

CODE PURPLE - Campus Lockdown Procedure for NAT 紫色预警 - 校园封控全员核酸检测流程

当学校管理团队发布**紫色预警**提醒校园封控全员核酸检测的通知时
When SLT gives out **CODE PURPLE** notice to start campus lockdown for NAT

所有学生和班主任（包括幼儿园保育员）回到各自教室，其他员工返回各自办公室，不执勤的老师回教师合作室，没有办公室的（如联课活动外聘老师、访客等）前往 RP ECE 员工休息室/CP C427 等待，保洁、保安、餐厅及医务室工作人员留在各自岗位

All **students** and **Homeroom Teachers** (including ECE homeroom ayis) to return to homerooms, **other staff** to their offices and **Non-Duty Teachers** to the collaboration rooms. People who don't have an office (i.e. **CCA/IIIP/Supply Teacher/Visitors**) to wait in the RP ECE Staff Lounge/CP C427. **Sanitary Team, Security Guards, Cafeteria Team and Nurse** to stay on duty.

教务处提供学生名单给班主任核实并携带致核酸检测现场做登记使用，所有成人（包括班主任）在“健康云”上登记核酸检测获取二维码

School Office to provide **Homeroom Teachers** with the Class Lists to verify and bring to the NAT site for test registration. **All adults** (including homeroom teachers) to register and obtain a NAT QR code on the Health Cloud app

学校领导团队准备各类家长/员工沟通信件，通知属地联防联控单位做好校园周边的安全人流车流维护工作
School Leadership Team to prepare all family/staff communications. Contact relevant local authorities for support with safety, traffic and people management around campus gate

教务处及家长联络员通过学校微信公众号短信、邮件、电话以及学校设立的微信群做好家长通知和沟通工作，必要时在校门口做好家长疏导工作
School Office and **PRO** to use WeChat messages, emails, phone calls and the parent wechat groups to communicate with parents. Answer parents' questions at the school gate when necessary

医务室联系需要用药的学生家长安排送药到校门口
Nurse to contact parents to deliver medicines to the school gate (if applicable)

餐厅启动分餐制，与教务处确认人数准备晚餐，并用一次性餐盒送餐
Cafeteria to confirm number of people on campus with **School Office**, prepare dinner and deliver to homerooms by disposable lunch boxes

校务部按照防控预案及疾控人员的指导设置核酸检测场地

Support Division setup NAT venue as per Contingency Plan and CDC's instruction

指定执勤人员前往监控室准备广播指挥排队，所有人员按照规定顺序依次排队前往核酸检测点检测

Designated Duty Staff to do broadcasting in the CCTV room, everyone to follow the planned sequence as per broadcasting to go for NAT

学生由班主任负责带领按照规定路线往返检测场地以避免拥堵，班主任同各班学生一起排队完成核酸检测，其他人员的检测应在所有学生完成后依次进行
Homeroom Teachers to lead the students for NAT as per the designated routes to avoid cross-contamination. **Other staff** to test after all students' NAT is completed

*备注 Notes:

- 测试开始后，预计全程 2-3 小时之内可以完成
Estimated completion time is 2-3 hours once started
- 12 岁及以下的学生可要求做咽拭子，13 岁及以上的人员必须鼻拭子
Students aged 12 and under can ask for a throat swab, people aged 13 and above need to receive a nasal swab

检测完成后回到教室/办公室等候进一步通知，期间班主任安排学生学习，不串班。经疾控确认后，按照日常放学流程（包括晚间校车）安排学生离校。如有员工需要在校过夜，学校将提供过夜包

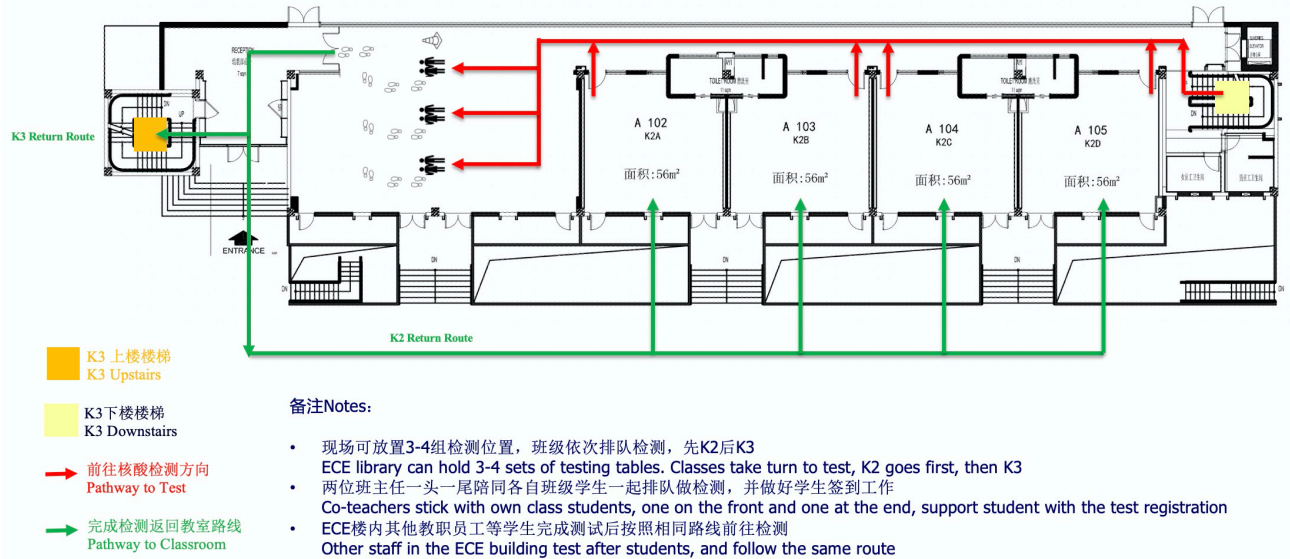
Upon completion of the NAT, return to homerooms and offices. **Homeroom Teachers** to arrange classes / activities. No specialist classes, do not mix classes. Upon CDC's confirmation, follow normal dismissal procedures (including school bus procedure at night) to release students. If any staff need to stay on campus for the night, the school will provide sleeping kits

备注 Notes:

1. 非上课期间，按照疾控确定的范围，学校接通知后应立即召回相关学生、教职工、后勤服务人员、校外人员等返校，在返校途中做好个人防护，不乘坐地铁、公交车等公共交通工具（可以滴滴打车）。点对点电话告知，不用微信、短信群发以及个别发送形式。学校办公室会提供电话号码清单。If school has been dismissed for the day, the CDC may require the school to inform relevant students, staff, outsourced teams and external visitors to return to campus. In such a case, everyone should wear masks but avoid public transportation, i.e., metro, bus, etc. (Didi is permitted). The school will be required to make individual phone calls and avoid WeChat or text group or individual messages. School Office will arrange a Telephone Directory.
2. 第一、二天的两次核酸检测均为阴性后，实施额外 12 天严格的社区健康管理，期间分别于第 7、14 天进行核酸检测。12 天健康管理期间学校减少大型聚集性活动。Upon receipt of the negative test results from the first and second day, another 12 days health observation to be conducted with additional tests on the 7th and 14th day. School to reduce the number of gatherings.

御翠园校区全员核酸检测规划 RP Campus NAT Arrangement

御翠园校区幼儿园室内核酸检测规划 RP Campus ECE Indoor NAT Arrangement



幼儿园楼室内核酸检测排队顺序 ECE K2-K3 Line-up Sequence for Indoor NAT

班级 Homeroom	班主任 Homeroom Teachers	学生人数 Student Number
K2A	Anna PAPADOPOULOS & Sophia LU & 保育员	13
K2B	Alicia TONG & Apple WANG & 保育员	14
K2C	Sheryl FISHER & Orange ZHENG & 保育员	12
K2D	Lisa HENDERSON & Stacey ZHANG & 保育员	13
K3A	Siobhan WALTERS & Candice DUAN & 保育员	18
K3B	Laura NAND/Zoe SALEH & Lynn CHEN & 保育员	21
K3C	Emmalene McKAY & Rainbow DUAN & 保育员	18
K3D	Harriet CHAN & Rita ZHANG & 保育员	20
其他 Other	其他教职员工、外聘老师、访客 Other Staff and Visitors *在地下一层员工休息室等候广播提示 Waiting in the ECE staff lounge for broadcasting announcement	

幼儿园楼检测现场执勤老师 ECE NAT Duty Teachers

执勤老师 Duty Teacher	执勤位置及内容 Duty Location
Miriam Shah (ECE Curriculum Coordinator)	在幼儿园 2 楼维持秩序，随同 K3D 前往检测 Crowd control on 2 nd floor, follow K3D for NAT
Joanne Beaumont-Bates (Head of ECE)	在幼儿园 1 楼维持秩序，随同 K2D 前往检测 Crowd control on 1 st Floor and follow K2D for NAT
Michelle Wang (Head of ECE)	在幼儿园 1 楼检测点协助疾控人员，组织其他楼内教职员工/访客排队检测，并做好点名工作 Support CDC's onsite operation on 1 st floor, arrange other staff/visitors' registration and NAT

*执勤老师身穿反光衣 Duty teachers to wear Safety Vest



御翠园校区小学室内核酸检测规划
RP Campus Primary Indoor NAT
Arrangement

备注 Notes:

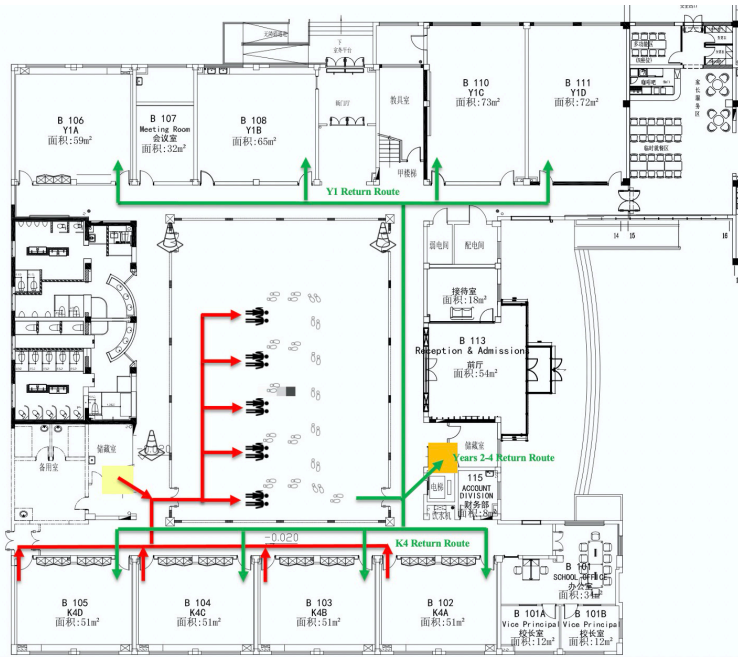
- 现场可放置5-6组检测位置, 班级依次排队检测
Courttyard can hold 5-6 sets of testing tables.
Classes take turn to test
- 两位班主任一头一尾陪同各自班级学生一起排队做检测, 并做好学生签到工作
Co-teachers stick with own class students, one on the front and one at the end, support student with the test registration
- 小学楼内其他教职工等学生完成测试后按照相同路线前往检测
Other staff in the Primary building test after students, and follow the same route

2-4年级上楼楼梯
Years 2-4 Upstairs

2-4年级下楼楼梯
Years 2-4 Downstairs

前往核酸检测方向
Pathway to Test

完成检测返回教室路线
Pathway to Classroom



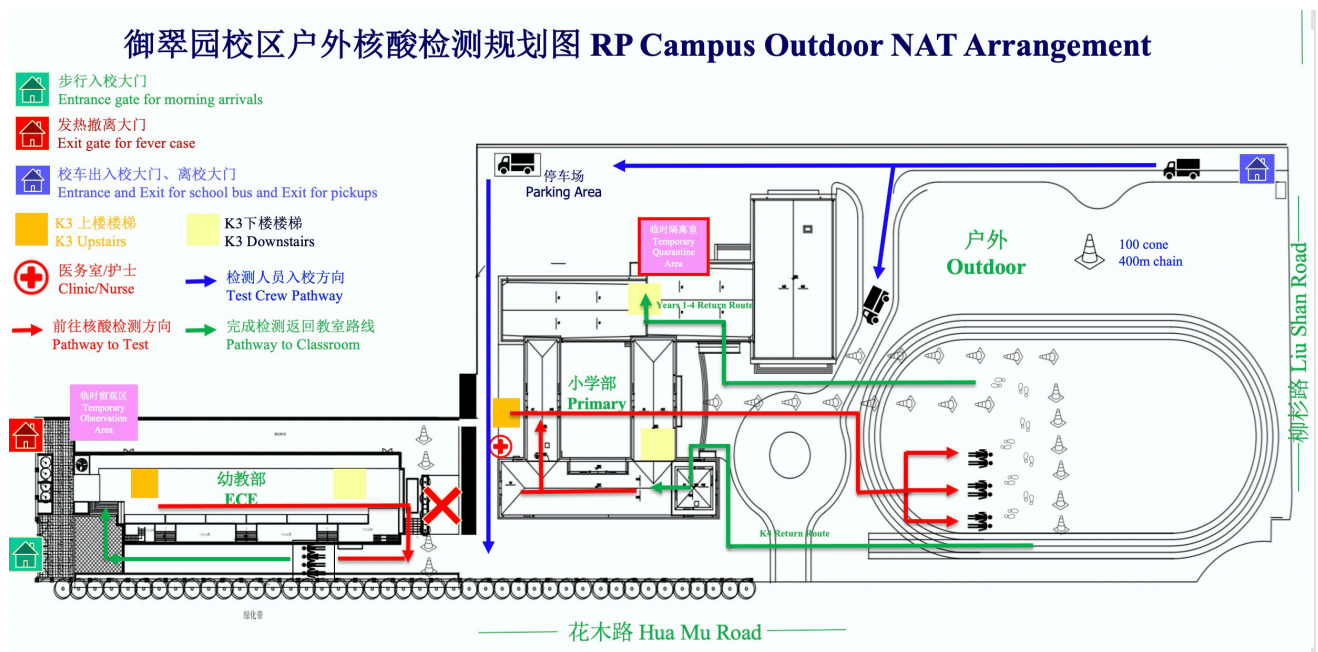
小学楼室内核酸检测排队顺序 K4 and Primary Line-up Sequence for Indoor NAT

班级 Homeroom	班主任 Homeroom Teachers	学生人数 Student Number
K4A	Helen CAMPBELL & Lylia LI & 保育员	20
K4B	Debby KENNETT & Ashley ZHAO & 保育员	20
K4C	Shiho HASUI & Zoe ZHANG & 保育员	20
K4D	Charline WHITE & Lucy YANG & 保育员	21
Y1D	Francesca NEWELL & Lily WANG & Megan Lawrence	25
Y1C	Kelly ROLFE & Cindy ZHANG & Alexander Tabunets	24
Y1B	Erin HARDIE & Lisa YE & Mira Yu	25
Y1A	Maggie VAN WYK & Yoyo YAO & Dorothy Joiner	24
Y2D	Joshua WILLIAMS & Lynn YANG & Temisha Willis	24
Y2C	Nicole VELE & Lei Lei & Jade Oak	23
Y2B	Joseph DENT & Claudia DU & Tania Jordan	24
Y2A	Victoria PARR & Ada SHI & Jamie Hoel	24
Y3D	Song WONG & Carrie Qian & Kathleen Wu	25
Y3C	Ashmi BHANSALI & Vivien BAI & Emma Dodds	24
Y3B	Hazel KIM & Lina FEI & Sophie zhang	25
Y3A	Hannah POWELL & Sherry CUI & Amy Bu	25
Y4D	James DYKE & Sunny LI & Ginger Hsieh	23
Y4C	Suzanne VERT & Shirley JIN & Diana Dai	24
Y4B	Angelica ESCOBAR & Eva WANG & Lynn Xie	25
Y4A	Tom POWELL & Tracey WANG & Terry Piper	24
其他 Other	其他教职员工 Other Staff	

小学楼检测现场执勤老师 K4 and Primary NAT Duty Teachers

执勤老师 Duty Teacher	执勤位置及内容 Duty List
Rob Watson (VP) Cathy Yang (Primary Head of Chinese)	CCTV
Jon Banks (Primary Co-Head)	在小学 1 楼维持秩序，随同 Y1A 前往检测后留在中庭协助 Crowd control on 1 st floor and follow Y1A for NAT and stay in the courtyard to support
Marc Lawrence (Character E. Coordinator)	在小学 2 楼维持秩序，随同 Y2A 下楼检测 Crowd control on 2 nd floor and follow Y2A for NAT
Kimberley Oliver (Head of Learning Support) Connie Chou (RP Music Coordinator)	在小学 3 楼维持秩序，随同 Y3A 下楼检测 Crowd control on 3 rd floor, follow Y3A for NAT
Tom POWELL (Y4 Year Leader)	在小学 4 楼维持秩序，随同 Y4A 下楼检测 Crowd control on 3 rd floor, follow Y4A for NAT
Sissy Shen (VP)	在中庭协助疾控人员，组织其他楼内教职员工排队检测，并做好点名工作 Support CDC's onsite operation in the courtyard, arrange other staff's registration and NAT

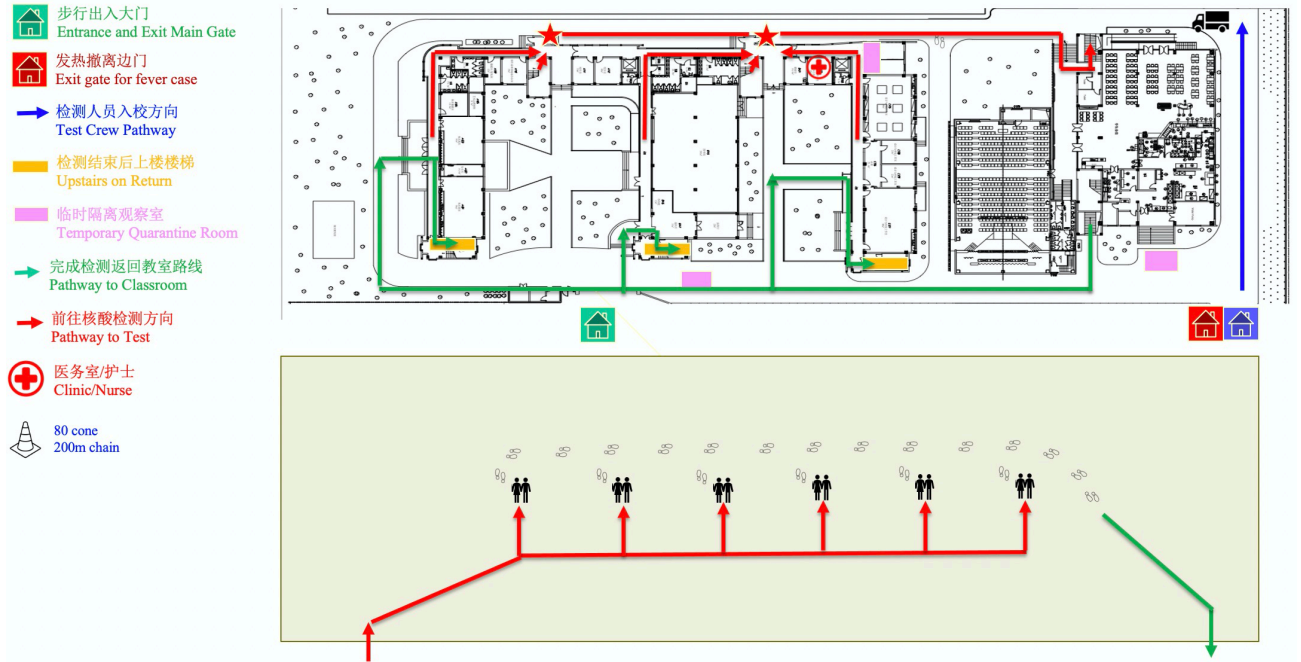
*执勤老师身穿反光衣 Duty teachers to wear Safety Vest



*室外检测排队顺序等同于室内 Outdoor Line-Up Sequence same as Indoor NAT

世纪公园校区全员核酸检测路线规划 CP Campus NAT Arrangement

世纪公园校区室内核酸检测规划图 CP Campus Indoor NAT Arrangement



CP 校区室内核酸检测排队顺序 CP Line-up Sequence for Indoor NAT

班级 Homeroom	班主任 Homeroom Teachers	学生人数 Student Number
C225 Yellow House Y10-Y13	Penny Chapman & Dudley Stuurman	24
C327 Green House Y10-Y13	Stacie Gregorius & Michael Henderson	23
C425 Red House Y10-Y13	Ryan Platten & Tracey Cooney	24
B322 Blue House Y10-Y13	Anthony Yu & Danny Howe	24
B415 Y9A	Jeff Boldt & Terence Moran	16
B416 Y9B	Zaid Saleh & David van Wyk	15
B325 Y8B	Holly Mason & Josh Zhuo/Zeng Qian	15
B215 Y7A	Joyce Wang & Hilton Bartlett	18
B215 Y7B	Dana Zheng & Retha Jones	15
B215 Y7C	Amanda Zhou & Stephen SMith	16
A125 Y8C	Lily Wang & Renae Livermoore	15
A103 Y8A	Inge Tang & Anita Dai	15
A401 Y5A	Rob Garth & Emily Feng	25
A401 Y5B	Ed Kitts & Iris Chen	25
A401 Y5C	Kelly Lyons & Teresa Li	25
A401 Y5D	Melissa Shaw & Annique Mak & Ruby Chen	25
A301 Y6A	Joanne Taylor & Joan Chen & Janie Dong	24



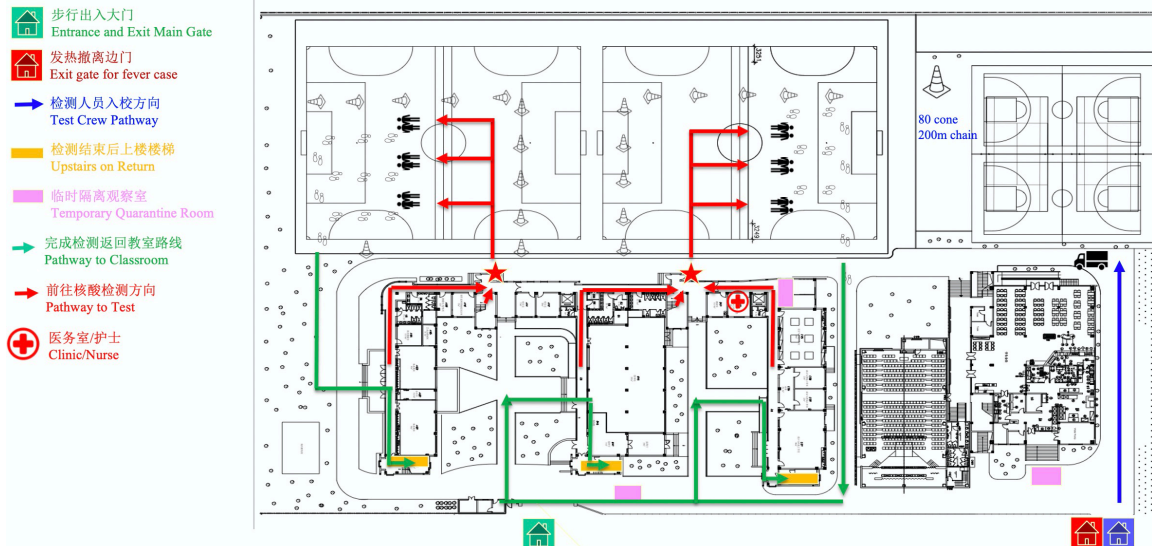
A301 Y6B	Rob Cooke & Lillian Liu & Nathaniel Bicknell	24
A301 Y6C	Caroline Haigh & Xing Lyu	25
其他 Other	其他教职员工、外聘老师、访客 Other Staff and Visitors *在 C427 员工休息室等候广播提示 Waiting in the C427 staff lounge for broadcasting announcement	

CP 检测现场执勤老师 CP NAT Duty Teachers

执勤老师 Duty Teacher	执勤位置及内容 Duty Location
Glenda Perks	在 2 楼维持秩序，先 C2F-B2F，最后随同 Y7C 前往检测 Crowd control on 2 nd floor, start from C2F, then B2F, follow Y7C for NAT
Janelle Garrett	在 3 楼维持秩序，先 C3F-B3F-A3F，最后随同 Y6C 前往检测 Crowd control on 3 rd floor, start from C3F-B3F-A3F, follow Y6C for NAT
Ian Lee	在 4 楼维持秩序，先 C4F-B4F-A4F，最后随同 Y5D 前往检测 Crowd control on 4 th floor, start from C4F-B4F-A4F, follow Y5D for NAT
Teresa Tu	在 A1F 楼维持秩序，随同 Y8B 前往检测后留在检测点协助 Crowd control on 1 st floor, follow Y8B for NAT
Matt Grady	户外走道处指导排队前往体育馆 Pathway to the Gym building, direct classes to keep in line
Kyndra Douglass	通往体育馆楼梯处配合放行，避免体育馆内排队拥堵 Stairway to the gym upstairs, ensure classes enter gym one by one
Jane Xie (VPs)	在体育馆检测点协助疾控人员，组织其他校内教职员工/访客排队检测，并做好点名工作 Support CDC's onsite operation in the gym, arrange other staff/visitors' registration and NAT
Yemei Zhou	1 st Bathroom
Daisy Yu	2 nd Bathroom
Nicole Cai	3 rd Bathroom
Stephanie Yang	4 th Bathroom
Alex Huang	Gym
Becca Gu	Gym
Dusten Kent	CCTV

*执勤老师身穿反光衣 Duty teachers to wear Safety Vest

世纪公园校区户外核酸检测规划图 CP Campus Outdoor NAT Arrangement



*室外检测排队顺序等同于室内，A 楼内人员可以在与 B/C 楼的人员在不同检测点，同时进行
Outdoor Line-Up Sequence same as Indoor NAT, however, people in A building may conduct NAT at the same time as B/C at its designated NAT site on the field.

校园核酸检测点设置及准备清单 Campus NAT Setup and Preparation List

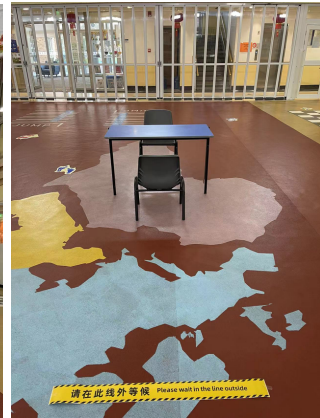
1. 核酸检测现场所需物品清单 Item List for Setup

- 桌椅 Tables and Chairs
- 供电 Power and Electricity
- 照明 Lighting
- 消毒液 Disinfection Product
- 医用废物垃圾桶/袋 Medical Waste Bin/Bag
- 废纸篓 Wastebasket
- 签到纸、笔，供手工登记 Paper and Pen for Registration
- 户外帐篷 Outdoor Tent
- 现场布置参考图 Onsite Setup Reference
 - 室内 Indoor:

花木路校区幼儿园图书馆 RP ECE Library



花木路校区小学楼中庭 RP Primary Courtyard





Yew Chung International School of Shanghai
上海耀中外籍人員子女學校



YCIS Shanghai (Pudong Campus)

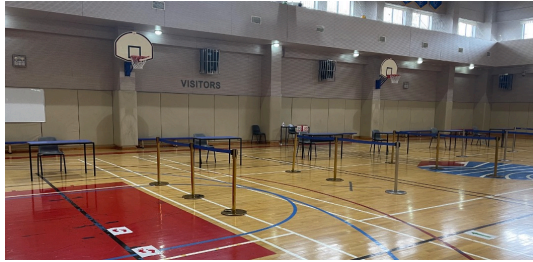
上海耀中 (浦东校区)

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enquiry@sh.ycef.com

www.ycis-sh.com

东绣路校区体育馆 CP Gym



- **室外 Outdoor:**



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*Each school is independently registered and operated 每间学校均独立营运



2. 在校人员名单 Namelist of Everyone on Campus

- 教务处提供 School Office to Provide :
 - 学生 Students
- 人力资源部提供 HRD to Provide :
 - 全职员工 Full Time Staff
 - IIIP 教师 IIIP Teachers
 - 联课活动授课人员 CCA Vendors
 - 代课老师 Supply Teachers
- 校务部提供 SPD to Provide :
 - 幼儿园保育员 ECE Class Ayi
 - 餐厅人员 Cafeteria Staff
 - 保洁人员 Sanitary Staff
 - 保安人员 Security Staff
 - 校车司机及跟车员 School Bus Driver and Bus Attendant
 - 花匠 Gardener
 - 访客 Visitor (根据门卫访客登记表 as per Visitor Registration Form)

3. 校园封控总体要求 Campus Lockdown Requirement

- 校园封控开始后，所有人员只进不出，无关人员不进校
Upon the start of campus lockdown, everyone stays on campus and cannot leave until the CDC notifies us. Non-required personnel are not to enter school
- 当天外来人员也需在校进行核酸检测
External visitors on campus should also stay and take the NAT
- 立即通知已经在校外的相关师生员工返校落实健康管理
Students and staff who left the campus should be called back to campus for NAT
- 自然请假的师生，需在医院做好核酸检测才能入校
People on leave can only enter the school gate upon receipt of a negative test result from a hospital
- 封控期间，所有核酸检测现场的照片及资料不可外传，不随意发布网上言论，以官方通知为准，听从疾控指挥
During campus lockdown, remind staff and student to NOT take photos and post on social media. Be mindful of rumours and stick to official announcements / instructions from the CDC
- 当疾控中心通知检测结果全员阴性，无异常情况，学校可以正常放学
When CDC notifies negative test results for everyone, the school can then be dismissed
- 学生原则上不过夜，第一轮核酸检测结果为阴性后，可以回家健康管理（不坐公共交通，居家不外出）。间隔 24 小时后到校进行第二次核酸检测
In principle, students do not sleep on campus. Upon receipt of the first test result (negative), students may be picked up and send home by private transportation (avoid public vehicles) and stay home. In 24 hours, return to campus for the 2nd NAT

教职员过夜物品清单 Staff Sleepover Item List

学校提供 School to Provide

	<p>睡袋, 加厚摇粒绒 Sleeping Bag, Polar Fleece</p> <p>180*75CM</p> <p>1</p>		<p>一次性洗脸巾 Disposable Face Towel</p> <p>2</p>
	<p>牙刷牙膏 Tooth Brush and Paste</p> <p>1</p>		<p>一次性袜子 Disposable Socks</p> <p>1</p>
	<p>润肤脂 Moisturizer</p> <p>1</p>		<p>卸妆湿巾 Makeup Remover Wipes</p> <p>1</p>

教职员自备物品参考

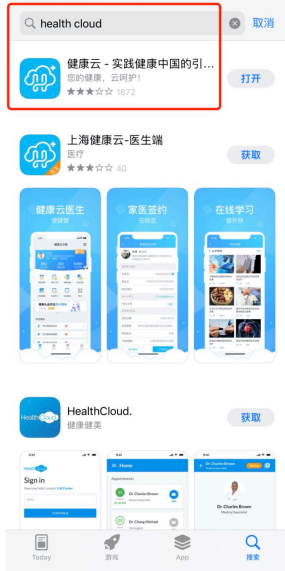
Recommended items for staff to prepare and keep on campus (in case needed):

- 必要药品 Necessary Medicine
- 隐形眼镜护理套装 Eye Contact Lens Kit
- 更换衣物 Change of Clothing
- 手机充电线 Cellphone Charger
- 剃须套装 Shaving Kit

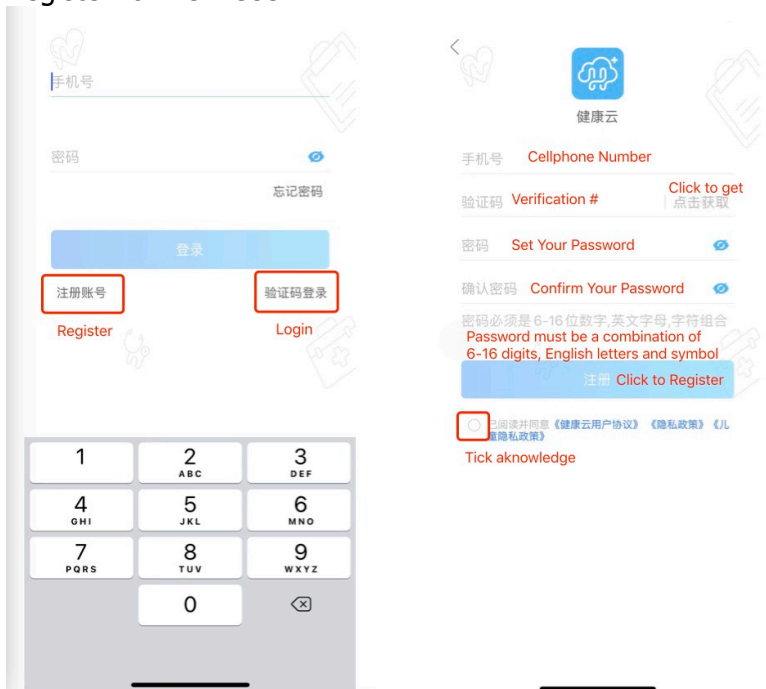
健康云登记核酸检测二维码

Obtain NAT QR Code on Health Cloud App

1. 下载“健康云”小程序
Download the “Health Cloud” App



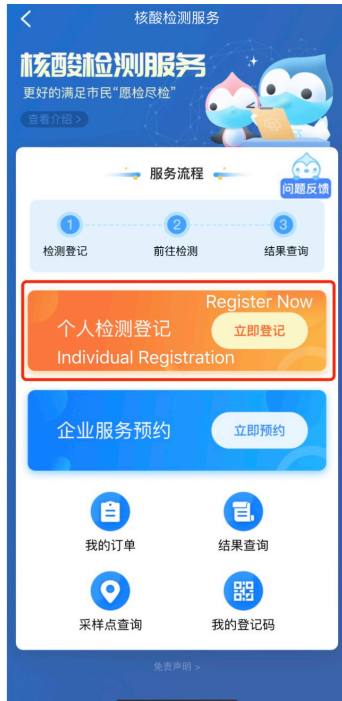
2. 新用户注册
Register for New User



3. 选择“核酸检测服务”
Click on the “NAT Service” Button



4. 选择“个人检测登记-立即登记”
Click on the “Individual Registration – Register Now” Button



5. 填写个人信息，登记后获取核酸检测二维码
Complete Personal Information to Register and Obtain the NAT QR Code

注意：每个二维码只能使用一次，第二次核酸检测前需再次获取新的二维码
Note: Each NAT QR Code can only be used once. A new code needs to be generated for the second test

6. 健康云首页可查看登记码或查询检测结果
Review NAT QR Code or NAT Result on Health Cloud Landing Page

