

亚庇建国中学新冠肺炎校园防疫指南

SOP of COVID-19 Preventive Measures At Kian Kok Middle School

新冠疫情未完全解除前，为防止病毒蔓延，本校将采取以下防疫措施。

In order to prevent the spread of the virus in the pandemic, the school will take the following preventive measures.

(一) 全体教职员及学生 For All Staff/Students

1. 教职员及学生 My Sejahtera 状态必须为低风险、无症状 Low risk, no symptom (蓝色)，方可到校。
Only teachers/staff and students with MySejahtera status of "Low risk, no symptom (blue)" can go to school.
2. 学生若确诊，须通知各班班导师，附上相关文件，供学校记录及存档。
In case of positive diagnosis, students need to notify your form teacher and attach relevant documents for school filing purposes.
3. 未接种疫苗的学生，须每个星期一及星期四在学校接受新冠病毒自我检测，试剂盒费用由学生承担。
学生可自行携带获我国卫生部批准的试剂盒，但须在学校进行有关检测。
For students who are not vaccinated, they have to do self-test at their own expense when they arrive at school on Mondays and Thursdays. Students can bring their own test-kits (certified by MOH) but they need to perform the test at school.
4. 符合以下（1）或（2）项的学生，请勿到校，寻求相关医疗协助，并通知班导师或训导处请假：
(1) 学生本身确诊 (Type A) 、进行隔离中 (Type B) 或家中有人进行隔离中 (Type C) ；
(2) 身体不适者，如咳嗽、发烧、呼吸困难等相关症状。
Students in either of the following situation **do not** come to school and should seek medical assistance.
Please notify the form teacher or apply leave through the Discipline Department:
(a) Student who has been diagnosed (Type A), is in quarantine (Type B), or has family member having self-quarantine at home (Type C);
(b) Student who is unwell or has symptoms such as cough, fever, breathing difficulties and others.
5. 所有教职员及学生进入校园后，必须戴上口罩。
Wear a face mask upon arrival at school.
6. 每日进入办公室或教室前，须在校方指定地点 (A、B 大楼三个楼梯间)，刷脸记录体温及身份。
Take temperature at one of the face recognition terminals at the staircases of the main building.
7. 任何时间，不可群聚，避免肢体碰触，与他人保持至少一公尺的社交距离。
Avoid grouping and body contact, keep 1m social distancing at all times.
8. 经常使用肥皂 (至少 20 秒搓洗) 或浓度至少 70% 的免洗酒精洗手液清洁双手。
Wash your hands frequently with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 70% alcohol.
9. 未清洗双手前，避免碰触双眼、鼻子、嘴巴或脸颊。
Avoid touching your eyes, nose, or mouth with unwashed hands.

10. 到校后，体温持续维持在 37.5 度以上或身体不适者，应办理早退并就医。

Leave school early and seek medical advice if the body temperature reaches 37.5 degree or above or if you are not feeling well in school.

11. 咳嗽或打喷嚏时，应以卫生纸、手帕或衣袖遮掩。

Practice good respiratory etiquette, including covering coughs and sneezes with tissue paper or handkerchief.

12. 使用过的面纸或口罩应丢弃到垃圾桶内。

Discard used tissues or face masks in an enclosed bin.

13. 除非获得校方批准，否则学生不可在非上课时间返校进行任何活动（包括学习活动）。

No activities of any kinds are allowed outside school hours without permission from the school.

(二) 家长或访客 For Visitors or Parents

1. 任何访客若需要到行政办公室处理要事，请佩戴口罩、测量体温及扫描 My Sejahtera（低风险、无症状 Low risk, no symptom（蓝色）者才能进入学校）。

Should visitors need to go to the administrative office, please wear a mask, have body temperature taken and scan MySejahtera (only those in status of 'low risk, no symptom (blue)' are allowed to go in).

2. 访客处理完公事后，应立即离开校园，谢绝在校园四处走动或逗留。

All visitors should leave immediately after things are done and should not wander around the campus.

3. 家长只能接送孩子，不可在校园逗留，学校食堂及文具社也不对外开放。

Parents are not allowed to hang around at school or canteen at all times.

4. 家长接孩子放学时，应在车内等候。若有特殊情况，需要下车，则应戴上口罩。

Parents should wait in the car when waiting to pick up students. Please put on mask if you need to get out of the car.

5. 进入校园访客全程须戴上口罩，并保持至少一公尺社交距离。

All visitors must wear mask and keep 1m social distancing at all times.

6. 上课期间，家长暂时不可给孩子送餐（包括家里的便当），鼓励家长让孩子从家里带便当到校。

During school hours, parents are not allowed to deliver food to students (including homemade boxed lunch). Instead, parents are encouraged to let their children bring their own boxed lunches with them when they come to school in the morning.

7. 上课前或下课时，家长不可陪同孩子在校园内用餐。

Parents are not allowed to keep their children company when they are having meals at school campus during recess or before class.

(三) 一般教室及多用途教室 For Classroom & Multipurpose Room

1. 上课时，教师和学生须戴上口罩，保持一公尺社交距离。
Teachers and students should wear face mask in the class, and keep 1m social distancing at all times.
2. 教室座位间应维持学校所规定的安全距离，同学间避免肢体碰触，不可有群聚（超过 3 人）活动。
Please maintain the seating arrangement in the class, avoid body contact and grouped activities (with more than 3 people) among students.
3. 同学每日至少两次（第一节上课前及最后一次小休时）使用消毒酒精擦拭桌面。
Students must clean their own desks with sanitisers at least twice a day (before the first period and during the last recess).
4. 上课时，教室的每扇窗户须打开，以维持空气流通。
Leave the windows open for each panel, while keeping the air-cons and fans on.
5. 下课时，关掉冷气，打开所有门窗通风。
Leave all the windows open during recess for better ventilation.
6. 下课时间，学生获准在所属班级用膳，使用完毕后，应把垃圾及厨余妥善处理、丢入垃圾桶。
As students have their meals in the classroom for the time being, please dispose your rubbish thoughtfully and keep the classroom clean.
7. 值日生每日确实执行班上卫生工作，并每日清理教室垃圾桶。
Make sure daily cleaning is done according to the duty roster, and the rubbish bin should be cleared each day.
8. 上课中途，若发现身体不适，应立即通知在堂老师，办理早退并就医。
If students feel unwell during school, please inform the teacher in class and make arrangement to leave school early and seek medical attention.
9. 下课或换节时，同学不可在教室走廊群聚、随意进入其它班级，也不可结伴上厕所。
During recess or change of lessons, students are not allowed to gather at the corridor, go into other classrooms, and go to toilet with other students.
10. 放学后，应尽快离开教室，以便校工进行消毒工作。
Please leave the class as soon as possible after school so that disinfection can be performed.

(四) 教员办公室 For Staff Office

1. 教员办公室谢绝任何访客。
No visitors are allowed in the staff office.
2. 若老师须约见家长或访客，应在行政室的会议厅内，惟出席人数不可超过可容纳人数的 50%。
Parents and teachers meeting (number of people should not be more than 50% of the room capacity) should take place at the conference room in the admin office.

3. 办公室内，教师须戴上口罩，并保持一公尺社交距离。
Teachers must wear face mask and keep 1m social distancing at all times.
4. 同一时间内，不可超过 7 人使用茶水间。
There must not be more than 7 people in the pantry at one time.
5. 教师鼓励在个人办公桌上用餐。
Teachers are encouraged to have meals at their desks.
6. 若非特殊情况，否则学生不可进入教员办公室。
Students are not allowed to be in the staff office without permission.
7. 教师每日须使用消毒液清理个人办公桌及个人电脑。
Teachers should sanitise their desks and computers every day.
8. 每扇窗户须打开至少 10 cm，以维持空气流通。
Please leave the windows open (10cm) for better ventilation.
9. 教师若有身体不适，应立即办理早退就医，不可强忍工作。
Teachers should leave early and seek medical attention if feeling unwell.

(五) 行政办公室 For Administration Office

1. 职员办公时，应戴上口罩，并保持一公尺社交距离。
Staff should wear face masks and keep 1m social distancing at all times.
2. 除了行政职员外，同一时间内，不可超过 5 人进入行政办公室。
No more than 5 visitors are allowed in the office at one time.
3. 家长或访客只能在行政办公室等候。
Parents and visitors must wait at the office before proceeding with their work.
4. 进入行政办公室处理事务前，须使用消毒液清洁双手。
Please use hand sanitiser before going into the admin office.
5. 行政办公室可开放进行小型会议、家长会面或其余访客的会面，惟过程中须戴上口罩及保持一公尺社交距离，出席人数不可超过可容纳人数的 50%。
For meeting at admin office, all the participants (not be more than 50% of the room capacity) should wear face mask and keep 1m social distancing.

(六) 学校食堂及文具社 During Recess At Canteen & Stationery Shop

1. 学生全程戴上口罩，并保持一公尺社交距离。
Students must wear face mask and keep 1m social distancing at all times.
2. 购买食物或进入文具社时，必须按照地面的标记排队，以保持社交距离。
At the canteen or stationery shop, students need to queue at the marking to keep social distancing.

3. 同一时间内不可超过 5 位学生进入文具社，每位学生逗留时间以 5 分钟为限。

Not more than 5 students should be in the stationery shop at one time and each student can only stay there for 5 minutes.

4. 鼓励同学在食堂预购食物，或携带便当，然后在教室的座位上用膳。

To avoid crowding at the canteen, students should bring food from home or pre-order from the canteen. They are allowed to have their meals in the classrooms for the time being.

5. 用餐前及用餐后，应用肥皂清洗双手。

Wash hands with soap and water before and after meals.

6. 同学在食堂等候交通工具时，须保持一公尺社交距离，不可群聚。

Students must keep 1m social distancing while waiting for transport at the canteen.

7. 除非获得校方批准，否则食堂空间在非上课时间内，暂不开放让同学使用。

Students cannot use the canteen area for any activities outside school hours without permission.

(七) 图书馆 For Library

1. 学校图书馆只在上课期间开放予本校师生使用，谢绝家长及访客。

The library is only open for students and staff during school hours. No parents or visitors are allowed.

2. 进入图书馆之前，须使用消毒液清洁双手。

Please use hand sanitiser before going into the library.

3. 学生进入图书馆，须遵守相关 SOP，如应戴口罩，保持距离及避免群聚。

In the library, students must comply with the SOP such as wearing mask, having social distance and avoid gathering.

(八) 其它校内场地 Other Areas

1. 学生使用课外活动室（华乐室、管乐室、弦乐室、合唱室、舞蹈室等）、学校礼堂、资讯大楼讲堂、排球场及篮球场，须事先提出申请，并遵守相关防疫 SOP。

Students should apply and comply with the SOP if they need to use the following facilities: rooms for ECA clubs (Chinese Orchestra, School Band, String Orchestra, Choir, Dancing etc), school hall, IT building lecture hall, volleyball and basketball courts.

2. 学校塑胶跑道只开放本校教职员、学生及与宿舍老师同住的家人使用，开放时间为下午 4 时至 6 时正。

The running track is only open from 4pm-6pm for staff, students, and hostel residents every day.

3. 塑胶跑道只供跑步及伸展运动，惟运动时需维持至少两公尺的距离，禁止任何群聚活动。

The running track is only for running and stretching exercise. There should be 2m of social distancing and group exercise is not allowed.

4. 在符合规定人数的限制下，可以使用电脑室、音乐室、美术室及实验室进行正式上课活动，惟须遵照校内防疫措施：戴上口罩、保持一公尺社交距离及使用后消毒。

Under the restriction of the number of users, the classrooms for computer, music, arts and laboratory can be used. Everyone must comply with the SOP, including wearing the face mask, keeping 1m social distancing and sanitising.

(九) 以上防疫指南，本校将依教育部最新 SOP 而更新。若有更改，将另行通知。

The above is subject to change according to the latest SOP from MOE and will be announced later.

Revised on 2022.03.17