

北外附属龙游湖外国语学校

龙校政字〔2020〕2号

RIA School Campus Opening Official Announcement Guidance

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1. One week before work:
 - a) Complete reading through this semester's teaching materials and curriculum standards, participate in the online preparation of lessons according to the department schedule.
 - b) Teachers have to familiarize themselves with the relevant information on prevention and control.
 - c) Everyone should have completed home isolation for 14 days, truthfully filled out the declaration of personal health and acquired Sukang Code (Jiangsu Provincial Health Code); The form teachers must remind and ask parents to apply for "Sukang code" for their children who do not have their mobile phone number, and the gate need parents to show the screenshots of the Sukang Code Application record or Sukang Code before entry. Record the travel path of every student, screening the information provided by parents. (Responsible persons: director of the relevant department of the school, head teacher, inspector: school principal).
 - d) Sukang code: QR code clearing the individual as a person having completed 14 day quarantine and isolation period without displaying any symptoms of the virus. It is used within smartphone apps like Wechat and Alipay. These can monitor where an individual has made contactless payments and thus track whether they came in contact with anyone who got infected by the virus. If an individual is recorded to have been at a place at the same time someone who was diagnosed with the virus, the first individual's QR code will turn red and will be required to self-isolate.

2. Three days before work:
 - a) Teachers complete the subject instructional progression (pace) plan.
 - b) Form teachers complete work plan, send the "School opening/re-entry letter to parents" and so on.
 - c) If the school or relevant department determines that there are teachers and staff that cannot return to school due to symptoms of fever, cough, etc., the admin staff responsible for health and safety shall promptly fill in the appropriate forms for the principal or other school leaders, and make relevant arrangement for these employees. This is so that there can be arrangements made to cover classes or duties of the teachers and staff members absent (Responsible person: Director of the relevant department of the school, inspector: school department, on-duty school leader).

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3. Masks to and from work:
 - a) Staff and students are required to wear a mask during work hours and on the way back from work. They should try not to use public transport. Private cars are recommended. (Responsible person: teacher, inspector: school, duty school leader)

4. Entering or leaving the campus:
 - a) All staff and students are required to use only one designated entry to the campus and comply with the temperature check at the gate.
 - b) Body temperature must be normal before entrance. If an individual's body temperature exceeds 37.3 degrees C, the individual must follow the set rules in the epidemic prevention/control guide. (Responsible person: teacher, temperature monitoring staff, inspector: on-duty school leader)

5. Getting into the class:
 - a) All staff, teachers and students are required to act quickly and check to make sure the first round of disinfection spray is done for the day in the classroom and corridor (conducted 3 times a day: in the morning before classes start, after lunch and in the evening).
 - b) All teachers, staff and students are required to cooperate with the staff taking their body temperature after class or before meal.
 - c) All absent students must be recorded and followed through with the excuses and causes, and record/report up chain of command. (Responsible person: head teacher, inspector: school, duty school leader)

6. Entering the office: All teachers are required to adhere to the following instructions:
 - a) All the teachers are required to keep the office environment clean and airy.
 - b) The teachers must keep a distance of at least 1 meter between each other.
 - c) They must also wear a mask when working together with others.
 - d) Wash their hands with soap or hand sanitizer frequently.
 - e) Wear masks when receiving visitors. (Responsible person: teacher, inspector: school, duty school leader)

7. Teachers in class:
 - a) Are required to wear a mask at all times and to keep at least 1 meter distance from the students.
 - b) Must use 75% medical alcohol hand sanitizer before and after class for hands and the surfaces they touch. (Responsible person: teacher, inspector: school, duty school leader)

8. Marking papers and distribution of materials:
 - a) Hands should be washed before and after reading, marking and distribution of student

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assignments. Masks should be worn throughout this process. (Responsible person: teacher, inspector: school, duty school leader)

9. Eating in the cafeteria:

- a) School cafeteria entry must be planned and coordinated so teachers and students of different departments will enter at different times to avoid crowdedness, avoid sitting face-to-face when eating, avoid talking during the meal, and immediately put on a mask after meal. (Responsible person: teacher, inspector: on-duty school leader)

10. Residence management teachers:

- a) Wear a mask and take good care of your students. Do a good job of training or related exercises on epidemic prevention/control for residential students, enhance students' awareness of prevention and control, and improve their ability to prevent and control.
- b) Every day track students' late bed time, morning and evening two physical testing, and do a good job of detailed records. (Responsible: Director of The Department of Life Inspector: Responsible for the principal, duty school leader)

11. Canteen staff:

- a) Canteen procurement, suppliers and canteen staff should wear disposable masks, disposable hats and disposable rubber gloves, to avoid directly touching fresh materials of meat and poultry, after removing gloves timely washed and disinfect your hands.
- b) Canteen staff must possess a health certificate on duty, every day in the morning, midday and late in the day when entering into the work room, checked by the person responsible for temperature measurement.
- c) Abnormal body temperature once found, follow the provisions in the guide and send to designated place.
- d) Do a good job of cleaning and disinfection of meal (drinking) equipment, meal (drinking) after cleaning, to use the most effective method of disinfection. (Responsible person: canteen head, inspector: on-duty school leader)

12. Security personnel:

- a) Security personnel every morning and evening conduct temperature measurement twice.
- b) Security personnel are required to wear masks when working and to maintain a safe distance from teachers and students.
- c) Security personnel shall carefully inquire and register the situation of visitors and take temperature, and find abnormal timely reporting. (Responsible person: property person in charge, inspector: on-duty school leader)

13. Cleaning personnel:

- a) Cleaning personnel are required to wear a mask at work and maintain a safe distance

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from teachers and students.

- b) Cleaning personnel are required to wear disposable rubber gloves at work and wash hands and disinfect after work. (Responsible person: property person in charge, inspector: responsible for the principal)

14. Off work:

- a) All teachers, staff and students are required to wear masks all the time. Wash their hands and disinfect their hands first thing after getting back home.
- b) Cell phones and keys should be wiped with sterilized 75% alcohol wipes. Everyone's rooms and flats should be ventilated, kept hygienic and clean. All teachers, staff and students should also avoid multi-person gatherings. (Responsible person: teacher, inspector: on-duty school leader)