避妨礙或填寫不實者,處新	the hospital.
臺幣 1 萬至 15 萬元罰鍰。違反居家檢疫規定者,處新臺幣 1 0 萬至 100 萬元罰鍰。	According to Article 58 of Communicable Disease Control Acperson who falsifies on this notice will be fined ranging from
	parantine starts on//(y/m/d) (To be filled out by Staff) parantine ends on/_/_ (y/m/d) (To be filled out by Staff)
自有手機 Personal Cellular phone(	其他手機號碼 Other Cellular phone)
市話 Landline	
居家檢疫住所及地址 Home quarantine residence and address	
]自宅或親友住所等 Home or other residence □安心防疫旅館 Qi 縣/市鄉/鎮/市/區街/路段巷 English address:	Quarantine hotel( <u>https://taiwan.taiwanstay.net.tw/covhotel/</u> ) 去
English address: 預計自機場返家方式(如臨時變更方式,請至防疫車隊	(皮及切)
「関す」日 微 物 返 多 力 式 (対 監 可 変 更 力 式 ) 調 主 的 変 平 同 How to travel back home from the airport (If there is a change, please inform	a the information counter of designated transport vehicle)
□親友接送/自行駕車 Pick-up by relatives or friends/drive your	rself
□防疫車隊 Designated transport vehicle □ □ □	自行安排專用小客車 Arrange your own private car
填發單位 Competent authority 衛生福利部疾病管制署 Taiwan Centers for Disease Control, Minis	平在李氏 istry of Health and Welfare (MOHW)
衛生福利部疾病官制者 Taiwan Centers for Disease Control, Minis	stry of Health and Welfare (IVIOHW)
口曲· 任 日 口(工作人目插) Data	· / / (vvvv/mm/dd) (To be filled out by Staff)

# Self-Health Management Notice (Coronavirus disease 2019, COVID-19) (Short-term business travelers after the end of the

# short-ned home quarantine)

To reduce the risk of disease transmission and protect your family and friends, after the end of the shortened home quarantine, please observe the following self-health management measures until the 21st day after entry.

- 1. Please keep your hands clean. You should wash your hands with soap or alcohol-based hand sanitizers frequently. In addition, please refrain from touching your eyes, nose and mouth with your hands. If your hands touch any secretions from your respiratory tract, please wash your hands with soap and water thoroughly.
- 2. During the self-health management period, please record your temperature, health status, daily activities twice a day (morning and evening) correctly, and reply to text messages requesting an update on your health status.
- 3. During the period, if you have no symptoms, please still avoid going to public places. When you go outside, please ensure that you wear a medical mask all the time as required.
- 4. If you have fever (≥38°C), loss of smell or taste, diarrhea or any respiratory symptoms, please put on a medical mask. Please call the toll-free hotline 1922 or contact the local health authority and follow instructions to seek medical attention. You may not go out to seek medical attention by yourself without following the above procedure beforehand. Please avoid taking public transportation when you go to the hospital. Please voluntarily inform your physician of your contact history, travel history, residence history, occupational exposure, and whether anyone else has similar symptoms.
- 5. During illness, please rest at your quarantine hotel, wear a medical mask and avoid going outside. If your mask is contaminated by secretions of nose or

mouth, please fold it and throw it into the trash immediately.

- 6. During illness, please wear a medical mask and keep at least 1 meter away from others while talking to them.
- 7. After seeking medical care, being tested for COVID-19 in the hospital, and returning to your quarantine hotel, you should stay at the quarantine hotel and should not go outside before you receive your test results. If your test results come back positive, the local health authority will inform you and help you seek medical attention. You are still required to conduct self-health management until the 21st day after entry even if you test results come back negative. If your symptoms become worse, please make sure to wear a medical mask and contact local health authority or call the toll-free hotline 1922 to obtain instructions on seeking medical attention. Please do not use public transportation to go to the hospital.
- 8. If the duration of your stay in Taiwan is less than 14 days, a negative COVID-19 test certificate obtained within three days prior to your departure date should be prepared for inspection when you leave Taiwan.
- 9. Those who flout the self-health management regulations will violate Article 58 of the Communicable Disease Control Act and be fined ranging from NT\$100,000 to NT\$1,000,000 in accordance with Article 15 of the Special Act for Prevention, Relief and Revitalization Measures for Severe Pneumonia with Novel Pathogens.

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# Self-Health Management Notice (Coronavirus disease 2019, COVID-19)

(Colonavii us disease 2015, CO vid-15)

# (Short-term business travelers after the end of the shortened home quarantine)

Name:	ID:	_
Phone:	Date:	