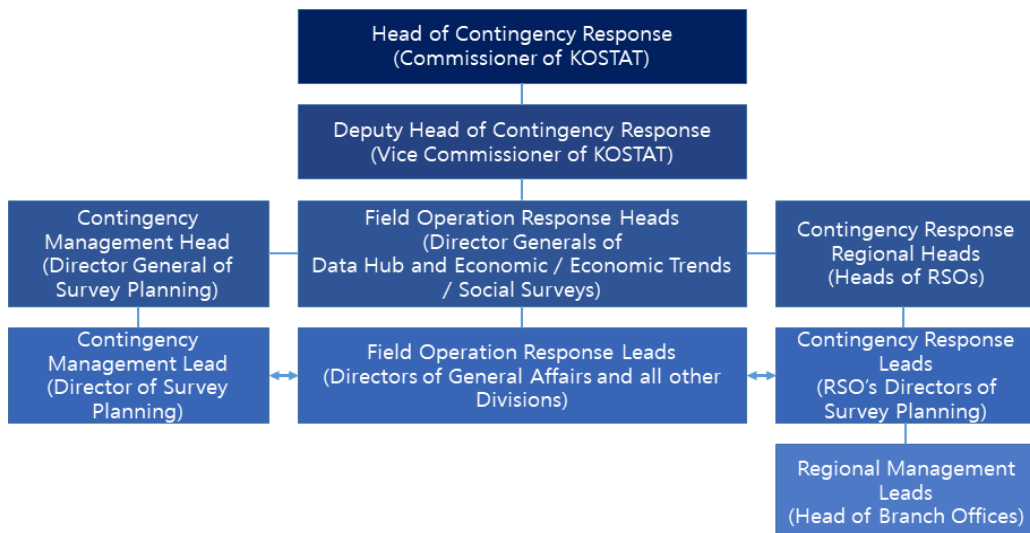


KOSTAT's Contingency Plan related to the COVID-19 crisis

Establishment of Contingency Response Systems

- **(Governance)** Enacted KOSTAT's Contingency Response Office, led by the Vice Commissioner, for the efficient implementation of interventions and the establishment of cooperation mechanisms between the HQs of KOSTAT and its regional statistical offices
- **(Key Areas) Staff work arrangement and field interviewing**
- **(Operational Mechanism)** Daily update of the Coronavirus case counts and response measures in Daejeon, as well as the daily updating of staff work arrangements
 - **(On-going Reporting Channel)** Updates from the regional offices shall be transmitted to the Head of the Contingency Management team (Director of Survey Planning) for a report to the Head of the Contingency Response team on a frequent basis
- **(Regional Statistical Office)** Each division/unit → Head of Contingency Response team (RSO's Director of Survey Planning) → Head of Contingency Management team (HQ's Director of Survey Planning)



- **(Response Guidelines)** Requiring strict compliance by the RSOs to these Response Guidelines for staff work arrangements and field interviewing

* The announcement of the COVID-19 response for field interviewing (Feb.5.), announcement of the COVID-19 response for staff work arrangements and field interviewing (Feb.7.), Supplementary announcement for field interviewing (2.21.)

- Compulsory use of a mask for field interviewing

○ Preparatory emergency teleworking set-up (installation of GPKI*, GVPN**, etc.)

* GPKI (**G**overnment **P**ublic **K**ey **I**nfrastructure): Administrative Electronic Signature Certificate

** GVPN (**G**overnment **V**irtual **P**riate **N**etwork): Available on a pre-designated PC using GPKI and allowing users to handle administrative affairs anytime, anywhere if the Internet is connected

○ Transmission of the survey-specific detailed response guidelines from the HQs and the immediate circulation thereof

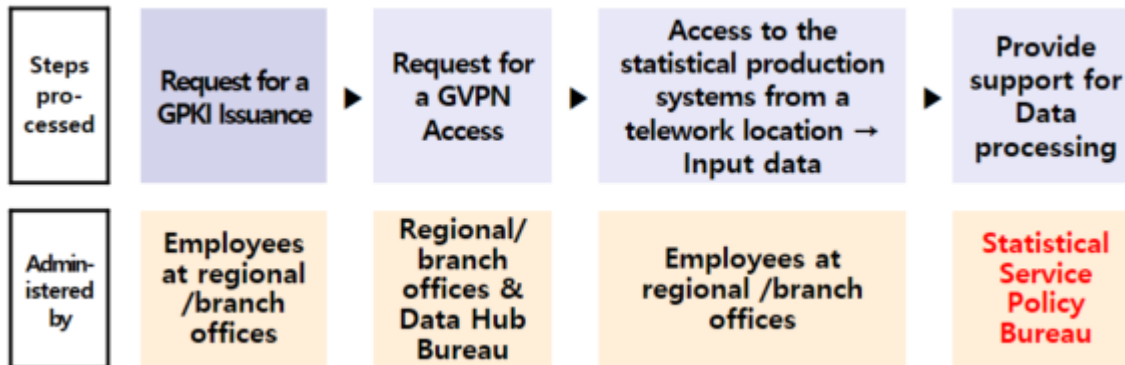
Guidelines under the COVID-19 crisis

1. Guideline for Staff Work Arrangements

- **(Tele-working)** According to a departmental/divisional office occupancy ratio that aims to **reduce the work place density to its highest degree**, the rest of the staff will undertake **teleworking in a rotating shift schedule** (ex. 30% arranged for smart-work facilities or work-from-home)
 - Designate the **Managerial Level Officials**, including Directors and Director Generals, as **essential functional agencies** that would, in principle, **keep their regular work arrangements**
 - Install the **GPKI and GVPN** for secure tele-working environment
 - **Tele-working priority** is given to employees who are **pregnant and/or commuting a long distance**
- **(Modifications in Event Organization)** The entire organization of domestic or international events are carried out by **using alternative work methods, such as written documents or tele-conferences, or being simply postponed**
- **(Social Distancing at Work)** Compulsory use of a mask at work
 - **Eliminate all non-essential physical meetings** while using **written reports as the primary medium for communication**, which can be complemented by telephone and email communication
 - Check on employees' **body temperature and respiratory symptoms twice a day**
 - Roll out **time-difference programs for arrival/departure/lunch hours** in order to **minimize inter-personal contacts**
 - **Meet with visitors only in a designated area (furnished with self-care utilities incl. hand sanitizer)**

2. Guideline for Field Interviewing

- Tele-working set-up in preparation for the potential closure of regional/branch offices



- **(Survey Mode)** Changeover to a **non-face-to-face survey mode** e.g. internet, telephone, and fax
- **(Survey Schedule)** Postponing a survey, if necessary
- **(Training for Interviewers)** Producing training video clips for virtual training in place of classroom training for survey interviewers
- **(Survey Results)** Utilize existing survey results as necessary to reduce response burden
 - * Minimize the direct data collection activities which should instead focus on identifying changes and updates
- **Timely acquisition** of relevant administrative data and/or private sector data to **complement and replace survey results**

3. KOSIS*/DB Management

- (Workplace*) Ensuring the continuity of work against a potential disruption in subcontract vendor's workplaces
 - * Designated place in KOSTAT occupied by employees of contracted vendors to manage statistical-related computing systems
- Enforcing a cooperative measure which allows contracted vendors to use other workplaces in KOSTAT or the vendor's other workplaces in case of a confirmed case incident and/or workplace obstruction
- (Staffing) Ensuring the continuity of contracted work against the incidence of self-quarantine by preparing a contingency operation mechanism
 - Sustain the service work provided by subcontract vendors by utilizing reserve workforces* in the case of contingency incidences

* Workforces experienced in data management on statistical DBs or similar works, workforces in freelance capacity, etc.

□ (Task) Taking immediate actions to address a delay of data transfer, etc. by statistical production agencies

○ A frequent on-going monitoring of changes and updates, such as a delay in a scheduled data upload

○ An active cooperation mechanism with subcontract vendors

4. Use of Big Data and Grasping the Situation

□ (Price Measurement) Researching the prices of masks, hand sanitizer, and other goods relevant to the coronavirus outbreak (daily ⇒ semiweekly) and providing information for preventing contagion and crisis

* Price indicator based on online big data as well as on shelve prices (155 areas, 40 cities)

□ (Population Migration) Analyzing the impact of the spread of coronavirus to population migration* by mainly using mobile data

* (Survey interest) weekday/weekend population migration trends by gender, age, types of location, and region (city and province)