



Two Plans and Ten Systems

“两案十制”工作报告

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Concordia International School Shanghai Plan for Resumption of On Campus Learning

Concordia's Emergency Response Leadership Team has begun necessary preparations to open the school when classes are to resume. The school functional teams includes Operations, Health, IT, Marketing, HR and Government Relations etc. has focused on preparation for opening. We have defined several phases to the resumption of school.

Operational Preparations prior to opening of school

Information Gathering, Screening and Reporting

Specific a team involves IT, Operations, Student Activities, Health, HR and Division Offices to carry out data reporting to relevant government departments.

- Collect information of travel and health status for each of the staff and students of Concordia
- Communications channels with parents established through email, WeChat, and phone as necessary.
- Established survey mechanism to initially gather and continue to monitor the location and travel plans of all Concordia Students, faculty and staff.
 - a. Through established communications methods, Concordia continues to encourage parents of students, faculty and staff to register with their residential community upon their return to Shanghai.
- Reporting structure put in place and all required information being reported to the SEC in appropriate time frame.
- Establish a program of collecting return to school staff and student information, requiring them to submit relevant certificates issued by their community or health care institutions, a health status information registration form, and a letter of commitment for completion of isolation observation/health observation before returning to school.

Quarantine of Students and families, faculty and staff

All persons in the Concordia community will be required to self-quarantine (or other quarantine if required by their travel history, contact history and government regulation) for 14 days prior to entry upon the Concordia campus.

Cleaning

- Coordinating and monitoring Concordia's cleaning service to perform the highest level of cleaning and disinfection of classrooms and common areas, consistent with Concordia's

protocols for active prevention of the spread of a known disease with higher concentration levels of cleaning materials and use of additional methodologies as appropriate and effective. Please see the Cleaning System description for specific details of the plan to clean and disinfect the campus.

- Begun construction of additional hand washing stations to be placed strategically on campus to allow all individuals to “scrub in” and “scrub out” of campus and common spaces.

Training

- Tracking all areas of operational staff including food service, security, transportation, and cleaning to confirm their locations and health status as directed by local governmental authorities.
- Training of transportation personnel is planned to enable them to do temperature screening
- Training of teachers and teaching assistants in the proper procedures for:
 - 1) hand washing in their specific campus location
 - 2) Lunch protocols for their specific grade level
 - 3) Hygiene for coughing or sneezing
 - 4) Cooperation with temperature checking,
 - 5) Isolation of students that exhibit symptoms

Preparation of Materials

- Obtained additional temperature reading equipment that will enable efficient and comprehensive testing of all individuals entering campus.
- Obtained supply of masks to provide for those coming to campus or those on campus who may need another mask due to it being misplaced or damaged.
- Cleaning supplies to achieve required cleaning methods
- Obtained all materials on the material supply checklist purchased
- Engaged HVAC consultant to immediately conduct maintenance of existing HVAC system filtration and cleaning

Isolation Location Preparation

Concordia's health care office will supervise the isolation area, in collaboration with the operations team support.

Concordia will prepare an isolation location for individuals that develop symptoms during the course of the day or when they present themselves at the gate for entry. Location will be staffed by health care

staff of Concordia to provide comfort care, and ensure proper isolation of persons waiting to be picked up from campus.

The temporary observation area will have enough space and be relatively independent from other areas of the campus, and shall not be set up in places close to the classroom, food service area and where children (students) are easy to contact. It will have good lighting and ventilation, and if possible separate toilets and hand-washing facilities.

The isolation area will undergo standard disinfection, at regular time throughout the day when no person is currently being housed in the isolation area.

Government Relations and Health Office:

- Prepare guidance related to proper precautions to evaluate faculty, staff and student health as each group returns to campus
- Provided necessary training on the use and documentation of temperature checks at each planned location.
- Will provide guidance for a brief video for teachers and students detailing proper hygiene and other simple health measures to reduce the opportunity for the transmission of the virus.

Technology

- Working to obtain additional bandwidth to ensure that online learning needs are met
- Collaboration by teaching staff and technology staff to

Educational Leadership

- Academic leaders at Concordia created an implementation plan for home-based learning, providing design and delivery guidelines for teachers that demonstrate school-wide consistency and age-level personalization for the period when campus is closed.
- Home-based learning design guidelines ensure students learn the essential skills/knowledge/mindsets to equip them with the knowledge and skills necessary for success in future units of study and maintain the qualities of a holistic education in a nurturing environment - learning wrapped in relationships.
- Academic leaders deployed the instructional coaching cadre to provide additional support in the use of technology and tools to design and deliver learning into the home.
- More detail available in the education plan as part of the 10 Systems documentation.

Communications

- The communications team has been working constantly to relay to staff and parents important information supplied by the SHEC and PEC to Concordia.

- Created parent communications to keep them informed, reduce misinformation, and decrease parent anxiety.

Campus Access and Security Measures

- Security Checks will be conducted at the two entrances to campus entrances, strictly implement identity verification.
- Concordia will strictly control irrelevant personnel and will not allow them to enter the school, and will not allow to any orders to campus except those conducted by the operations department of Concordia.
- Temperature Checks:
 - At the Concordia Gates: Teachers and staff whom need access to campus for essential work will have their temperature taken at the entrance gate every day. If their body temperature exceeds 37.3°C or their body temperature is dry cough, chest tightness, shortness of breath, fatigue, diarrhea and other abnormal symptoms, individuals will be isolated until they depart campus, and advised to seek medical advice promptly, and strengthen hygiene and epidemic prevention at the same time.

Operations When On Campus Learning Resumes

Campus Access and Security Measures

- Security Checks will be conducted at the two entrances to campus entrances, strictly implement identity verification.
- Concordia will strictly control irrelevant personnel and will not allow them to enter the school, and will not allow to any orders to campus except those conducted by the operations department of Concordia.
- Parents will not be allowed to access campus unless they are there to pick up a student that is not well or for a scheduled request to remove their student from school.
- Temperature Checks:
 - At the Concordia Gates: Teachers, students and staff will have their temperature taken at the entrance gate every day. If their body temperature exceeds 37.3°C or their body temperature is dry cough, chest tightness, shortness of breath, fatigue, diarrhea and other abnormal symptoms, individuals will be isolated until they depart campus, and advised to seek medical advice promptly, and strengthen hygiene and epidemic prevention at the same time.
 - Students and staff arriving via Bus: Students and staff arriving via bus will have their temperature checked prior to accessing the bus. The bus ayi will then allow the student to board the bus. If

the temperature is above 37.3, then the student will be asked to return home with their parent and seek medical attention.

- a. Students, teachers and staff will not be allowed to leave the campus without reason. They will report to the school for approval before going out. During any trip off campus, they will practice good personal health protection and report any relevant trip information.

Cleaning

Cleaning will continue in accordance with the 10 Systems cleaning plan, with special attention to any spaces where there were indications of any symptoms reported earlier in the day or previous day.

Food Service

Concordia will work with its food service provider, Aramark, to prepare both the food service staff and facilities to service the Concordia community with limited food service when on campus instruction begins.

The following steps will be taken to increase the chances for food service to occur in a safe and healthy manner:

Food Service Seating and Schedule Options

- One row only in one table, there is not allow to face to face to eat together.
- One meter distance between one student to one student to sitting to eat and keep the distance all the time.
- Students eat in different periods. Concordia may also consider increasing the amount of scheduled lunch periods with less students in each period.

Food Service Menu Changes:

- Lunch boxes will be the only option provided during all lunch periods (with disposables utensils), as it's a good way to get food distributed quickly .
- According to CDC requirements, considering of foods safety, cold foods which are including salad bar/sandwich bar/fresh fruit cups/yoghourt cup 、 cake with cream, etc., will not be served until the COVID-19 is under control.
- According to CDC requirements related to the safety of food, seasoning will be served only in pre-packed individual containers until COVID-19 is under control.

Food service area disinfection:

Concordia will strengthen the disinfection of food service area as follows:

- by increasing the disinfection of all food service counters, cashier counters and PC café, from once a day to twice a day.

- The disinfection of food workstations and surfaces of equipment will also be increased from once a day to every four hours.
- The disinfection frequency of contact surfaces (doorknobs, electric lights switch, etc.) will increase from twice a day to every two hours during the outbreak.
- The disinfection of lunch tables and chairs is increased from two times a day to at least three times each day.
- After lunch service closed, kitchen ground and wall will also be disinfected.
- In addition to spraying the inside and outside surfaces for disinfection after dumping, the kitchen garbage will be sprayed for disinfection every four hours during use.

Challenges and difficulties

- When a date is set for a return for on campus education, the greatest challenge Concordia will face is the arrangement and willingness of the majority of the staff and students' families to return to Shanghai. Before the lunar New Year holiday most of the staff and the teachers and students of family went on vacations or home. After their exit from China, the world health organization (WHO) classified the outbreak in China and published a travel advisory, various countries have issued advice on to the safety level of travel to China, and foreign airlines have canceled flights to China until the end of March, some until the end of April. Many student families and staff families will be considering the difficult decision to return.
- For the staff and students' families, if school start date can be determined as early as possible or it may be more efficient if the government would provide advance notice of three weeks before the return to on campus learning will begin. This would greatly help the staff and parents to arrange the return transportation, and also allow for the 14-day self-quarantine as members of the Concordia community return to Shanghai.
- Finally, after the outbreak is over, if the government considers make up classes on weekends or extend current school year to cover missed classes, please allow international schools to decide on their own. Due to our rich experience in online courses, we hope that making up lessons is not a mandatory requirement and we can decide based on our online courses progress. Please inform the school as soon as possible if there may be a requirement to add additional days, because most teachers and families come out at the end of the school year, and many of them plan to return to China or travel six months in advance, so the school needs to communicate with the staff and students' families in advance.

Detailed Specific Planning

Detailed Planning on several key areas is specific for the Ten Systems as listed below:

- Reporting system of school infectious diseases and public health emergencies
学校传染病疫情及突发公共卫生事件报告制度
- student morning health check system
学生晨检制度
- Students' morning attendance and follow up system
因病缺勤缺课登记追踪制度
- Verification system for student's back to school certificate
复课证明查验制度
- Student health Management System
学生健康管理制制度
- Environmental health inspection notification system
环境卫生检查通报制度
- Health education system for prevention and control of the infectious disease
传染病防控的健康教育制度
- Marketing/publicity system
宣传制度
- Disinfection and quarantine system
消毒与隔离制度
- Cleaning system
清洁制度

开学准备工作方案

目前，上海协和国际外籍人员子女学校已经开始为开学做必要的准备，应急管理小组领导下的运营部、卫生保健室、技术部、市场部、人事及政府关系部等多个相关部门正紧锣密鼓的进行开学前的相关准备工作，并按计划的几个阶段展开：

开学前的运营准备工作

信息收集、筛选和报告

组织了来自技术部、运营部、学生活动部、卫生保健室、人事部及四个学部的专人团队，共同开展信息收集和报告等相关工作。

- 收集每个员工和学生旅行和健康状态信息。
- 通过电子邮件、微信及电话与家长建立沟通渠道。
- 建立问卷调查机制帮助初始数据收集及持续关注所有学生和教职工的所在地和旅行计划。
- 通过已建立的沟通方式，学校不断鼓励提醒学生、家长和教职工在抵沪后第一时间去居住地的社区登记报备。
- 建立内部报告制度，并在规定的时间内向区教育局上报相关信息。
- 建立专门团队，有政府关系总监指导和协调开展信息报告及相关工作。
- 建立返校教职工和学生信息收集程序，要求他们在隔离观察结束后提交所在社区或医疗卫生机构开具的相关证明、《健康状况信息登记表》及《隔离观察/健康观察完成承诺书》方可返校。

隔离学生及家属、教职员

返沪后的协和国际大家庭成员在入校前，都须进行为期 14 天的自我隔离(或可能因为旅行史、病例接触史和政府规定需要执行更为严格的隔离)。

清洁

- 协调和监管外包保洁公司的工作，遵循教室和公共区域进行最高级别的清洁和消毒工作。确保相关工作流程按照学校的要求和标准执行，包括进行有效的高浓度消毒和增加适当的其他方法积极预防已知疾病的传播。请参阅《清洁制度》说明，以了解校园清洁消毒计划的具体细节。

- 开始加建额外的洗手站，平均分布在校园内，让所有人员都能随时随地洗手后进入校园和公用区域。

培训

- 配合政府部门要求，跟踪所有外包人员包括餐厅、保安、校车和保洁等出行健康状况信息，以排查他们的位置和健康状况。
- 提前计划对校车服务人员进行学生体温检测培训，帮助他们开学后有效开展相关工作。
- 培训教师和教学助理以下正确步骤：
 - 在校园指定地点洗手
 - 所在年级的就餐步骤
 - 咳嗽或打喷嚏的卫生习惯
 - 配合温度检测
 - 隔离出现症状的学生

物资准备

- 采购额外的体温测试设备，以保证能对所有进入校园的人员进行有效和全面的体温测量。
- 采购口罩，以供入校人员不时之需或者校园内人员因为口罩错位或损坏需要替换。
- 采购更多的清洁用品保证高水准的清洁需求。
- 储备采购清单上的所有物品。
- 请空调专业人员上门立即对空调系统进行过滤和清洗维护。

隔离区准备

协和国际的健康管理办公室将与运营部门合作，共同管理隔离区。

学校将准备隔离区，隔离那些在白天或入校时出现症状的人员。隔离区会配备学校的医护人员，提供恰当的护理，确保在等待被接走期间的正确隔离。

临时隔离观察区有足够的空间，相对独立于校园其他区域，不得设置在靠近教室、餐饮服务区、儿童(学生)容易接触的地方。它将有良好的照明和通风，如果可能的话，还将有独立的厕所和洗手设施。在目前没有人被安置在隔离区的情况下，隔离区将每天定时进行标准消毒。

政府关系及卫生保健室

- 返校时，遵循政府防疫工作指示提供学校预防措施指导，对学生和教职工进行健康状况评估。
- 对每个计划测温点的工作人员进行测温记录培训。
- 将分享一个简短的指导视频，帮助教职工和学生了解卫生和防疫知识，以减少病毒传播的机会。

信息技术支持

- 电脑信息部按政府要求准备适合的线上问卷调查来进行相关信息收集调查。这些调查提高了工作人员和家长的参与度和数据收集的效率。能够对反馈的信息进行详细和及时的分析，并向政府进行相关报告。
- 和教学部门紧密配合，保证线上教学平台的稳定，以支持线上教学的顺利开展。

教学工作

- 学校的教学管理团队制定了一套居家线上学习的实施方案，给教师提供设计和授课知道方针，以帮助在学校复课前进行全校统一的但又针对不同年龄层次的教学。
- 用居家线上学习设计指导来确保学生学习必要的技能/知识/思维，使他们具备在未来的学习单元中取得成功所必需的知识和技能，并在教育环境中保持全人教育的质量。
- 教学管理团队安排了专门的教学指导来更好地支持教师们使用网络技术和教学工具，以更好地帮助学生开展居家学习。
- 更多有关教学工作的细节请参见我校的“十个制度”报告。

沟通：

- 学校设有专门的沟通团队，持续定时地跟教职工和家长进行沟通，传达市教委和区教育局的相关信息。
- 建立家长沟通渠道来帮助他们了解信息，减少错误信息，安抚家长，减少焦虑。
- 校园出入和安保措施
- 二个校门口会进行严格的安全检查，凭校园 ID 卡验证出入。

- 学校将严格控制不准无关人员进入校园，不准供应商进入校园，除非由学校的运营部备注。
- 校门口测温
 - 校门口：须进入校园的教职工每天在入口处测量体温。如体温超过 37.3C°，或出现干咳、胸闷、气短、疲劳、腹泻及其他相关症状的人员，会被立即隔离直到离校，并被建议就医，同时学校会加强卫生防疫工作。

开学后的运营准备工作

校园出入和安保措施

- 二个校门口会进行严格的安全检查，凭校园 ID 卡验证出入。
- 学校将严格控制不准无关人员进入校园，不准供应商进入校园，除非由学校的运营部备注。
- 家长不准进入校园，除非按照事先约定来接身体不舒服的学生离开校园。
- 校门口测温
 - 校门口：每天进入校园的学生和教职工在入口处测量体温。如体温超过 37.3C°，或出现干咳、胸闷、气短、疲劳、腹泻及其他相关症状的人员，会被立即隔离直到离校，并被建议就医，同时学校会加强卫生防疫工作。
 - 乘坐校车抵校的学生及教职工：在上车前须接受体温检测，体温正常方可上车。如果温度高于 37.3 度，学生将被要求与父母一起回家就医。
 - 学生和教职工不得无故离开校园。离校前须得到学校批准。在任何校外旅行中，大家都应遵守良好的个人卫生习惯，并报告学校相关的旅行信息。

清洁

清洁工作将根据十个制度内的清洁制度进行，特别须注意当天或前一天报告的相关症状发生的区域。

餐饮服务

协和国际将与其食品服务供应商爱玛客(Aramark)合作，开展防疫期间餐饮外包人员和设施的相关

工作。在返校复课后，出于防疫考虑，学校将提供有限的餐饮服务。我们将采取以下步骤，以帮助提供学生和教职工更为安全及健康的餐饮服务：

就餐座位和时间选择：

- 单排用餐，禁止面对面用餐。
- 时刻保持 1 米距离。
- 分时制用餐。多批次，每批控制学生人数。

餐饮服务菜单更改：

- 使用一次性餐盒和餐具用餐，帮助用餐人流迅速分离，避免集中用餐。
- 暂时停止冷餐供应。
- 暂时停止自助调味区供应，换成小份预包装调料包。

餐厅消毒

在疫情期间实行加强餐厅消毒工作：

- 落实所有服务线，收银台，咖啡吧台的加强消毒，从原先的一天一次增加至一天两次；
- 食品操作台，设备设施表面的消毒工作，从原先的一天一次增加到每四小时消毒一次；
- 可接触表面（门把手，电灯开关等）的消毒频率增加，原先一天两次，保证疫情期间每两小时消毒一次；
- 餐厅桌椅的消毒从一天两次加强至一天至少三次；
- 闭餐后厨房地面、墙面增加一次消毒；
- 厨房垃圾桶除了倾倒后喷洒消毒内外表面外，在使用过程中，增加每四小时喷洒消毒。

挑战和困难

- 1) 当政府公布开学日期的时候，对我校来说最大的困难是大部分的教职员工和学生家庭的返沪安排和意愿。之前的春节假期大部分人都出国度假或回国探亲了，在他们出境后，世界卫生组织发布中国疫情信息和旅行建议，接着各国发布了赴中国旅行建议安全等级，随后国际航空公司取消了三月底前飞往中国的航班，有些甚至取消到了四月底。因此，对于许多学生家庭和教职工来说返沪的安排和决定变得困难。

- 2) 对教职工和学生家庭俩说，如果能尽早确定开学日期，或者政府能提早三周通知开学日期，会极大地帮助教职工安排返程交通，也能帮助大家在返校复课前有效开展 14 天居家隔离。
- 3) 另外，如果疫情结束，政府考虑公立学校补充课时或缩短暑假，请允许外籍人员子女学校自行考量决定。因为，我们这一类学校对于网上教学相对经验丰富，所以希望到时候可以自行根据网上教学的进度而自行考量决定。大部分教职工和学生家庭都是提前半年预定学年结束后假期或回国旅程，如果有任何校历的变化，需要提早跟大家进行沟通。所以，如果政府有考量强制补课或缩短暑假，请尽快通知到学校。

各项详细制度

请通过以下十个体制，了解更多此次我校防疫关键领域的详细工作计划：

1. 学校传染病疫情及突发公共卫生事件报告制度
2. 学生晨检制度
3. 因病缺勤缺课登记追踪制度
4. 复课证明查验制度
5. 学生健康管理制
6. 环境卫生检查通报制度
7. 传染病防控的健康教育制度
8. 宣传制度
9. 消毒与隔离制度
10. 清洁制度

上海协和国际外籍人员子女学校
2020 年 2 月 20 日

Emergency Plan for Public Health Emergencies

I. Leadership response team and its responsibility

The leadership response team consists of the head of school, assistant head of school, senior director of operations, director of government relations and director of marketing.

The leadership response team has the primary responsibility of ensuring the health and safety of teachers and students. The group meets regularly daily to discuss and assess the readiness of the school's health and safety measures, and to communicate with all relative parties. In order to effectively prevent, timely control and eliminate the harm of public health emergencies, the leadership response team should play a leading role in decision-making and do a good job of relevant preventive work.

II. Prevention of emergencies

1. Strengthen publicity and education.

Through the divisional emails, the head of school's emails, the school's WeChat account, the health office, online teaching and so on, our school has promoted extensive publicity and education on infectious disease prevention to teachers, students, staff and parents.

- Send email reminders to employees several times to take precautions to prevent the spread of the disease. The assistant head of school – PA is directly responsible and the health office provides direct support and assistance to faculty and staff members who have questions or concerns.
- Department and divisional leaders work with counselors and physical education teachers to provide targeted health classes.
- The health office and the division teaching team provide students and families with epidemic prevention materials to help them understand how to prevent the spread of the disease.
- The school psychological counseling and counseling team provides mental health support to all members of the school community at all times. It also provides faculty and staff with additional access to information, including hotlines.

2. Strengthening health and hygiene related work.

Do a good job in schoolwide health and hygiene related work, as well as the personal hygiene of teachers, students and staff.

- Strengthen the school gymnasium, cafeteria, lunch areas, toilets, classrooms, school buses and other public areas of cleaning and disinfection, cut off the cross-infection of infectious diseases.

- Upgrade management of water, food and waste disposal.
 - Maintain air circulation in classrooms and facility areas, maintain indoor air quality, and reduce the risk of viral infections.
 - Question and monitor the temperature of those who enter the campus and try to isolate the virus outside the campus.
3. **Temporary hand-washing sites have been added to the core areas of the campus**, so that students, parents and staff can wash their hands more frequently when on campus and public areas after classes resume.
4. **Prepare epidemic prevention supplies:**
- Keep a supply of protective equipment including masks, temperature measuring equipment, isolation clothing, goggles, gloves, portable uv lamps, disinfectant, sickness bags, hand sanitizer and clinical waste bags.
 - Arrange the specialist to check the supply list of related equipment and chemicals daily to ensure timely replenishment.
 - Prepare temporary observation areas and corresponding disinfection protective equipment and supplies.
5. **Strictly implement the government regulations and guidelines on epidemic prevention**
- The QC specialist works with the director of operations to ensure that all relevant work is in compliance with the relevant government regulations.
 - Strengthen campus security management, organize major safety inspections before the start of the semester, and focus on epidemic prevention and food hygiene and safety management 12
 - Discover all suspected cases matching the description symptoms of covid-19
 - Showing symptoms influenza, hand, foot and mouth, chicken pox, measles, mumps, scarlet fever, strep pharyngitis, norovirus infection and other common school infectious disease symptoms
 - Having or likely to have an epidemic disease of unknown origin
 - Major food poisoning incidents occur or are likely to occur
 - The occurrence or discovery of a mass epidemic disease of unknown origin
6. **In the event of a public health incident, the relevant teachers, division leaders, leadership**

response team and the school health office shall be responsible for the investigation of the case, especially the tracing of the scope and route of transmission that may be involved in the investigation:

- 1) Case investigation shall be reported to the emergency management team by the health office and to the government epidemic prevention department.
Investigation of basic information, incidence, treatment, contact, etc. In the follow-up of the treatment of related cases, efforts were made to track all the contacts of the cases.
- 2) Case contact investigation: anybody who has contacted with confirmed cases The health office reports to the leadership response team and to government departments. Investigate the exposure to similar cases and the incidence of disease among contacts.

7. Emergency action plan:

In case of an emergency, the following measures should be taken immediately:

- 1) report to CDC or epidemic prevention department, and fully cooperate with relevant work.
- 2) control or seal the area, separate teachers, students and staff and reduce risks.
- 3) sealing off the equipment, materials and articles on the site.
- 4) disinfect crowd gathering places according to the guidelines of relevant departments of health and epidemic prevention.
- 5) isolate relevant personnel and give medical treatment to patients.
- 6) pay close attention to the daily attendance of faculty and students. The leadership response team works with the epidemic prevention department to investigate the cause of the problem or find the source of the disease. If there are signs of illness, they should be closely monitored on a daily basis.
- 7) establish contact information for school epidemic monitoring, collect relevant information of teachers, staff, students and parents, and timely report the epidemic information to the emergency team and relevant epidemic prevention departments of the government.
- 8) accurate, transparent and open information should be provided to all teachers, staff and students' families, and communication and guidance should be conducted to stabilize the campus atmosphere.
- 9) the leadership response team shall review all subsequent school activities, and cancel or postpone relevant activities strictly in accordance with epidemic prevention requirements.

学校突发公共卫生事件应急预案

一、突发事件应急管理小组及职责

突发事件应急管理小组由校长、副总校长、高级运营总监、政府关系总监和市场部总监组成。应急管理小组以保障师生身体健康和安全为首要职责，负责本校突发事件应急管理工作的决策、指导和执行。小组每天定时开会，讨论和评估学校健康和安全隐患的准备情况，同时与所有利益相关者进行沟通。为有效预防、及时控制和消除突发公共卫生事件的危害起带头决策作用，做好相关防范工作。

二、突发事件的预防

1. 加强宣传教育。

我校通过学部邮件、总校办邮件、学校微信公众号、卫生保健室、网上教学等，向全校师生员工和家长广泛地开展传染病防疫宣传教育。

- 多次向员工发送邮件提醒，以采取预防措施，防止疾病传播。分管健康保健的副总校长直接负责和卫生保健室向有疑问或担忧的教职工提供直接支持和帮助。
- 各学部领导和心理辅导员及体育老师一起提供针对性的健康课程。
- 卫生保健室和学部教学团队为学生和家庭提供防疫科普材料，帮助学生家庭了解如何防止疾病传播。
- 学校心理学辅导和咨询团队随时为所有学校大家庭成员提供心理健康支持。同时，也提供教职工额外获取信息的渠道，包括热线电话等。

2. 加强健康和卫生相关工作。

做好全校卫生健康工作，以及师生和员工的个人家庭卫生。

- 加强对校内体育馆、餐厅、卫生间、教室、校车等公共区域的清洁消毒，切断传染病交叉感染途径。
- 升级对于饮水、饮食和垃圾处理的管理。
- 保持教室和活动区域的空气流通，保持室内空气质量，减少病毒感染的几率。
- 对进入校园人员进行提问体温监测，全力把病毒隔离在校园外。

3. 开始在校园内核心区域增建临时洗手点，以便复课后学生、家长和员工进入校园和公共区域活动时更勤于洗手。

4. 做好防疫物资准备：

- 储备好防护用品包括口罩、测温设备、隔离衣，护目镜，手套，移动式紫外线灯，消毒剂、呕吐袋、洗手液和医疗废物专用袋。
- 每天安排专员检查相关设备和化学用品的供应清单，确保及时补给。
- 准备临时观察区域及相应的消毒防护设备和用品。

5. 严格执行政府有关防疫规定和指南

- 质控专员与运营总监一起确保所有相关工作都遵守相关的政府规定。
- 加强校园安全管理，在开学前组织重大安全检查，重点做好卫生防疫、食品卫生安全管理
- 12
- 发现符合 COVID-19 描述的所有疑似病例
- 符合流感、手足口、水痘、麻疹、腮腺炎、猩红热、链球菌咽炎、诺如病毒感染等学校常见传染病症状的
- 发生或可能发生不明原因的群体性疫病的
- 发生或者可能发生重大食物中毒事件的
- 发生或发现不明原因的群体性疫病的

6. 突发事件的病例调查

如果发生公共卫生事件，有关老师、学部领导、应急管理小组和校内健康管理部门负责做好有关病例的调查工作，特别是追踪调查可能涉及的传播范围和途径：

1) 病例个案调查

由卫生保健室汇报给应急管理小组，同时上报政府防疫部门。调查基本情况、发病情况、治疗情况、接触情况等。在跟进相关病例治疗情况时，着力追踪病例所有接触情况。

2) 病例接触者调查：与确诊病例有过接触的人

由卫生保健室来汇报给应急管理小组，同时上报政府部门。调查接触同类病例的情况以及接触者中发病情况等。

7. 应急处理方案：

如校内发生突发事件，要立即采取以下措施：

- 1) 上报疾控中心或防疫部门，并全力配合相关工作。
- 2) 控制或封锁该区域，分散隔离师生和员工，降低风险。
- 3) 封锁现场的设备、材料和物品。
- 4) 根据卫生防疫相关部门的指导方针对人群聚集场所进行消毒处理。
- 5) 隔离相关人员，并对病人进行医疗救治。
- 6) 密切关注教职工和学生的每日出勤情况。危机处理小组配合防疫部门调查出现问题的原因或是找出疾病的源头。如有生病迹象，需每日密切关注他们的身体状况。
- 7) 设立学校疫情监控联系方式，收集教职工、学生和家长相关信息，及时汇报疫情信息给应急小组及政府相关防疫部门。
- 8) 对学校所有教职工和学生家庭要做到信息准确、透明、公开，做好沟通引导工作，稳定校园氛围。
- 9) 危机处理小组审核所有后续的学校活动安排，严格根据防疫要求取消或推迟相关活动。

Concordia's Home-Based Teaching & Learning Plan

Goals: To ensure “suspension of classes, not suspension of learning” for Concordia students we will:

1. Preserve our culture of Learning Wrapped in Relationships
2. Focus on the care of the whole child and the growth of our students in our schoolwide learning outcomes of Insightful Learnings, Active Global Citizens, Reflective Spiritual Beings, Effective Communicators, and Principle-Centered Leaders and Team Members.
3. Leverage this opportunity to develop competencies and mindsets like self-regulation, adaptability, perseverance, and agency. Each student will learn areas of strength and growth as a learner.
4. Focus on the essential skills, knowledge, and mindsets of our vertical curriculum spine that are suitable for this new learning environment.

We will approach this challenge with the mindset that asks, “How might we create learning that is meaningful, and encouraging, and effective for our students during this challenging time?”

To achieve our goals, we will use the following teams, structure, policies, and support processes:

Teams:

Academic Leadership Team: AHOs-TL and Division Principals

Divisional Leadership Teams: Principals, Assistant Principals, Counselors, Coaches

Grade Level, Specialists, or Department Teams: All teachers and ELL coaches

Instructional Support Team: Literacy, STEM, and Digital Literacy Coaches in EC, ES, and MS, Curriculum and Assessment Coordinator, Librarians

Technology Team: Tech Hub staff, Digital Literacy Coaches, and Director of Technology

Student Support Team: Counselors, Learning Support Coaches and Director of Student Support Services

Tools for Learning Delivery:

Technology will be used to deliver learning and for some learning experiences, yet student learning will also not be on an electronic device the whole time. We will use technology in an age-appropriate way.

1. Early Childhood and Elementary School: seesaw, with wechat/email used as a back-up when needed depending on family's location
2. Middle School and High School: Canvas, with wechat/email used as a back-up when needed.

Design parameters and policies:

1. Prioritize personal touch and care for our community - Learning Wrapped in Relationships. Principals will make weekly video message /email to the students and parents. All teachers will use either short video greetings or some segment of the lesson will be on video so students can SEE their teachers. EC and ES teachers will ensure a one-on-one check-ins with students every two weeks with the option for parents to contact at any time. MS and HS teachers will host small group office hours or study sessions. Students who receive learning support services will have at minimum weekly check-ins and specific learning sessions that meet their needs on their normal support days.
2. Design learning that fits the technology available to students. Videos will be kept shorter and optimized as much as possible to facilitate viewing. "Live" sessions will be kept small and have multiple options for platforms to use. Learning will also include materials in the real world: paper, crayons, objects, books - items students can touch and move.
3. Multiple options for students to demonstrate what they have learned, depending on the technology and internet available. Video, photos, audio, text, postings etc.
4. Multiple options for lesson length for students such that segment one contains the essentials, segment two would include additional learning experiences for students should they have a particular interest in the topic. Students and parents have agency to only do segment one.
5. Flexibility in length of lesson design. It is not an effective practice to simply move a typical 85-minute class on campus into an 85-minute online class.
6. Flexibility in due dates for assignments as our teachers and students are in different time zones.
7. Assessing what students have learned will be age appropriate and lower-stakes than the typical assessment environment for on-campus learning.
8. Learning design will be age-specific with up to 1-3 hours for Early Childhood, up to 3-4 hours for Elementary School, up to 3-4 hours for Middle School, and up to 4 hours for high school. Older Middle School Students and High school students may have additional work that they would have done as "homework" during a typical high school day of school and homework.
9. If a course was primarily participatory and active during on-campus learning, it will continue to be so in home-based learning. For example, music class will still be centered on playing and listening to music, not reading and writing a research paper about music.

10. Special learning experiences will be designed around the understanding and prevention of infectious diseases. High School students in our Epidemiology and Public Health class will design this learning for the various age levels in our community.

Support Policies and Processes:

1. Teacher as the primary contact and source of care for students – as in the school setting.
2. Counselors will create specific social-emotional and mental health lessons and be ready to provide one-on-one support for students if needs arise.
3. The teams mentioned above will meet at minimum for weekly forums for planning and reflection. Additional one-on-one support will be provided by coaches and administrators as needed.
4. A clear Communication Plan will be in place for teacher to students, teacher to parent (primarily for EC and ES), and teacher to teacher within the grade level to get a clear picture of the learning being designed for students at that grade level.
5. Divisional administrators and coaches will support teachers with instructional design and other needs by facilitating group sessions and implementing individual check-ins via email, calls, or text.
6. Instructional coaches will examine the scope and sequence of learning for the rest of the year for adaptations to timing or focus.

Planning for Continuous Improvement:

1. Initial 4-5 days of classes will focus on connecting the community and learning about the unique situation of each learner regarding technology devices available for learning and internet access.
2. Open communication with parents to listen to feedback and solve individual technical issues as they arise. Examine feedback for larger trends across multiple students or grade levels that require a systems solution.
3. Instructional Coaches working closely with teachers to find solutions and new design options.
4. Reflection occurring at least weekly asking, “What is working well and what can we improve?”

上海协和国际外籍人员子女学校居家线上教学计划

目标：为贯彻落实协和国际学生在延期开学期间“停课不停学”，我校将开展以下工作：

1. 在教学中始终贯彻我校立德树人，寓教于爱的宗旨
2. 注重学生的全人教育，关注学生的成长。力求帮助他们成为“会思考的学习者”、“积极的世界公民”、“反思精神生命的智者”、“高效的沟通者”以及“有原则的领袖和团队成员”。
3. 利用这个机会培养学生能力和积极心态，如自我调节、适应性、恒心和主动性。通过这种特殊的学习，每个学生都将在自己擅长的领域有所收获，在自己欠缺的领域有所提高。
4. 专注于基本技能，知识和心态，我们的层级式纵向课程设计，是适用于这个新的学习环境的。

“在这个充满挑战的时期，我们如何才能创造出对学生有意义、有推动力并且有效的学习模式呢？”我们将秉持积极的心态来应对这次挑战。

为了实现目标，我们配备了强大的团队，制定了相应的策略，力求提供完整的支持体系：

团队成员分组如下：

教学管理组：主管教学的副总校长，各学部校长

学部管理组：各学部校长，各学部副校长，心理咨询老师，教学指导

年级/学科小组：全体老师和学习辅导老师

教学支持小组：文学教学指导，STEM老师，信息技术教学指导，课程及考试监管，图书管理员

技术小组：IT部技术人员，技术老师，IT总监

学生支持小组：心理咨询老师，学习辅导老师，辅助课程部主任

学习工具：

有一部分的学习会借助多媒体技术来完成，但学生的学习并不会完全依赖于电子设备。我们根据不同的年龄阶段，建议使用合适的多媒体设备。

1. 幼儿园和小学：使用Seesaw系统，由于学生家庭分布世界各地，必要时会使用微信/电子邮件作为备选方案。
2. 初中和高中：使用Canvas学习管理系统，必要时使用微信/电子邮件作为备选方案。

课程设计标准和政策：

1. 把对学生的关爱放在首位 -- 立德树人，寓教于爱。各学部校长会每周向学生和家长发送视频问候/电子邮件。所有的老师都会用简短的视频进行问候，或者用视频的形式与学生面对面。幼儿园和小学老师将确保每两周与学生进行一次一对一的交流，家长如有需求可以随时联系老师。初中和高中老师将组织开展小组讨论或分组学习。参加学习辅助课程的学生将每周至少与辅导老师进行一次特定课程的学习，以满足他们对学习辅助的需求。
2. 设计对学生而言简单易上手的课程。我们将尽可能缩短并优化视频，以便于观看。直播课程将会小规模化，并将支持多个播放平台。学习不只是在虚拟的网络空间进行，也在现实生活中开展着：纸张、蜡笔、物品、书籍，这些可以触摸到可以移动的物品，都是学生学习需要用到的工具。
3. 根据所在地设备和网络的不同状况，学生可以选择多种方式展示他们所学的知识内容：视频、照片，音频，文字，发布帖子等。
4. 对于学生来说，课程长度有多种选择，第一部分包含基本内容，如果学生对课程非常感兴趣，他们可以选择进行第二部分学习。第二部分属于补充学习内容。学生和家长只需完成第一部分的学习即可。
5. 课程长度设计可以根据实际情况灵活调整。简单地把校园里一节85分钟的课改成一节85分钟的网络课并不是一个有效的实践。
6. 由于我们的老师和学生处在不同的时区，作业的截止日期将会采用灵活的弹性制。
7. 老师将根据学生的年龄段来评估学生所学的知识，并且评估所占的比重将会低于日常在校学习的评估比重。
8. 学习课程将针对不同年龄段分别设计，幼儿园将控制在1-3小时，小学课程时长为3-4小时，中学课程时长可达3-4小时，高中课程时长可达4小时。高年级的初中学生和高中生可能需要完成额外的功课，这些功课即正常在校学习中需要完成的“家庭作业”。
9. 校内的课程在学习中是以参与性和积极性为主，在居家线上学习中也会秉持这种独特性。例如，音乐课仍以演奏乐器和听音乐为主，而不是读写一篇关于音乐的研究论文。
10. 学校计划针对传染病了解和预防知识，设置专门的学习课程。我校流行病学和公共卫生课的高中生们将为学校不同年龄层的孩子来设计这门学习课程。

支持政策和流程：

1. 正如在学校环境中一样，教师是学生的主要联系人和负责人。
2. 心理辅导员将开设特定的社会情感和心理健康课程，随时准备为需要帮助的学生提供一对一的支持。
3. 上述团队将至少每周开一次例会，进行规划和反思。教师指导和校长将根据需要提供额外的一对一支持。
4. 教师与学生、教师与家长（主要针对幼儿园和小学家长）以及同年级的教师之间将会制定出一个清晰的沟通计划，以方便大家了解为每个年级学生特定设计的课程内容。
5. 学部校长和教学指导将会以小组会议或是通过邮件、通话等方式一对一进行指导，协助教师解决课程设计等方面的问题。
6. 教学指导将根据时间和需求的变化，来调整本学期学生学习的内容和顺序。

持续改进计划：

最初4-5天的互动旨在于建立学生和老师的有效沟通机制，了解每个学生独有的硬件和网络状况。

1. 倾听家长的反馈和需求，当问题出现时，帮助家长解决技术问题。针对有多个学生或跨年级反馈的影响较大的问题，寻求系统层面的解决方案。
2. 教学指导与教师紧密合作，寻求问题的解决方法和新的设计方案。
3. 每周至少进行一次的反思：“哪些方面我们做的好，哪些方面我们还可以改进点什么？”

Reporting system of school infectious diseases and public health emergencies

In order to standardize the reporting of public health emergencies and prevent the occurrence of infectious diseases and public health emergencies, according to relevant regulations and combining the actual situation of our school, we hereby formulate the following reporting system of school infectious diseases and public health incidents. Reports of public health emergencies and infectious disease outbreaks include statutory infectious diseases, major infectious disease outbreaks, food poisoning and unexplained health hazard events.

I. responsibility system of the school reporter

- The school has set up a leading group for epidemic and public emergencies under the charge of head of school, which is directly responsible for the epidemic prevention and treatment of the whole school. Its members include assistant head of school, senior director of operations, director of operations, director of human resources and government relations, and director of Marketing. The health office, operation department and human resources department under the leadership response team shall be responsible for collecting relevant information and making unified reports.
- In the event of a public health emergency or an epidemic of an infectious disease, the emergency leading group shall actively cooperate with the health and epidemic prevention department in investigating and dealing with the epidemic situation, carrying out quarantine treatment, environmental improvement, food hygiene and sanitation in public places, and timely collecting and reporting the development and changes of the epidemic situation.
- In case of an outbreak, the leadership response team can only release information about the outbreak after investigation and verification by the local center for disease control and prevention.

II. On-campus monitoring and reporting

- The whole school carries out reporting procedures from students (or parents) to teachers, to division offices, to health office, to leadership response team to collect, record and report information.
- During the period of high incidence of infectious diseases and epidemic, each school division and the class must work closely with health office, according to the established “sick leave tracking policy” and “the morning check system”, record, understand and track the health of the students once found with relevant clinical manifestations, should timely report and urge them to relevant clinic doctors.

- The principals of each division and the nurses of the health office shall, in accordance with the requirements of the health department, urge the sick students or faculty members to undergo isolation treatment, strictly abide by the "examination system of the certificate of resumption of classes and work", and forbid those who have not returned to school before the period of isolation to resume classes and work again.
- The school staff must report the epidemic situation in a timely, accurate and transparent manner, and must not conceal, omit or delay the epidemic situation.

I. Outbreak report

- When an epidemic of infectious diseases, especially a mass outbreak of students, is found, the leadership response team will urge the operation department responsible for hygiene and the health office which is responsible for health to collaboratively conduct a preliminary verification of the epidemic situation, and after confirmation, a person in charge should timely report to the local education bureau and the local center for disease prevention and control as required.
- The school's leadership response team for public health emergencies shall report the emergency to the center for disease control and prevention within 2 hours after discovering the emergency, and timely report to relevant education bureau.
- When the emergency leadership response team finds any infectious disease or suspected infectious disease in the early childhood department, it should immediately report to the CDC and relevant education bureau.
- When there is a report in accordance with this document, it should be reported by telephone to the local center for disease control and prevention, and at the same time, to the relevant education bureau.

学校传染病疫情及突发公共卫生事件报告制度

为了规范突发公共卫生事件报告工作，预防传染病及突发公共卫生事件的发生，现根据相关规定，结合我校实际情况，特制订如下学校传染病疫情及公共卫生事件报告制度。突发公共卫生事件和传染病疫情报告的内容包括法定的传染病、重大传染病疫情、食物中毒及不明原因的健康危害事件。

一、学校报告人职责制度

- 学校成立由总校长负责的传染病疫情和突发公共事件应急领导小组直接负责全校防疫防治工作，成员包括副总校长、运营高级总监、运营总监、人力资源及政府关系总监和市场部总监。由应急领导小组领导下的卫生保健室、运营部、人事部等专人负责相关信息收集后进行统一报告。
- 一旦出现突发公共卫生事件和传染病疫情，应急领导小组须积极配合好卫生防疫部门开展对疫情调查处理工作，做好隔离治疗、环境整治、食品卫生、公共场所卫生等工作，同时及时收集并上报疫情发展变化情况。
- 如发生疫情，须经当地疾病预防控制中心调查核实，应急领导小组才可发布相关疫情信息。

二、校内监测和报告

- 全校执行由学生（或家长）到教师、到学部办公室、到卫生保健室、到应急管理小组的步骤来进行信息登记与报告。
- 在传染病高发及流行期间，学校各学部和班级必须与卫生保健室紧密合作，按建立的《因病缺勤缺课登记追踪制度》和《晨检制度》，记录、掌握和追踪学生的健康状况，一旦发现有关临床表现的学生，应及时上报并督促其到相关门诊就医。
- 各学部校长和健康管理部门护士要按卫生部门的要求，督促患病学生或教职工进行隔离治疗，严格按照《复课复工证明查验制度》执行，严禁隔离期未满人员返校复课复工。
- 学校教职员工发现疫情必须及时、准确、透明的上报，不得瞒报、漏报、缓报疫情。

三、疫情报告

- 发现传染病疫情，特别是学生群体性发病等情况，应急领导小组会敦促负责卫生的运营部和负责健康的健康管理部门联合对疫情进行初步核实，确认后由专人按要求及时上报教育主管部门和当地疫病预防控制中心。
- 学校突发公共卫生事件应急领导小组发现突发事件后，在 2 小时内上报疾控中心，并及时报告相关教育部门。
- 当应急领导小组发现幼儿园部有传染病或疑似传染病人时，应立即上报疾控中心和相关教育部门。
- 当出现符合本制度的报告情况时，应以电话的通讯方式向当地疾病预防控制机构报告，同时，向相关教育部门报告。

Morning Health Check System

Morning Check Plan at School Gate

- **Team:** Five people at each gate
- **Prepare:** isolation clothing, goggles, masks, gloves, Infrared scanner
- **Place:** Huangyang and Mingyue Gate
- **Time:** 7:15am-8:30am. Guards perform the temperature screening during the rest of day.
- **Government designated fever clinic near school:** Shanghai Children Medical Center, Renji Hospital
- **Procedures:**

Students:

1. All students must measure temperature at home before entering school to ensure no fever or other discomfort is present.
2. Students may come to school by themselves or with parents who will first stop at the temperature screening station. Parents will drop off their student at the temperature station and will not enter campus. Administrative staff will provide support at the gates.
3. If there are emergency circumstances, parents may be assisted onto campus by an administrator.
4. The scanner should be aimed at the center of the eyebrows and 3 to 5 cm from the skin being scanned vertically. No hats, hair, etc. are covered the measurement site.
5. Normal range: 36.0-37.3°C
6. If temperature is >37.3 °C, the student will wait in separate area (designated trailer or secure place on campus), and staff will repeat the scan after 3 minutes. If the temperature is still >37.3 °C, the student is not allowed to enter the campus and will be immediately quarantined until he/she leaves. Student is advised to seek medical attention.
7. Morning check staffers record the name list of students who fail the temperature screening and send the list to Health Office.
8. Health Office follow up with those students who has abnormal temperature and collect details. Health Office reports the information to school personnel, CDC and relevant government office.
9. All students should wash their hands or use hand sanitizer before entering the classroom.
10. Before EC students enter the classroom, homeroom teacher or teacher assistant conduct further morning check to see if there is blisters in pharyngeal area, rashes on skin, or other symptoms of infectious diseases. TAs are trained to perform morning check by Health Office.
11. The Health Office rechecks the quarantine class.

12. Elementary, middle, and high school: teachers need to make enquiries and observe the students before starting of homeroom time or advisory.
13. If there is any problem, employees will send the student to the Health Office in a timely manner or to designated trailer or area on campus for isolation and observation. Meanwhile the Health Office will contact the parents for epidemiological investigations and advice for medical care. The Health Office informs Operation team for disinfection in relevant areas.
14. The Health Office follows up with the suspicious case or with sick students to understand the diagnosis and treatment.
15. If there is a confirmed case, the Health Office follows the standard procedure to report and act in time.
16. The Health Office keeps the record.

School faculty and staff:

1. All school faculty and staff must measure their temperature before coming to school, ensure no fever or other discomfort.
2. All school faculty and staff must pass the temperature screening upon arrival.
3. Faculty or staff who fail the temperature screening are not allowed to enter the campus. If temperature is >37.3 °C, the faculty or staff member will wait in separate area (designated trailer or secure place on campus), and staff will repeat the scan after 3 minutes. If the temperature is still >37.3 °C, the person is not allowed to enter the campus and is advised to seek medical attention.
4. Morning check people record the name list of faculty or staff who fails the temperature screening and send the list to Health Office.
5. The Health Office follows up with the faculty or staff who fail the temperature screening and collect details. The Health Office reports the information to school personnel, CDC and relevant government office.
6. All faculty and staff should wash their hands or use hand sanitizer before entering the classroom or office.
7. Health Office keep the record.

School bus morning inspection plan

- **Staff :** Bus monitors
- **Material preparation:** infrared scanner, masks, disposable latex gloves, hand sanitizer, vomit kits and medical waste bags
- **Location:** School bus stops
- **School bus preparation before operation:** The bus monitor and the bus driver must wear masks and gloves correctly. They will take a temperature screening for each other to make sure the temperature is normal and no physical discomfort before operating the school bus.

- **Procedure :**

Students

- 1) EC and ES students need to be brought to the bus stop by the guardian. MS and HS students are recommended to be brought by the guardian but may wait at the stop by themselves;
- 2) Students should take the temperature screening in order;
- 3) The scanner should be aimed at the center of the eyebrows and 3 to 5 cm from the skin being scanned vertically. No hats, hair, etc. may cover the measurement site.
- 4) Normal range: 36.0-37.3°C
- 5) If the temperature is >37.3 °C, the student may not get on the bus. He or she should be brought home by the guardian. If there's no guardian with the student, the bus monitor should call the guardian right away and wait until the guardian arrives to safely pick the student up.
- 6) The bus monitor should record the name on the list of students who fail the temperature screening and send the list to the transportation office once they arrive at school. The transportation office should send the list to the Health office.
- 7) Health Office follow up with those students who have an abnormal temperature and collect all details. The Health Office will report the information to school personnel, CDC and relevant government office.
- 8) All students should wear masks on the bus. Use hand sanitizer once they get on the bus and get seated.
- 9) The bus monitor should monitor the student's health condition on the way. If any student is found unwell, the bus monitor should send that student to the Health Office for further observation once they arrive at school.

Employee shuttle bus morning inspection plan

- **Staff:** School assigned staff
- **Material preparation:** infrared scanner, masks, disposable latex gloves, hand sanitizer, vomit kits and medical waste bags
- **Location:** Shuttle bus stop
- **School bus preparation before operation:** The bus driver should measure the temperature at home to make sure the temperature is normal before operating the shuttle bus. He should wear the mask and glove correctly.
- **Procedure :**

- 1) All the staff who take the shuttle bus must measure their temperature before coming to school, and ensure they don't have a fever or other discomfort.
- 2) When the employees arrive at the shuttle bus stop, the designated staff should measure the temperature for others one by one.
- 3) The scanner should be aimed at the center of the eyebrows and 3 to 5 cm from the skin being scanned vertically. No hats, hair, etc. are covered the measurement site.
- 4) Normal range: 36.0-37.3°C
- 5) All the staff on the bus should wear the masks. Use the hand sanitizer once they get on the bus and get seated.
- 6) If the temperature is >37.3 °C, the staff cannot get on the bus.
- 7) Morning check people record the name list of staff who fails the temperature screening and send the list to Health Office upon arrival.
- 8) The Health Office follow up with those staff who have an abnormal temperature and collect the details. The Office will report the information to school personnel, CDC and relevant government office.

晨检制度

学校大门晨检方案

- **小组：**每个大门五位工作人员
- **准备：**隔离衣，护目镜，口罩，手套，红外线额温计
- **地点：**黄杨路和明月路大门
- **时间：**7：15am-8：30am，其余时间由保安进行额温测量。
- **学校附近的定点发热门诊：**上海儿童医学中心，仁济医院
- **步骤：**

学生

1. 所有学生自行在家测温，无发热及其他不适，方可上学。
2. 自行上学或与家长一起来校的学生须先至体温检测点。家长将学生送至体温检测点后，不得进入校园。工作人员将在大门口提供帮助。
3. 如有紧急情况，家长须在工作人员的协助下，进入校园。
4. 额温仪应对准眉心，垂直3~5cm进行测量。测量部位不能有帽子、毛发等遮挡。
5. 额温计正常范围是：36.0-37.3℃
6. 测量体温如果>37.3℃，在其他区域内等待，间隔3分钟后工作人员进行复测，如体温仍>37.3℃，该学生禁止进入校区，会被立即隔离直到离校，并被建议就医。
7. 工作人员记录没有通过体温筛查的学生名单，交至卫生保健室。
8. 卫生保健室根据名单做进一步调查，将相关信息报告至学校相关人员，疾控和相关政府部门。
9. 所有学生在进教室之前应先洗手，或使用免洗手消毒液。
10. 学前部学生在进教室前，由班主任或教师助理做进一步晨检。检查咽部，皮肤有无皮疹，有无早期传染病症状。助教均已接受过由卫生保健室组织的晨检培训。
11. 卫生保健室对隔离班级进行再次检查。
12. 小学，初中，高中老师需在第一节课开始之前，对学生健康情况进行询问和观察。
13. 如有问题及时将学生送至卫生保健室或校园内的指定的临时房屋和区域进行隔离观察，及时联系家长进行流行病学调查和建议送医，同时落实相关场所的消毒。
14. 卫生保健室对疑似或患病的学生进行追踪随访，了解其诊治情况。

15. 若有确诊病例，根据疾控和学校要求对传染病的工作要求，及时处理。
16. 病情追踪记录由卫生保健室存档。

教职员工

1. 所有教职员工自行在家测温，无发热及其他不适，方可上岗。
2. 所有教职员工进入校园前均需通过体温检测。
3. 体温不合格的教职员工，不得进入校园，并被建议就医。
4. 工作人员记录没有通过体温筛查的教职工名单，交至卫生保健室。
5. 卫生保健室根据名单做进一步调查，将相关信息报告至学校相关人员，疾控和其他政府部门。
6. 所有教职员工在进教室或办公场所之前应先洗手，或使用免洗手消毒液。
7. 调查资料由卫生保健室存档。

校车晨检方案

- **工作人员：**校车随车照管人员
- **物资准备：**一次性医用口罩，一次性乳胶手套，红外线额温计，免洗手消毒液，消毒剂，呕吐包，医疗废物专用袋
- **地点：**校车站点/班车站点
- **校车运行前的准备：**随车照管人员及校车司机正确佩戴口罩及手套，互相测量体温，确认体温正常并无身体不适，方可开始运行
- **步骤：**

学生

- 1) 幼儿园及小学生由家长送至上车站点，初中及高中学生建议家长陪同或自行在站点等候；
- 2) 学生在站点有序接受体温检测；
- 3) 额温仪应对准眉心，垂直 3~5cm 进行测量。测量部位不能有帽子、毛发等遮挡；
- 4) 额温计正常范围是：36.0-37.3C°；
- 5) 测量体温如果>37.3C°，学生不可上车，由家长带回；若学生无家长陪同，照管人员应立即电话联系家长并在站点等待该学生家长直至学生被安全接走；
- 6) 校车随车照管人员做好记录，并在到校后将记录交至学校校车部门监管人员，由校车部门统一汇报至卫生保健室；

- 7) 卫生保健室根据名单做进一步调查，将相关信息报告至学校相关人员，疾控和相关政府部门；
- 8) 所有学生必须佩戴口罩，上车后立即使用免洗手消毒液方可入座；
- 9) 校车随车照管人员在行车期间随时关注学生情况，如有不适，到校后立即送至学校卫生保健室做进一步观察。

员工班车晨检方案

- **工作人员：**学校所指派的搭车员工
- **物资准备：**一次性医用口罩，一次性乳胶手套，红外线额温计，免洗手消毒液，消毒剂，呕吐包，医疗废物专用袋
- **地点：**班车站点
- **班车运行前的准备：**司机自行在家测量体温，确保体温正常并无身体不适方可运行，并正确佩戴口罩及手套
- **步骤：**
 - 1) 所有搭车的教职员工自行在家测温，无发热及其他不适，方可搭车；
 - 2) 员工到达班车站点后，由指派人员为所有搭车员工测量体温；
 - 3) 额温仪应对准眉心，垂直 3~5cm 进行测量，测量部位不能有帽子、毛发等遮挡；
 - 4) 额温计正常范围是：36.0-37.3C°；
 - 5) 所有搭车员工必须佩戴口罩；上车后立即使用免洗手消毒液方可入座；
 - 6) 测量体温如果>37.3C°，则该员工不可上车；
 - 7) 被指派人员做好记录，并在到校后汇报至学校卫生保健室；
 - 8) 卫生保健室根据名单做进一步调查，将相关信息报告至学校相关人员，疾控和相关政府部门

Sick related absence and follow up system

Student absent due to illness:

1. When student is unable to come to school due to illness, student should report the details to homeroom teacher and divisional office.
2. When the divisional office notes the student is absent when they mark attendance, the office should contact the parents for details as soon as possible.
3. In case of outbreak infectious disease or clustered onset, Health Office will follow up with parents every day.
4. Health Office will monitor the attendance of illness absence every day, based on the classroom, grade, divisional level.
5. Health Office will report to school personnel, CDC, and relevant government office as soon as possible when there is clustered onset or infectious disease.
6. Health Office will keep follow-up record.

Faculty and staff absent due to illness:

1. When faculty or staff is unable to come to school due to illness, report the details to divisional office or functional office immediately. In event of infectious disease, inform Health Office.
2. In the event of outbreak infectious disease or clustered onset, Health Office will follow up with faculty or staff every day.
3. Health Office will report to school personnel, CDC and relevant government office as soon as possible when there is clustered onset or infectious disease.
4. Divisional office and HR office will keep the attendance record.
5. Health Office will keep follow-up record.

因病缺勤缺课登记追踪制度

学生因病缺课:

1. 学生因病不能来校上课时，向班主任和学部办公室请假，并告知详细病情。
2. 学部秘书统计考勤时，发现学生未到校，尽快联系学生家长，了解具体缺勤情况。
3. 遇到突发的传染病时期或聚集性发病情况，卫生保健室每日与家长联系，做好病情追踪。
4. 卫生保健室每日观察各班、各年级以及各学部学生因病缺课情况。
5. 如发现有聚集性发病或传染病情况，卫生保健室及时汇报学校相关人员，疾控和相关政府部门。
6. 病情追踪记录由卫生保健室存档。

教职工因病缺勤：

1. 教职工因病不能来校上班时，及时向学部办公室或相关职能办公室请假，并告知详细病情。如有传染病等情况，须告知卫生保健室。
2. 遇到突发的传染病时期或聚集性发病情况，卫生保健室每日与病假教职工联系，做好病情追踪。
3. 如发现有聚集性发病或传染病情况，卫生保健室及时汇报学校相关人员、疾控和相关政府部门。
4. 缺勤记录由学部办公室和人事部登记存档。
5. 病情追踪记录由卫生保健室存档。

Verification system for school personnel back to school

Relevant documentation:

1. Relevant Certificate from Community or Medical Health Institutes
2. Health Status Information Registration
3. Quarantine released committee letter
4. Medical Clearance Note from Government Designated Medical Facilities

People returning to Shanghai:

1. From the date of arrival in Shanghai, students, faculty and staff should perform quarantine observation for 14 days according to relevant regulations. After the quarantine is over, document 1 will be obtained from community or medical health institutes, Document 2 and Document 3 will be filled in at the same time. Before school resumes, three documents shall be submitted to divisional office or HR office to ensure there is no fever, no respiratory symptoms or other discomfort among school students, faculty and staff who come back to school. The school will follow the morning check system upon arrival.
2. Divisional offices verify and keep the record of students and teachers.
3. HR office verify and keep the record of local faculty and staff members.

Suspicious COVID-19 case:

1. For suspicious COVID-19 student, school faculty or staff shall provide the above 4 documentations to Health Office before returning to school. The school will ensure there is no fever, no respiratory symptoms or other discomfort, before student, school faculty or staff come back to school. The school will follow the morning check system upon arrival.
2. Health Office will verify and keep relevant documentations.

Confirmed COVID-19 case:

1. For a confirmed COVID-19 student, school faculty or staff shall provide the above 4 documentations to Health Office before returning to school. The school will ensure there is no fever, no respiratory symptoms or other discomfort, before student, school faculty or staff come back to school. Follow the morning check system upon arrival.
2. Health Office verify and keep the relevant documentations.

复课证明查验制度

复课证明包括以下文件：

1. 社区或医疗卫生机构开具的相关证明
2. 《健康状况信息登记表》
3. 《隔离观察/健康观察完成承诺书》
4. 政府指定医疗机构出具的病愈返校证明

返沪人员：

1. 学生和教职工返沪后按相关规定执行隔离观察 14 天，解除隔离后获得文件 1，同时填写文件 2 和文件 3。开学前，将此三份文件提交至学部办公室或人事办公室。以确保返校的学生和教职工没有发烧，呼吸道症状等不适。在入校时，参照晨检制度执行。
2. 学生、教师的相关文件由学部办公室核查及存档。
3. 本地教职工的相关文件由人事部核查及存档。

疑似新冠肺炎病例：

1. 疑似病例的学生或教职工，返校前向卫生保健室提交以上 4 份文件。在确保没有发烧，没有呼吸道症状等不适的情况下，学生或教职工方能返校。在入校时，参照晨检制度执行。
2. 相关文件由卫生保健室核查及存档。

确诊新冠肺炎病例：

1. 确诊病例的学生或教职工，返校前向卫生保健室提供以上 4 份文件。在确保没有发烧，没有呼吸道症状等不适的情况下，学生或教职工方能返校。在入校时，参照晨检制度执行。
2. 相关文件由卫生保健室核查及存档。

Student health Management System

When a new student is accepted:

1. The Admissions Department informs the new students about the health information requirements of the new students (medical examination report, student medical condition, vaccination record), and ask the student to submit them to Health Office before Orientation Day.

Before new student starts:

1. Health office will collect health information from each newly enrolled student and open the file.
2. Health Office will input special medical information in Aspen system and will
 - 1) Inform the relevant teachers and divisional office to pay attention to key health matters.
 - 2) Inform the Canteen and Operation Team to make relevant arrangements.
3. According to the immunization requirements of Jinqiao Community Health Center, health office will check the vaccination record of new students and provide feedback to families and school.

Returning students:

1. For students with special medical needs (such as severe allergies, asthma, diabetes, epilepsy, etc.) the Health Office organizes training session, involving parents and teachers to share relevant medical/ first aid information and to assist parents to prepare first aid plan.

For example, a student has allergy to nuts: when Health Office receive the information:

- 1) Health Office contacts parents immediately for more detailed information (the types of nuts that cause allergies, the symptoms of allergic reactions, whether the student needs to use drugs prescribed by doctor, how to use them, and what to do in the case of an emergency, etc.)
- 2) After sorting all kinds of information, the Health Office shares the information to relevant teachers, divisional offices, operation departments, and updates in ASPEN to ensure that the faculty and staff are aware of the student's allergies. School reminds stakeholders to not use nuts products during school-organized events.
- 3) Informs canteen of student's allergy information to ensure that NO nuts products are provided in school meal. When serving food, canteen display food ingredients that easily cause allergies with clear signs.
- 4) Health Office organizes a meeting regarding the student's allergies, involving parents, teachers, and the student.

2. Based on current school situation and seasonal changes, the Health Office publicizes prevention information of common infectious diseases through various channels such as email and bulletin board.
3. In the event of infectious or clustered outbreaks, the Health Office will follow the standard procedures in cooperation with the government.
4. The Health Office organizes medical institutions to conduct on-site dental screenings for students to help them detect dental problems such as dental cavities at an early stage for early treatment and early intervention can.
5. The Health Office reminds parents to have physical examinations and requires submitting reports to understand students' health.
6. The Health Office records AQI. According to students' medical conditions and school air quality policy, the Health Office recommends maintaining indoor activities during poor AQI. The Health Office informs teachers and students throughout the school to have indoor activities during periods of poor air quality.
7. In compliance to the requirements of Jinqiao Community Health Center, the Health Office reminds students to complete the necessary vaccinations.
8. Health Office organizes annual first aid courses to promote the safety of students, faculty, and staff members.

学生健康管理制度

新生收到录取通知书时：

1. 招生部将新生健康资料要求（体检报告，学生医疗情况，疫苗接种）告知新生，并要求报到前提交至学校卫生保健室。

新生入学前：

1. 卫生保健室收集新生的资料并建档。
2. 卫生保健室将学生的特殊医疗情况及时录入至学校系统，同时
 - 1) 通知相关老师和学部注意有关事项。
 - 2) 通知到餐厅和运营，并且由餐厅和运营做好相应有关安排。
3. 根据金桥社区卫生中心对预防接种的要求，卫生保健室核查新生的疫苗接种记录，向家长提供补接种要求，并将更新情况记录存档。

在校生返校：

1. 针对有特殊医疗需求的学生，如严重过敏、哮喘、糖尿病、癫痫等，卫生保健室组织家长和老师分享相关医疗信息及急救知识，协助家长准备急救计划。

以坚果类过敏的学生为例：当知晓过敏信息后

- 1) 卫生保健室立即联系家长以获取更详尽的信息（造成过敏的坚果种类，过敏反应的症状，是否需要使用医生开具的药物，如何使用，一旦发生紧急情况，学校需要如何处理等事宜。）
- 2) 在整理收到的各类信息后，卫生保健室将信息告知相关老师、学部、运营，并在学校系统中予以更新。以确保相关工作人员了解该学生的过敏情况。提醒工作人员在学校组织的活动中，禁止使用坚果类制品。
- 3) 将学生的过敏情况告知餐厅，以确保学校提供的餐食中没有坚果类制品。要求餐厅在提供餐食时，将容易造成过敏的食物成分用明显标识展示。
- 4) 卫生保健室组织针对该学生过敏情况的会议，邀请家长、老师和学生一并参加。

2. 卫生保健室根据学校近况和季节变化，定期通过邮件，宣传栏等各种途径，分享常见传染病的预防信息。
3. 若发生传染病或聚集性发病情况，卫生保健室按照政府要求并遵循标准程序开展工作。
4. 卫生保健室组织医疗机构上门进行学生齿科筛查，以此帮助学生早期发现龋齿等齿科问题，从而早治疗，早干预。
5. 卫生保健室提醒家长开展体检工作，并要求定期提交体检报告，以掌握学生健康状况。
6. 卫生保健室记录空气质量，根据学生医疗情况和学校空气质量监测制度，通知全校师生在空气质量不良时期进行室内活动。
7. 根据学生情况和金桥社区卫生中心要求，卫生保健室提醒家长完成必要的预防接种。
8. 卫生保健室组织年度基本急救培训，以促进在校学生和教职工的安全。

Environmental health inspection notification system

Concordia International School strives to promote a healthy and safe environment for the Concordia community and; to support the teaching and learning environment with effective, efficient, and safe operations and compliance with applicable laws, regulations, policies, and standards.

The environmental health management team is mainly composed of the following members:

Senior Director of Operations, Compliance and Strategy: Jon Baermann

Director of Operations: Rick Thexton

QA Specialist: Beibei Tang

General Campus Environmental Health

The Operations Department of Concordia provides management, oversight and daily support and training, regularly checking the general environmental health and safety measures and regulatory compliance.

The maintenance of the environmental health (cleaning and disinfection) of Concordia International School Shanghai is mainly performed by an outside company, Sodexo (China) Enterprise Management

Food Service Area Environmental Health

The Operations Department at Concordia International School Shanghai provides management, support and training, and periodic audits of environmental, health and Safety practices and regulatory compliance in all areas of food service including environmental health maintenance in the food service areas.

The environmental health maintenance in the school kitchen area is carried out by food service provider Aramark Service Industry (China)Co.Ltd.

Inspection notification System

1. Establish the school daily health inspection team, which is composed of the on-site supervisors from each outsourcing company and the QA specialist.
2. Establish the responsibility system of each post for the outsourcing companies. Clarify the responsibilities of each outsourcing company and identify dedicated employees to undertake the designated posts.
3. Create an inspection form for each cleaning and disinfection area. The cleaning staff should sign for confirmation after they complete the work as required.
4. Each outsourcing company assigns the on-site supervisor in charge the daily self-inspection and

report to the QA Specialist.

5. The QA Specialist arranges a daily spot check. If there is any problem, immediately urge the corresponding person in charge to correct it.
6. The Director of Operations holds the weekly meeting with the inspection team. A report of the working quality of the week will be made to Concordia's Senior Director and the Director of Operations will set the priorities for the coming week.

环境卫生检查通报制度

协和国际学校努力为协和大家庭创造一个健康和安全的環境，从而使我校的教学能有效和安全地进行，并坚持遵守相关的法律、法规、政策和标准。

我校的环境卫生管理团队主要由以下成员组成：

运营部高级总监：Jon Baermann

运营部总监：Rick Thexton

质检专员：唐蓓蓓

校园整体环境卫生

学校运营部门负责管理和监督，提供日常的支持和培训，并对环境、健康和安全措施及合规情况进行定期审计。

学校环境卫生（清洁和消毒）的维护主要由外包公司索迪斯（中国）企业管理服务有限公司执行。

餐饮区域的环境卫生

学校运营部门负责管理和监督，提供日常的支持和培训，并对环境、健康和安全措施及合规情况进行定期审计。

学校餐厅及餐饮区域的环境卫生的维护由爱玛客服务产业（中国）有限公司进行。

检查制度

1. 成立学校日常卫生检查小组，由各外包现场负责人及学校质检专员组成；
2. 建立学校外包单位的卫生岗位责任制，明确各外包单位的职责并安排固定员工包干指定岗位；
3. 制定各个清洁消毒区域的检查表格，清洁人员每次按要求完成后签名确认；
4. 各外包单位指派现场负责人每日自查，并向学校质检专员汇报；
5. 学校质检专员安排每日抽查，如发现问题，立即督促相应负责人整改；
6. 运营部总监每周与检查小组开会，安排下一周工作重点，并将一周的工作表现汇报至运营部高级总监。

Health Education System for Prevention and Control of the Infectious Diseases

Health Education our office provides to our students and families:

1. Promote good hygiene practices, including frequent hand washing, wearing masks, coughing and sneezing etiquette. Share relevant information on the publicity board
2. Popularizing the knowledge of related infectious diseases: symptoms, prevention, and school prevention and control requirements
3. Sharing immunization information: mandatory and other recommended vaccines for school-age children
4. Early Children Division and Elementary School Division: conduct morning inspection training and student health habit training for all teaching assistants

General information is also included in the “Online Learning Plan” that relates to this category:

1. Resources will be gathered from official sources only. School-wide teaching and learning department will work with HS Epidemiology class and Public Health class to design learning.
2. **Special learning experiences will be designed around the understanding and prevention of infectious diseases.** High School students in our Epidemiology and Public Health class will design this learning for the various age levels in our community based on in consultation with teachers in each division to ensure lessons are age appropriate. The design will include a series of five lessons, starting in March. Lesson will be 10 to 30 minutes.

○ Learning opportunities will include:

- 1) Watching video and practicing the behaviors to prevent spread of infectious diseases
- 2) Examining infographics, graphs, or data sets with key information and demonstrating individual understanding in various ways.
- 3) Understanding and processing feelings that arise during times such as this.
- 4) Q&A sessions to personalize learning and allow student to ask questions on their mind.
- 5) Creating messages to share with classmates to encourage healthy behaviors.

○ Topics are under development and will include:

- 1) What are germs and how do they spread?
- 2) What type of behaviors may help prevent me from getting germs? (See Health Education provided every year to our families above.)
- 3) Why are people wearing masks? How do you wear a mask properly? How long should you wear a mask before you replace it?
- 4) What should I do if this makes me nervous or scared?

- 5) What kinds of masks may help prevent you from getting the virus? (older students)
 - 6) If I get this virus, what may happen to me? (older students)
 - 7) How does the virus spread? (older students)
 - 8) I see a lot of data and graphs in the news. How do I understand what they mean? (for older students)
 - 9) How may we help encourage one another during this time?
 - 10) Other topics TBD
3. Divisions may also use lessons already in the health curriculum as it relates to infectious diseases.
 4. The teachers and time blocks used for this learning can be:
 - EC: Students will learn in their HR classroom groups
 - ES: PE/Health teachers, as well as community time with HR teachers
 - MS: PE/Health teachers
 - HS: PE/Health teachers/TRIBES time

An example of an EC Design: Overall theme for series of lessons + specific lesson

Unifying theme/topic: Germs/Safety (time to practice the actual habits are included in class)

Specific Lesson: Being careful and practicing good habits

Specific Lesson: What are germs? Can I see them? Are they all the same?

Specific Lessons: Review Day 1 and Day 2 + Q&A

Specific Lesson: How do I stay healthy and strong every day?

Specific Lesson: How can help others when they don't feel good?

传染病防控的健康教育制度

学校卫生保健室向学生及其家庭进行以下教育：

1. 宣传良好的相关卫生习惯：包括勤洗手、戴口罩、咳嗽及打喷嚏礼仪，相关资料分享于宣传栏
2. 对相关传染病的知识进行科普：症状、预防以及学校防控要求
3. 疫苗科普：学龄儿童的强制性疫苗和其他推荐疫苗
4. 小学和学前部：针对所有助教开展晨检培训和学生健康卫生习惯培训

“在线学习计划”中也会涵盖传染病防控的健康教育信息：

1. 学校教学管理部门正与高中部流行病学和公共卫生课程组共同设计关于传染病了解和预防的特别课程，其中信息资源将全部从官方医疗卫生渠道收集。
2. 参与高中部流行病学和公共卫生课程的高中生们会跟每个学部的老师进行沟通，为全校各个年龄层学生设计定制课程，以确保学习体验和与各个年龄层的学生相匹配。这一系列课程将从3月份开始，共有5节课组成，每节课时为10到30分钟。

学习机会包括：

1. 观看视频并参与到传染病预防的行动中
2. 考察包含关键信息的信息图、图形或数据组，并鼓励学生分享各自不同的理解
3. 学习在传染病发生时应该如何了解并管理自己的情绪
4. 问答环节使学习过程个性化，也让学生有机会提出自己的问题
5. 创建要点与同学分享，鼓励积极健康的行为

学习主题正在制定中，将包括：

1. 什么是细菌?它们是如何传播的?
2. 什么样的行为习惯可以帮助我远离细菌?(参考每年为全校家庭提供的《健康教育》)
3. 为什么大家要戴口罩?如何正确佩戴口罩?口罩应该多久更换?
4. 如果我感到紧张或害怕,我该怎么办?

5. 什么样的口罩可以帮助你预防感染到病毒?(高年级学生)
6. 如果我感染了这种病毒, 可能会发生什么情况?(高年级学生)
7. 病毒是如何传播的?(高年级学生)
8. 我在新闻中看到很多数据和图表, 该怎样理解它们?(高年级学生)
9. 在这段时间里, 我们如何互相鼓励?
10. 各个学部也可以使用现有健康课程中已有的与传染病有关的内容
11. 其他待定主题

此次传染病防控健康教育所涉及的课程及老师为：

- 学前部：班主任老师将负责每个班级的课程
- 小学部：体育课/体育健康老师，班主任老师负责的课堂
- 初中部：体育课/体育健康老师
- 高中部：健康课/体育健康教师，高中教育实践旅行

将学前部作为例子来说:一系列课程围绕统一主题+具体课程内容

统一主题/主题: 细菌/安全(课堂上会包括实践)

具体课程内容：注意防护和养成良好卫生习惯

具体课程内容：细菌是什么?我能看见它们吗?它们都一样吗?

具体课程内容：复习第一天和第二天的内容+问答环节

具体课程内容：我如何保持在每一天都保持健康强健的体魄?

具体课程内容：我身边的人感觉不适时, 我可以如何帮助他们?

Marketing and Publicity System

Concordia International School Shanghai uses a multi-faceted marketing and publicity strategy during critical times that focuses on three primary audiences: employees, parent community, and external public relations. Concordia Shanghai uses this strategy to provide daily communication and updates to all audiences, as well as share governmental updates needed to comply with requirements and promote health and wellness, throughout critical situations.

Employee Marketing and Publicity Communications System

To consistently and accurately communicate information to our employees, Concordia International School Shanghai uses three levels of official email communication, based on the importance of the message and immediate need for employee response.

- Level 1 Importance Employee Communication – Concordia International School Shanghai’s Assistant Head of School for Personnel and Activities provides a weekly email newsletter to employees only with updates from school leadership, government regulations, and health and safety measures.
- Level 2 Importance Employee Communication – Concordia International School Shanghai will have Assistant Heads of School, Principals, Senior Directors, or Directors send emails to their employees with updates from school leadership, government regulations, and health and safety measures.
- Critical Level Communication – For the most serious and sensitive messages, Concordia International School Shanghai will send an email directly from the Head of School to all employees. Employees know that they must take immediate action based on the content of the email.

Parent Community Marketing and Publicity Communications System

To consistently and accurately communicate information to our parent community, Concordia International School Shanghai uses multiple forms of communication for immediate, daily, and weekly communication to the parent community.

- First Response, Publish Immediately – Concordia International School Shanghai maintains multiple WeChat groups for the parent community, these groups are maintained daily and the school can send out updates immediately. The messages that go to the parent community on WeChat are authored by the Director of Marketing & Communications, who also is the primary employee to monitor the WeChat groups and respond to parent questions and comments all day, every day.

- Primary Response, Publish Daily – When needed to accurately communicate news and information, official email communications are sent from members of the Concordia International School Shanghai senior leadership team. The most important emails are sent directly from the Head of School. When an Official Email Communication is sent to the parent community, a WeChat message is also sent at the same time to remind the parent community to read their email and act accordingly.
- Weekly Response, Publish Weekly – Concordia International School Shanghai publishes a weekly newsletter that is sent to all parents in email and in WeChat. This newsletter is sent on a regular and consistent basis, and contains basic updates and information that parents need to know.

External Public Relations Marketing and Publicity System

Concordia International School Shanghai maintains active relationships with influential media publications in Shanghai, an active presence on social media, and regularly updates the Concordia International School Shanghai website to accurately communicate in all official channels and with all media relationships to maintain a proper and confident public facing attitude. Concordia International School Shanghai also monitors news articles, social media, bloggers, and websites that may mention Concordia International School Shanghai and communicate with them to ensure accurate messaging.

宣传制度

协和国际在关键时期针对员工，家长群体及校外合作伙伴采用多元化的沟通及市场宣传策略。在眼下这一特殊时期，也沿用此方案向关注我校的全体受众进行日常信息的传达；并遵照政府相关部门要求与协和国际大家庭成员共享最新消息，为促进每位成员的身心健康而努力。

针对员工的内部沟通

为了始终保持对员工信息传达的连贯性和准确性；协和国际根据事态的重要程度和需要员工的参与度为考量，把官方邮件沟通分为三个等级。

- 一般沟通邮件：由“副总校长-人力资源、健康”每周发送给全体教职工；内容包括来自学校管理层的信息更新，政府各类规定及健康与安全措施的最新消息。
- 重要沟通邮件：由“副总校长、学部校长、高级总监或总监”向各部门员工分别发送来加强教职工的重视程度；内容包括来自学校管理层的信息更新，政府各类规定及健康与安全措施的最新消息。
- 至关重要的沟通邮件：由“总校长”直接发送给全体教职工；内容一般包括最紧要 and 敏感的内容信息。并且收信者会根据邮件内容立即采取行动。

针对家长群体的沟通策略

为了始终保持对家长群体信息传达的连贯性和准确性；根据信息的时效性，我校采用了多种平台与家长进行实时信息，日常信息及周信息的沟通。

- 实时信息发布；我校为学生家长创建了微信群，并在群里实时分享学校最新信息。群内日常维护，信息撰写与分享及群内答家长问由现任市场部总监主要负责。
- 日常主要信息发布；正式官方的沟通会由学校管理层通过邮件发送，最重要的邮件由总校长直接发送。在发送邮件的同时，也会在微信群内提醒家长进行邮件查收。
- 日常信息及周信息的沟通；包含基本信息及家长须知的通讯每周固定更新；更新完成后会以邮件及微信群内提醒的方式告知家长进行阅览。

校外公关、市场推广及宣传策略

协和国际与多家在上海有一定影响力的出版媒体保持着良好的关系的同时也活跃于各社交媒体；我们定期更新学校官网，力求在各类官方渠道及各大媒体平台始终保持正确和自信的公众态度。我校还对提及“协和国际”的新闻文章、社交媒体、博客及网站进行关注，必要时进行沟通，以确保准确的信息发布。

Disinfection and Quarantine system

Management of the Disinfection and Quarantine System

The Operations Department of Concordia International School manages all the outsourcing teams. They are responsible for inspecting and supervising the quality of their daily work. The management team is mainly composed of the following personnel.

Senior Director of Operations, Compliance and Strategy: Jon Baermann

Director of Operations: Rick Thexton

QA Specialist: Beibei Tang

The QA Specialist and Director of Operations hold weekly meeting with the on-site supervisors to determine the disinfection plan and system. The QA Specialist implements and inspects the quality of the daily work. She reports the problems she finds to the Director to make correction and improvement timely.

Disinfection Service

The general disinfection service of Concordia International School is provided by an outside company called Sodexo China. The food service provider, Aramark China, is responsible for the disinfection of school kitchen, Café, the tables and chairs used in cafeteria. The bus monitors are in the charge of the school bus disinfection. School maintenance team is in the charge of daily disinfection of air conditioner, and professional company do the cleaning and disinfection regularly.

Personnel arrangement

Sodexo disinfection team consists of 38 employees, including 36 cleaning staff and 2 management personnel.

Aramark food service team consists of 24 employees, including 23 kitchen staff and 1 management personnel.

In terms of personnel arrangement during the epidemic, the school strictly manages the personnel returning to Shanghai. In order to keep everyone safe, the school controls the health information of all the returning employees. And the school resolutely prevents outsourcing employees who have not completed the 14-day quarantine from working.

The outsourcing employees should take temperature checking at the gate every day. They should make sure to wear disposable gloves and masks before working and cannot take off during the working time. The on-site supervisor should check their temperature again in the afternoon. The health condition should be reported twice a day. In case of any abnormal condition, the outsourcing company should

report to school in the first time. The school should report it to the relevant department and start the relevant emergency plan immediately if needed.

The disinfection areas and measures during Coronavirus outbreak

1. Sodexo disinfection team: disinfectant including chlorine-containing powder and 75% ethanol
 - a. Office/Meeting room: disinfection of object surface once a day with the concentration of 500 mg/L;
 - b. Classrooms: disinfection of object surface twice a day with the concentration of 500 mg/L, after 30 minutes clean with water;
 - c. Gym: disinfection of ground and grandstands twice a day with the concentration of 500 mg/L;
 - d. Bathroom: disinfection of hand washing sink and toilet stool four times a day with the concentration of 1000 mg/L;
 - e. Changing room: disinfection twice a day with the concentration of 500mg/L;
 - f. Fitness room/Dance studio: disinfection once a day with the concentration of 500 mg/L;
 - g. Water Dispenser: disinfection of outlet and switch panel with 75% alcohol wipes twice a day;
 - h. Elevator: disinfection every two hours with the concentration of 500 mg/L, mainly for the button panel;
 - i. Playground: disinfection once a day with the concentration of 500 mg/L;
 - j. Garbage room: disinfection of ground, wall and trash bin three times a day with the concentration of 1000 mg/L;
 - k. Disinfection and cleaning equipment: different mop and cleaning cloth are for different area. After using, they are washed first, and then immersed in the chlorine-containing disinfection with the concentration of 500mg/L for 30 minutes.
2. Aramark food service team: disinfectant including chlorine-containing disinfection, 84 disinfection
 - a. Tableware and kitchen tools: disinfection by dishwashing machine $\geq 85^{\circ}\text{C}$ for 40 seconds;
 - b. Utensils, trays and stainless steel containers: disinfection by steamed machine at 100°C for 20-30 minutes.
 - c. Food operation table, the surface of equipment, refrigerator, café: disinfection every 4 hours with the concentration of 500 mg/L for 10-30 minutes, and then clean with water;
 - d. Changing room, doorknob, curtain, rolling door, pass-through window and light switch: disinfection every 2 hours with the concentration of 250-500 mg/L, after 15 minutes clean with water;

- e. Dining tables and chairs: disinfection every 2 hours with the concentration of 250-500 mg/L, after 15 minutes clean with water; Before and after meals, disinfection with the concentration of 400-500 mg/L;
- f. Pastry and vegetable room: before and after meals, disinfection with the UV light for 30 minutes;
- g. Kitchen ground and wall: clean the oil of ground and wall after meals, disinfection with the concentration of 250-500mg/L;
- h. Trash bin: disinfection of interior and external of the bin with the concentration of 1000mg/L every 4 hours. The bin must be disinfected with the concentration of 1000mg/L after dump rubbish;
- i. Disinfection and cleaning equipment: different cleaning cloth are for different area. After using, they are washed first, and then immersed in the chlorine-containing disinfection with the concentration of 500mg/L for 30 minutes.

3. Disinfection of the school bus

- a. Each school bus is equipped with hand sanitizer. When the bus service is over in the morning and in the afternoon, the bus monitors are responsible for the disinfection of seats and handrail with the concentration of 500mg/L. After 30 minutes, clean with water.
- b. Keep the daily ventilation of the bus.

4. Disinfection of the HVAC system

If HVAC is allowed to turn on – Plan A:

- a) Before turning on, the 3rd party who is certified by government will clean/disinfect following area. The disinfection of below area shall redo at weekly base.
 - i. Heat exchanger for AHU, fresh air units and all condensate water collecting pan.
 - ii. Air return and supply grills for both HVAC related and air purifiers, exhausts, etc.
 - iii. Filters for stand-alone AC unit
 - 1. Switch off small stand-alone air purifiers
 - 2. Switch on all fresh air units with full air supply and zero return, same for AHU units (two at RC, that for GYMs, MSR, etc.)
 - 3. Access controls for the areas that installed stand-alone AC units for IT related area, switch off other stand-alone AC units for non-critical area.
 - 4. Access controls for the area without fresh air supply.
 - 5. Disinfect all area after school every day.
 - 6. All people inside HVAC area wear masks

If HVAC is NOT allowed to turn on – Plan B:

- 1) Before turning on, the 3rd party who is certified by government will clean/disinfect following area. The disinfection of below area shall redo at weekly base.
 - a. Heat exchanger for AHU, fresh air units and all condensate water collecting pan.
 - b. Air return and supply grills for both HVAC related and air purifiers, exhausts, etc.
 - c. Filters for stand-alone AC unit
- 2) Switch off small stand-alone air purifiers, fan coils, etc.
- 3) Switch on all fresh air units with full air supply and zero return, same for AHU units (two at RC, that for GYM, MSR, etc.)
- 4) Access controls for the areas that installed stand-alone AC units for IT related area, switch off other stand-alone AC units for non-critical area.
- 5) Access controls for the area without fresh air supply.
- 6) Disinfect all area after school every day.
- 7) All people inside HVAC area wear masks
- 8) Leave windows open at least 30 minutes per time and three times per day.

Personal- protection

The staff for disinfection must be equipped with masks and gloves when working. If serve isolation area or use disinfection with high concentration, they must wear protective eyewear and protective suit.

Quarantine and Isolation Location Preparation

Concordia's health care office will supervise the isolation area, in collaboration with the operations team support.

Concordia will prepare an isolation location for individuals that develop symptoms during the course of the day or when they present themselves at the gate for entry. The location will be staffed by health care staff of Concordia to provide comfort care, and ensure proper isolation of persons waiting to be picked up from campus.

The temporary observation area will have enough space and be relatively independent from other areas of the campus and will not be set up in places close to the classroom, food service area and where children (students) are easy to contact. It will have good lighting and ventilation, and if possible separate toilets and hand-washing facilities.

The isolation area will undergo standard disinfection, at regular times throughout the day when no person is currently being housed in the isolation area.

Local quarantine intent:

Option 1: If portable cabins are available; they will:

- a. Be located near the access gate
- b. Self-contained for utilities
- c. Not be located in high student traffic areas

Option 2: If a room inside the school is required; it will:

- a. Be a perimeter (outer wall adjacent) room
- b. Have exterior windows that open
- c. Central HVAC air supply will be closed.
- d. Assigned quarantine toilet if not on-room.

PPE – Personal Protective Equipment

Healthcare workers will wear no less than:

- a. N95 or P95 protective mask
- b. Protective eyewear
- c. Protective gloves
- d. Protective coat or suit

消毒与隔离制度

协和国际管理团队

上海协和国际外籍人员子女学校的运营部门管理学校所有外包团队，负责检查及监管外包团队的日常工作质量，管理团队主要由以下人员组成：

运营部高级总监：Jon Baermann

运营部总监：Rick Thexton

质检专员：唐蓓蓓

学校质检专员及运营部总监每周与各外包团队的现场主管开会，确定消毒方案及制度，并由学校质检专员落实、检查工作质量，发现问题汇报运营部总监，及时纠正改善。

消毒服务

协和国际学校的校园消毒服务主要由外包公司索迪斯（中国）企业管理服务有限公司提供，其中学校厨房，餐厅桌椅及咖啡吧区域的消毒服务由餐饮外包公司爱玛客服务产业（中国）有限公司提供，校车的消毒服务由我校随车管理人员负责，空调的日常消毒由我校物业部门负责，并定期雇佣专业空调维护公司做清洁消毒工作。

外包人员的安排

索迪斯在校保洁服务团队共由 38 人组成，其中 36 名清洁员工，2 名管理人员。

爱玛客在校员工人数为 24 人，其中 23 名厨房员工，1 名管理人员。

在疫情期间的人员安排上，学校秉承安全第一的宗旨，做好返沪返岗人员的管控，全面掌握返沪员工的健康信息，坚决杜绝未满 14 天隔离期的外包员工上岗。

每天到校后接受门口的体温检测，上岗之前确认戴好一次性手套和口罩，工作期间不随意脱下，下午由外包管理人员再次测量体温，一天两次上报健康状况，并在员工下班以后也密切关注出行动向，如有异常情况，外包公司第一时间汇报学校领导，学校再汇报相关部门，如有需要，立即启动相关应急预案。

疫情期间的消毒区域及具体措施

- A. 索迪斯保洁服务团队：使用的消毒产品为含氯消毒粉或片、84 消毒液及 75%酒精
- a) 办公室/会议室：每日 1 次物体表面消毒，消毒剂浓度为 500mg/L；
 - b) 教室：每日 2 次物体表面擦拭消毒，作用 30 分钟后清水擦拭，消毒剂浓度为 500mg/L；
 - c) 体育馆：每日 2 次地面及看台消毒，消毒剂浓度为 500mg/L；
 - d) 卫生间：洗手水池、便器消毒，每日 4 次彻底消毒，消毒剂浓度为 1000mg/L；
 - e) 更衣室：每日 2 次彻底消毒，消毒剂浓度为 500mg/L；
 - f) 健身房/舞蹈房：每日 1 次消毒，消毒剂浓度为 500mg/L；
 - g) 饮水机：每日 2 次使用酒精棉球对出水口及开关面板消毒；
 - h) 电梯间：每 2 小时擦拭 1 次，主要为按钮面板，消毒剂浓度为 500mg/L；
 - i) 室外游乐区域：每日 1 次消毒，消毒剂浓度为 500mg/L；
 - j) 垃圾房：每日 3 次对地面、墙面及垃圾桶喷洒消毒液，消毒剂浓度为 1000mg/L；
 - k) 清洁用具：不同区域使用不同的拖布和抹布。每次使用后先清水洗净，再使用 500mg/L 的含氯消毒液浸泡 30 分钟以上。
- B. 爱玛客餐饮服务公司：使用的消毒产品为含氯消毒液和 84 消毒液
- a) 餐具及厨房工具：每日使用洗碗机消毒，温度在 85 摄氏度以上，作用 40 秒；
 - b) 布菲芯、托盘等大物件及不锈钢餐具：使用高温热力、蒸煮消毒，流通蒸汽 100C°，作用 20-30 分钟；
 - c) 食品操作台、设施设备表面、冰箱、咖啡吧台：每 4 小时使用浓度为 250-500mg/L 的含氯消毒液喷洒、擦拭并停留 10 至 30 分钟后用清水擦拭；
 - d) 更衣室、手可接触的门把手、门帘、卷帘门、传菜窗及电灯开关：每 2 小时 1 次，使用含氯 250-500mg/L 的含氯消毒液擦拭，停留 15 分钟以上并用清水擦拭；
 - e) 餐厅桌椅：每 2 小时 1 次使用含氯 250-500mg/L 的消毒液擦拭，开餐前的消毒所使用的消毒液浓度为 400-500mg/L，停留 15 分钟后用清水擦拭；
 - f) 厨房内专间（饼房和果蔬间）：每天开餐前和闭餐后使用紫外线灯消毒 30 分钟；
 - g) 厨房地面、墙面：每日闭餐后清洁油渍，并使用含氯 250-500mg/L 的消毒液擦拭；
 - h) 厨房垃圾桶：每 4 小时 1 次使用 1000mg/L 的含氯消毒液喷洒内外表面，每次倾倒垃圾后使用 1000mg/L 的含氯消毒液喷洒内外表面。

- i) 清洁用具：不同区域使用不同的拖布和抹布。每次使用后先清水洗净，再使用 500mg/L 的含氯消毒液浸泡 30 分钟以上。

C. 校车上的消毒

- a) 每辆校车配备免洗洗手液，每日早晚校车服务结束后由随车照管人员使用浓度为 500ml/L 的含氯消毒液擦拭座位及扶手，作用 30 分钟后再用清水擦拭，每日保持车辆通风。

D. 空调的消毒

若我校被允许运行中央空调，方案一：

- 1) 运行空调系统前请第三方有资质的清洁公司清洁/消毒以下区域，以后每周安排以下区域常规消毒杀菌。
 - a. 新风机、空调箱表冷器，所有冷凝水集水盘
 - b. 空调相关所有送回风口、空气净化器送回风口、排风等
 - c. 分体空调过滤网
- 2) 停止使用所有移动式空气净化器
- 3) 所有新风机及空调箱（RC 两个，所有体育馆，小学部 MSR 等处）全开，回风全排
- 4) 严格控制人员进出装有分体式空调的 IT 机房区域，停止其他不重要的分体式空调
- 5) 严格控制人员进出没有新风的区域。
- 6) 所有区域放学后每天消毒
- 7) 所有人员戴口罩

若我校不被允许运行中央空调，方案二：

- 1) 开空调系统前请第三方有资质的清洁公司清洁/消毒以下区域，以后每周安排以下区域常规消毒杀菌。
 - a. 新风机、空调箱表冷器，所有冷凝水集水盘
 - b. 空调相关所有送回风口、空气净化器送回风口、排风等

c. 分体空调过滤网

- 2) 停止使用所有移动式空气净化器，停止使用所有风机盘管。
- 3) 所有新风机及空调箱（RC 两个，所有体育馆，小学部 MSR 等处）全开，回风全排
- 4) 严格控制人员进出装有分体式空调的 IT 机房区域，停止其他不重要的分体式空调
- 5) 严格控制人员进出没有新风的区域。
- 6) 所有区域放学后每天消毒
- 7) 所有人员戴口罩
- 8) 每日至少开窗通风 3 次，每次 30 分钟

疫情期间的个人防护

消毒人员必须配备口罩手套作业，如需服务隔离区域，或使用高浓度的消毒液时，必须配备防护镜和防护服。

隔离区域的设置

学校运营部门与卫生保健室一起合作监管隔离区域。

上学期间，学校将为那些在校门口或校内出现症状的人员准备隔离场所。隔离区域将配备学校卫生保健室人员，以提供帮助，并确保那些等待被接走的隔离人员严格遵循隔离规则。

临时观察区将有足够的空间，相对独立于校园的其他区域，不会设置在靠近教室、餐饮服务区和儿童(学生)容易接触的地方。将配备良好的照明和通风，如果条件允许，还将配备独立的卫生间和洗手设施。

在没有人被安置在隔离区域的期间，学校将安排保洁人员做好个人防护措施，对隔离区域进行清洁工作，并每天定时进行消毒。

校园隔离计划：

方案 1：若可使用移动房间，它将符合以下要求：

- a. 房间将被安置于校门口区域
- b. 配备水电

- c. 远离学生人流量大的区域

方案 2：若可使用校园内某一个房间，它将符合以下要求：

- a. 此房间将设置于靠近学校周界区域
- b. 房间有可开启的对外窗户
- c. 关闭此房间的中央空调系统
- d. 若房间内无卫生间，将指定专门卫生间供使用

个人防护设备：

卫生保健室人员将穿戴不低于以下标准的装备：

- a. N95 口罩
- b. 防护眼镜
- c. 一次性防护手套
- d. 一次性防护服

Cleaning Systems

The overall cleaning service of Concordia International School is provided by the outsourcing company called Sodexo China. The food service provider, Aramark China, is responsible for the cleaning of school kitchen, Café, the tables and chairs used in cafeteria.

The management of the outsourcing team

The Operations Department of Concordia International School manages all the outsourcing teams. They are responsible for inspecting and supervising the quality of their daily work. The management team is mainly composed of the following personnel.

Senior Director of Operations, Compliance and Strategy: Jon Baermann

Director of Operations: Rick Thexton

QA Specialist: Beibei Tang

The QA Specialist and Director of Operations hold weekly meeting with the on-site supervisors to determine the cleaning plan and system. The QA Specialist implements and inspects the quality of the daily work. She reports the problems she finds to the Director to make corrections and timely improvements.

Personnel arrangement

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Aramark food service team consists of 24 employees, including 23 kitchen staff and 1 management personnel.

In terms of personnel arrangement during the epidemic, the school strictly manages the personnel returning to Shanghai. In order to keep everyone safe, the school controls the health information of all the returning employees. And the school resolutely prevents outsourcing employees who have not completed the 14-day quarantine from working.

The outsourcing employees should take temperature checking at the gate every day. They should make sure to wear disposable gloves and masks before working and cannot take off during the working time. The on-site supervisor should check their temperature again in the afternoon. The health condition should be reported twice a day. In case of any abnormal condition, the outsourcing company should report to school in the first time. The school should report it to the relevant department and start the relevant emergency plan immediately if needed.

Cleaning area

Sodexo cleaning team is in charge of the cleaning of five school buildings, the soccer field and the playground. Some special areas such as high/low voltage power room and kitchen area are excluded.

Aramark food service team is in charge of the cleaning of school kitchen, Café, the tables and chairs used in the cafeteria.

Daily work content

In daily time, Sodexo cleaning team is responsible for the internal cleaning of the above areas including the stairways, elevators, indoor carpets, the surface of the objects in public areas, the outdoor glass, playground and the classroom toys.

Aramark food service team is responsible for the cleaning and disinfection of the food operation counter, the facilities and equipment, Café counter, front hall, kitchen area, locker room, tables and chairs in cafeteria.

Work adjustment for key areas

During the epidemic period, the school requires to make corresponding adjustments to the cleaning and disinfection work in the following key areas:

1. Rest rooms: The cleaning frequency will be from once two hours to once 30 minutes. The responsible personnel will be assigned.
2. Elevator: The cleaning frequency will be from twice a day to once two hours. The responsible personnel will be assigned.
3. Garbage house: The cleaning frequency will be from twice a day to three times a day. The responsible personnel will be assigned.
4. Door handles: Wipe at any time.
5. Food operation counter, facility and equipment, Café counter: The cleaning frequency will be from once a day to twice a day.
6. Tables and chairs in cafeteria: The cleaning frequency will be once two hours.
7. Isolation area: The cleaning staff should wear the protection gown to clean the area three times a day. The waste from the isolation area is treated as medical waste. It will be placed in the special garbage bags and bins and be stored separately. The school will call the professional company designated by the environmental sanitation agency to collect.

清洁制度

上海协和国际外籍人员子女学校的校园整体清洁服务由外包公司索迪斯（中国）企业管理服务有限公司提供，其中学校厨房，餐厅桌椅及咖啡吧区域的清洁服务由餐饮外包公司爱玛客服务产业（中国）有限公司提供。

外包团队的管理

协和国际学校的运营部门管理学校所有外包团队，负责检查及监管外包团队的日常工作质量，管理团队主要由以下人员组成：

运营部高级总监：Jon Baermann

运营部总监：Rick Thexton

质检专员：唐蓓蓓

学校质检专员及运营部总监每周与各外包团队的现场主管开会，确定清洁方案及制度，并由学校质检专员落实、检查工作质量，发现问题汇报运营部总监，及时纠正改善。

外包人员的安排

索迪斯在校清洁服务团队共由 38 人组成，其中 36 名清洁员工，2 名管理人员。

爱玛客在校员工人数为 24 人，其中 23 名厨房员工，1 名管理人员。

在疫情期间的人员安排上，学校秉承安全第一的宗旨，做好返沪返岗人员的管控，全面掌握返沪员工的健康信息，坚决杜绝未满 14 天隔离期的外包员工上岗。

每天到校后接受门口的体温检测，上岗之前确认戴好一次性手套和口罩，工作期间不随意脱下，下午由外包管理人员再次测量体温，一天两次上报健康状况，并在员工下班以后也密切关注出行动向，如有异常情况，外包公司第一时间汇报学校领导，学校再汇报相关部门，如有需要，立即启动相关应急预案。

清洁区域

索迪斯清洁服务团队的负责区域包括 5 栋教学楼、操场及室外游乐场的所有区域，其中特殊区域如高低压配电间、厨房间除外。

爱玛客餐厅团队负责学校两个餐厅及一个咖啡吧的清洁工作，另负责餐厅桌椅的清洁。

日常工作内容

在日常期间，索迪斯承担上述负责区域的内部清洁，地毯的清洁和吸尘，室内楼梯、楼道的湿拖，电梯间的清洁，公共区域物体表面的清洁，室外玻璃的定期清洁，外围及游乐园的清洁，幼儿园玩具的清洗。

爱玛客负责厨房间食品操作台、设施设备表面、咖啡吧吧台、前厅、后厨区域、更衣室、餐厅桌椅的清洁和消毒。

重点区域的工作调整

在疫情期间，我校要求对以下重点区域的清洁和消毒工作做出相应的调整：

1. 卫生间：由日常的 2 小时一次增至 0.5 小时一次，并由专人包干；
2. 电梯间：由日常的一天 2 次增至每 2 小时一次，并由专人包干；
3. 垃圾房：由日常的一天 2 次增至一天 3 次，并由专人包干；
4. 门把手：随时擦拭；
5. 食品操作台、设备设施表面、咖啡吧吧台：由日常的一天 1 次增至一天 2 次；
6. 餐厅桌椅：每 2 小时清洁 1 次；
7. 隔离区域：清洁员工穿戴防护用品，一天 3 次对隔离区域进行清洁消毒，隔离区垃圾作为医疗废弃物处理，放置于专门的垃圾袋及垃圾桶，单独存放，并由环卫机构指定的专业公司进行回收。