



以人为本·中西融合·精英教育
Student-Centered, Integration of East and West, Elite Education

宏文学校上海校区 新冠肺炎期间开学准备工作手册

HWS Shanghai Campus Manual for the New Semester
during NCP



宏文上海校区运营保障中心
Operations Support Center of HWSSH



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阅读指南：

学生应关注第五、七、八、十、十一、十二、十五点；

家长应关注第五、六、十、十一、十二、十五点；

教职员应关注第三、五、六、七、八、九、十、十一、十四点；

后勤员工应关注第二、四、五、六、七、八、十、十一、十二、十四点；

外来访客应关注第五、六点。

Reading guide

Students should focus on point 5,7,8,10,11,12,15

Parents should focus on point 5,6,10,11,12,15

Teachers should focus on point 3,5,6,7,8,9,10,11,14

Logistic staff should focus on point 2,4,5,6,7,8,10,11,12,14

Visitors should focus on point 5,6



目的

为做好宏文学校上海校区疫情期间后勤保障工作，切实维护广大师生生命安全和身体健康，特制定《新冠肺炎期间开学准备工作手册》，具体准备工作和措施如下：

Purpose

In order to effectively safeguard the lives and health of the students and staff in the area of the logistics support during the epidemic on Hongwen School Shanghai campus, we created this "HWS Shanghai Campus Manual for the New Semester during NCP". The specification of the preparation work and measures are as following:

In order to provide better support in logistic support during the epidemic on Hongwen School Shanghai Campus, and to effectively safeguard the safety and health of the staff and students, we created this "HWS Shanghai Campus Manual for the New Semester during NCP. The specific preparations and measures are as follows:

一、校区疫控物资准备

Preparation of epidemic control materials on campus

1. 检测类：红外电子测温器 1 台；测温仪 30 台。

Detection – One Infrared electronic thermometer and 30 thermometers.



红外线测温器

Infrared thermometer



已采购的测温仪

Purchased thermometers

2. 防护类：一次性医用口罩 1 个月用量、护目镜 10 副、防护服 10 件、一次性手套 15 盒。

Protection: one month supply of disposable medical masks, 10 pairs of goggles, 10 pieces of protective clothing and 15 boxes of disposable gloves.

3. 消毒类：自动免洗液 16 包、支架 2 个、消毒雾化设备、紫外线灭菌灯 5 台、酒精消毒片 100 瓶、医用酒精消毒液 20 瓶，每班至少 1 小瓶免洗洗手液。

Disinfection: 16 packets of automatic washing-free liquid, 2 supporting stands,



disinfect atomization equipment, 5 ultraviolet sterilization lamps, 100 bottles of alcohol disinfection tablets, 20 bottles of medical alcohol disinfectant, at least 1 small bottle of washing-free hand liquid for each class.

二、校区卫生消毒措施

School sanitation and disinfection measures

1. 清洁消毒的范围包括不限于各教室、功能室、办公室、图书馆、储藏室、走廊、走道、电梯、楼梯间、卫生间、操场、儿童乐园、花坛、及所有室内外区域及附属设施体育用品，学生借用的图书及 iPad 等文体用品进行定时消毒。

Areas to be cleaned and disinfected shall include but not be limited to classrooms, function rooms, offices, libraries, storerooms, corridors, walkways, elevators, staircases, toilets, playgrounds, children's playgrounds, flower beds, all indoor and outdoor areas, ancillary facilities sporting goods. Books borrowed by students, ipads and other recreational and sports supplies shall be regularly disinfected.

落实分区到人，明确操作时间和清洁消毒部位，详见附件



Identify individuals to be in charge of specific areas, specify operation time and disinfection areas. See attachment for details.

依据专业的消毒技术和方法落实卫生消毒工作，详见附件



Perform sanitation and disinfection procedures according to professional disinfection techniques and methods. See attachment for details.



办公室门把手
Office door handle



马桶
The toilet



电梯内部按钮
Elevator internal button



电梯外部按钮
Elevator external button



教室门把手
Classroom door handle



各类提示标牌设置
All kinds of prompt sign Settings

2. 空间消毒每天 2 次，物品消毒每周 1 次。消毒工作由学校保洁团队人员实施(按需增加保洁人员配备)，校医提供技术标准，运营保障中心后勤团队及物业管理团队负责监督。

Disinfect the space twice a day and the articles once a week. The disinfection work shall be carried out by the cleaning team of the school (the cleaning staff shall be increased as required), the technical standards shall be provided by the school doctor. The logistics team of the Operations Support Center and the property management team are responsible for supervision.

3. 在清洁消毒工作完成后，保持各区域门窗通风状态，室内环境尽量保持自然通风。
After the disinfection work is completed, keep the doors and windows in each area ventilated and try to keep natural ventilation in the indoor environment.
4. 每楼层配备专用垃圾桶用于废弃口罩的收集，并每天 2 次对垃圾桶进行消毒，垃圾清运单位及时进行医疗废弃垃圾清理。
Each floor is equipped with a special trash can for the collection of discarded masks. The trash can is disinfected twice a day. The garbage collection and transportation company shall clean up the medical waste in time.

每层设置一个医废垃圾箱
Each floor is equipped with a Medical Waste Bin



5. 对重点区域进行高频次消毒，落实三消三洗：校区所有的电梯轿厢及按钮、洗手间及更衣室、会议室及宿舍公共区域、楼梯扶手及门把手、教室桌椅等。
Disinfect key areas frequently by carrying out three-disinfection and three-washing policy: all elevator cabins and buttons, toilets and changing rooms, meeting rooms and dormitory public areas, stair handrails and door handles, classroom tables and chairs, etc.

三、师生健康信息跟踪

Health information survey of teachers and students

1. 学校已完成师生假期行程和健康全面普查，标注疫情区域涉及人员。
The school has completed the vacation travel history survey of staff and students and a comprehensive health survey with information related to epidemic areas and individuals.



2. 每日通过班主任采集学生信息和教师自行上报方式完成实现健康“零上报”要求。
Complete the health "zero report" by collecting students' information from the homeroom teachers and teachers' self-reports every day.

四、开学专项安全检查

Specific Safety Inspection of the New Semester

1. 由工程组和安保人员开展电气设备、消防设备、电梯、配电间设备安全检查，对问题隐患逐一登记造册,制定有效解决方案，运营保障部中心后勤团队进行复核检查。

The engineering team and security personnel shall carry out safety inspection of electrical equipment, fire equipment, and elevator and power distribution room equipment, record the hidden problems one by one, and come up with effective solutions. The central logistics team of the Operations Support Center shall conduct review and inspection.

2. 由实验室负责大量消毒酒精的存储管理，校医室对接实验室进行小量酒精取用，保洁人员从校医室领取酒精，开展日常消毒工作。后勤保障中心组织开展酒精消毒安全操作培训并监督落实。

The laboratory shall be responsible for the storage and management of a large amount of sterilized alcohol. The school medical room shall only take out a small amount of alcohol for use from the laboratory. The cleaning staff shall receive alcohol from the school medical room and carry out daily disinfection. The Logistics Support Center organizes and conducts alcohol disinfection safety operation training and supervises the implementation.

五、每日入校人员检查流程

Daily Morning Check Procedures for Entering School

1. 所有师生和外包人员在校外进行体温测量。

All the staff, students and outsourcing staff's temperatures will be taken outside the campus.

2. 物资安排：测温人员、校医和门口保洁人员配置口罩、手套和护目镜。

Material arrangement: temperature-measuring personnel, school doctors and gate cleaners shall wear masks, gloves and goggles.

3. 人员安排：每日安排 4 名安保人员维持秩序，另有 2 名安保人员使用红外线测温仪进行测温；1 名校医在测温棚进行体温复核，1 名保洁人员作为机动协助人员，1 名物业管理人员监督和协助。实现门口把关人员高配置，通过红外设备实现入校人员快速测温，通过免洗洗手液配置实现入校人员手部消毒，落实测温洗手两不误。

Personnel arrangement: 4 guards are arranged to keep daily order, 2 additional guards use infrared thermometers to measure temperatures; 1 school doctor conducts temperature checks in the temperature measuring shed, 1 cleaning staff member is assigned to be the roving assistant, and 1 property management staff member supervises and assists with all procedures. The health check team will ensure rapid temperature measurements and disinfections of all individuals entering campus.

4. 结束每日校门上学检查工作后，工作人员应自测体温、清洁双手。

After the daily school inspection, the staff should measure their own temperature and clean their hands.

人员站位
Guard Position

免洗洗手液
Hand sanitizer



通道标识和测温提示

Road signs and temperature warnings

5. 所有师生和外包人员每日入校前如体温超过 37.3 摄氏度者不得进入校园，由校医在测温棚进行测温复核，如仍然发热，把学生留在测温棚等待，通知行政联系家长接回。

All staff, students and outsourcing personnel are not allowed to enter the campus if

their body temperature exceeds 37.3 degrees Celsius before entering the school. The school doctor shall re-check the temperature in the temperature measuring shed. If a student is identified to have fever, parent will be notified to take the student home.

测温棚位置

Position of temperature measuring shed



6. 家长接送孩子须止步在校门外，如因特殊原因进入校区时，须配合接受体温测量，及消毒双手。

Parents should stay outside the school gate to pick up their children. If anyone needs to enter the campus for special reasons, he/she is required to go through the same health check by taking body temperature and washing hands.

7. 所有访客须实名登记，留下联系电话、访者身份证明文件、被访问者信息等，并填写《疫情期间入校人员健康承诺书》，配合接受体温测量和消毒双手。

All visitors are required to register in their real names and phone numbers, hand in their identity cards, and fill in the "Letter of Health Commitment for Entrance to HWS during Epidemic Control" and go through the same health check by taking body temperature and washing hands.



疫情期间校外人员入校健康承诺书

本人_____ (姓名), 身份证号_____, 承诺自觉遵守学校/幼儿园疫情防控期间各项管理要求, 并且对下面各种情况予以确认:

1. 本人目前不是新型肺炎确诊病例或疑似病例;
2. 本人目前不是新型肺炎隔离人员;
3. 本人及同住家属无发热、胸闷、气促等新型肺炎症状;
4. 本人及同住亲属距今 14 天内未(经)到过湖北省地区;
5. 本人及家人距今 14 天内未与来自湖北省地区的亲朋好友接触。

本人保证已经仔细阅读并认可以上所述各项内容, 由本人签署的所有内容均属实。

承诺人签名: _____ 联系电话: _____
被访者姓名: _____ 日期: _____

六、其他时段校区出入人员检查措施

Check Procedures for Entering School during other Hours

1. 疫情期间门岗负责登记出入人员信息、联系接待老师, 对来访人员实施测温并监督双手消毒和《入校人员健康承诺书》签署。

During the epidemic, the gate guards are responsible for registering the information of the personnel coming in and out of the school and contacting the reception staff, taking temperature measures for the visitors and supervising the disinfection of hands, and have them signing *Health Commitment Letter for the admission permit*.

2. 家长因特殊原因需要进入校区时, 须配合接受体温测量和双手消毒, 并签署《入校人员健康承诺书》, 原则上仅限于在 1 楼大厅办理事项; 健康异常学生的家长在校门外等候, 学校人员护送学生到校门口与家长交接。

When parents need to enter the campus due to special reasons, they should cooperate with body temperature measurement and hand disinfection, and sign the "*Letter of Health Commitment for Entrance to HWS during Epidemic Control*". All visitors are only permitted to stay in the main lobby on the first floor. Parents of students with abnormal health conditions should wait outside the school gate, and



the school staff will escort the students to the school gate to meet their parents.

3. 开学前，联系食材配送供应商，收集食材送货人员、司机健康证明。并确认送货人员、司机开学前 14 天以内体温正常、未在湖北或疫情严控区域逗留。

Before the school starts, we will contact with the food material delivery suppliers and collect the health certificates of food material delivery personnel and drivers. To make sure that the temperature of the delivery personnel and drivers was normal within 14 days before the start of the semester, and they did not stay in Hubei or the area under strict control of the epidemic.

4. 所有食材配送应停放在校区外，由校区厨房员工在校门外交接后，自行拖运进校。如因地理位置限制，无法在校外交接食材物资的校区，食材配送人员进入校区时，须配合接受体温测量和消毒双手及更换工作服方可开始配送食材，同时按照学校规定线路进出。

Food delivering vehicles should be parked outside the campus and the kitchen staff will pick up the food. If due to geographical restriction the kitchen staff is unable to handle the food outside the school, the food material distribution personnel shall cooperate with temperature measurement, disinfection of hands and changing work clothes before the distribution of food materials. At the same time, the path they shall go in and out of the school shall be determined by the school.

5. 外卖和快递人员不能进入校区，快递物品由收件人到门口自行搬运；如遇雨天快递物品暂存放在安保室，安保室每日消毒 2 次。

Delivery personnel are not allowed to enter the campus and the delivery items shall be given to the security guards. In case of rainy days, delivery items are temporarily stored in the security room and the security room shall be disinfected twice a day.

6. 保洁团队增加一楼等候区的消毒频次；对每次使用过的访客卡进行酒精棉擦拭消毒；门岗每天定时紫外线消毒，并保留消毒记录。

The cleaning team will increase the frequency of disinfection for the waiting area on



the first floor, disinfect the visitor with alcohol wipe after each use. The gate post is regularly sterilized by UV every day and the disinfection records are kept.

七、在校人员体温复测工作

Temperature Double Check for the School Staff

1. 所有师生和外包人员每天组织校内体温复测一次。

All staff, students and outsourcing staff shall organize the temperature re-measuring on campus every day.

2. 每个班级配置一把额温枪，由班主任进行学生体温复测。

Each class shall be equipped with a forehead temperature gun, and the homeroom teacher shall conduct the re-measuring of students' body temperature.

3. 各部门分散配置额温枪，明确测温负责人，分批测温。

Each department will be given a thermometer, define a person in charge of temperature measurement who will measure the temperature in batches.

八、因病缺勤缺课报告及病因追踪

Reporting and Investigation on Absence due to Illness

1. 由前台人员和班主任跟踪学生缺勤缺课情况并进行病因跟踪，由前台人员、班主任和生活老师接收家长信息，反馈缺勤情况至校医，校医登记学生生病信息，上报地方卫生中心，后续跟进学生病情。

The front desk receptionist and homeroom teachers shall monitor student absentees by recording the causes. They will collect the relevant information from the parents and report to the school doctor who will then record the students' illness information, report it to the local health center, and monitor the student's illness.



2. 由人力及各部门主管跟踪教师缺勤缺课情况，人力登记教师生病信息，后续跟进教师病情。

Human resources and all department heads shall monitor teachers' absence, register teachers' illness information, and continue to monitor teachers' illness.

3. 运营保障中心跟踪外包人员缺勤情况并汇总信息。

The Operations Support Center monitors the absence of outsourcing personnel and summarizes the information.

上述三项统计每日 10 点前上报行政办，行政办上报学校应急领导小组，审核后无异议后上报教育局。

The three sets of statistics shall be reported to the administrative office before 10 AM every day, which will be reported to the emergency leading group of the school.

九、校内会议和运动要求和措施

School meetings, sports requirements and measures

1. 疫情期间,严禁组织大型校园会议和活动。

During the epidemic, large-scale campus meetings and activities are strictly prohibited.

2. 教师尽量使用会议系统，进行日常教务沟通。

Teachers should try their best to use the conference system to communicate with each other about daily teaching affairs.

3. 学校利用直播和录播设备开展全校性的全员参与的活动及升旗仪式，实现保持全校性活动开展，体现出上海校区设备功能的先进性。

The school uses the live broadcasting and video recording equipment to organize activities and flag-raising ceremonies with the participation of all staff and students which is a reflection of the advancement of equipment functions on HWS Shanghai campus.

4. 天气不好情况下，室内体育馆进行限流，不超过 2 个班（40 人）。

In case of bad weather, the indoor gymnasium will limit the flow to no more than 2 classes (40 people) at any given time.

十、校区餐点服务方案



School Meal Service Plan

1. 用餐原则:

Principle of Dining

- ✓ 餐饮自制，保证营养和安全；
Homemade meals ensure nutrition and safety;
- ✓ 学校采用分时段，分区域用餐；
Use time division and space division to serve meals;
- ✓ 单向座位，间隔坐，不说话，不交流；
One-direction seating, interval seating, no talk, no communication;
- ✓ 采用一次性饭盒，阻断交叉传播。
Use disposable lunch boxes to block cross contamination.

2. 早晚餐方式:

Solution of Breakfast & Dinner

- ✓ 住宿生在食堂一层用餐，餐盒提前配置到座位，学生用完即走。
Resident students have their meals on the first floor of the canteen. The dining boxes are arranged to the seats in advance. Students leave as soon as they finish.
- ✓ 教职工在餐厅一层用餐，餐盒提前配置到座位，用完自行丢弃餐盒，及时离开，不在餐厅逗留。
The staff have meals on the first floor of the canteen. The lunch boxes are arranged to the seats in advance. After using it, please discard the lunch boxes by yourselves. Leave in time and do not linger in the restaurant.

3. 午餐方式:

Ways of having lunch

- ✓ 1-2 年级午餐配送至各班教室食用。
Grades 1-2 lunch is delivered to each class.
- ✓ 3-5 年级午餐在餐厅一层用餐，餐盒提前配置到座位，学生用完即走。
Grades 3-5 have lunch on the first floor of the canteen. The lunch boxes are placed on the table in advance. Students leave as soon as they finish.
- ✓ 6-9 年级午餐在餐厅二层用餐，餐盒提前配置到座位，学生用完即走。
Grades 6-9 have lunch on the second floor of the canteen. The lunch boxes are placed on the table in advance. Students leave as soon as they finish.

- ✓ 教职工在餐厅二层用餐，餐盒提前配置到座位，用完自行丢弃餐盒，及时离开，不在餐厅逗留。

The staff eats on the second floor of the canteen. The lunch boxes are placed on the table in advance. After the meal, staff is required to discard all used lunch boxes and leave the canteen immediately.



1-2年级教室桌椅情况

Tables and chairs in grade 1-2 classroom



3年级以上教室桌椅情况

Tables and chairs above grade 3 classroom



餐厅座位排布

Seating arrangements in the canteen

4. 自带饭菜教职工可在学校加热，须在指定区域用餐。
Staff members who bring their own food can have the food heated in the school and eat in the designated area.
5. 沙拉吧暂停供应食品。
The salad bar will stop serving salad temporarily.

十一、 校区宿舍管控措施

School Dormitory Control Measures

1. 接送住宿学生的家长不得进入学校，低年级（1-3 年级）学生由生活老师迎接入校。
Parents of boarding students are not allowed to enter the school. Students in lower grades (grades 1-3) are escorted to school by dormitory staff.
2. 住宿生每日进入宿舍后需用洗手液洗手消毒。



Boarding students are required to wash hands with hand sanitizer after entering the dormitory every day.

3. 住宿生不串寝，不聚集活动，晚点心由生活老师分配到房间。

The students are not permitted to visit others' rooms or gather for activities. Evening refreshments are distributed to the room by dormitory staff.

4. 住宿生早晚进出宿舍区测量体温，如有异常情况立即告生活老师。

Boarding students who come in and out of the dormitory area in the morning and evening need to have their body temperature measured. If there is any abnormal situation, inform the dormitory staff immediately.

5. 待学生离开宿舍后，进行消毒和通风，每日 2 次。

After students leave the dormitory, disinfect and ventilate the area twice a day.

6. 生活老师每日上报住宿生健康情况，同时与家长保持联系。

The dormitory staff shall report the health status of the students every day and keep in touch with their parents.

7. 非宿管人员进出宿舍，由生活老师进行测温、监督双手消毒。

When non-dormitory administrators enter or leave the dormitory, the dormitory staff shall measure the temperature and supervise the disinfection of hands.

8. 教师宿舍指定专人落实早晚宿舍区体温测量和记录工作。

The teachers' dormitory shall assign specific persons to measure and record the teachers' body temperature in the morning and evening.

十二、校车及班车防护措施

School Bus and Staff Bus Protection Measures

1. 校车和班车每日消毒 4 次，根据校医指导开展保洁消毒工作。

The school buses and staff buses shall be disinfected 4 times a day, and the disinfection shall be carried out by cleaning the team according to the guidance of the school doctor.

2. 校车班车行驶过程中，司机、跟车人员、教职工和学生须佩戴口罩。

When the bus is on its way, the driver, staff, teachers and students must wear masks.

3. 校车行车期间不开空调并保持通风，教职工和学生请注意保暖。

When the bus is on its way, air conditioning cannot be turned on and ventilation is



maintained. Staff members and students should keep warm.

4. 学生上车前随车人员进行体温测量，体温正常学生允许上车；如发现且复测体温后仍然异常的学生不得搭乘校车，请家长领回就诊或休息并报备学校。

Before the students get on the bus, the staff will measure their temperature, and the students are allowed to get on the bus if their temperature is normal. Students whose temperatures are still abnormal after re-measuring are not allowed to take the school bus. Parents are requested to take them back for medical examinations or rest and report the outcomes to the school.

5. 学生下车前复测体温，如发现体温异常，由随车人员直接送至校医室观察，如校医判断学生异常，通知家长接回。

The students' body temperature should be measure again before getting off the bus. If anyone body temperature is abnormal, he/she should be sent directly to the school medical office for observation.

6. 员工班车指定专人测温，体温正常人员上车；如发现且复测体温后仍然异常的人员不得上车，并报备信息给学校。

There should be a specific person to measure others' body temperature on the staff bus. Staff members with normal temperature shall get on the bus. If the body temperature is still abnormal after re-measuring, the individual shall not get on the bus. Meanwhile, he/she needs to report the information to school.

7. 校车公司做好人员后备工作，以防有人员无法执行出车服务；车辆驾驶员及随护人员每天出车前自测体温，体温正常才可以发车，到校后由运营保障中心人员进行体温复测。

The school bus company shall hire backup work for personnel in case the regular driver is unable to perform the duties. The bus driver and the attendants measure their own temperature every day before getting on the bus and they can only get on the bus if the temperature is normal. After arriving at the school, the staff of the Operation Support Center will measure their temperature again.

注：体温异常指体温测量超过 37.3 摄氏度。

Note: abnormal temperature refers to the temperature measurement exceeding 37.3°C.



十三、 校内疫情应急重点内容

Key Contents of School Epidemic Emergency

1. 成立肺炎疫情防控工作领导小组，由任国芳总校长担任组长，侯晓波校长担任副组长，下设信息汇报组、物资保障组、消毒保洁组、医疗保障组、安全保卫组、机动协助组等；

A leading group for the prevention and control of epidemic has been formed. It is headed by principal Ren Guofang as president, and principal Hou Xiaobo as vice president, with information reporting group, material support group, disinfection and cleaning group, medical security group, security team and mobile assistance group.

2. 医疗保障组在校园内发现体温高于 37.3 摄氏度或疑似新型肺炎症状（发热、咳嗽、胸闷、气促）人员，第一时间上报疫情防控工作领导小组组长或副组长，由组长和副组长统筹上报教育部门和地方疾控部门以及联系家长和送医就诊工作。在人员未确诊前，根据上级管理部门的指示和要求落实相关工作。

When the health care group finds that an individual's temperature higher than 37.3 °C on campus or with suspected pneumonia symptoms (fever, cough, chest tightness, shortness of breath), reports to the epidemic prevention and control work leading group leader or deputy team leader immediately and contacts the parents, and/or sends the individual to the hospital. Before diagnosis, implement relevant follow up steps according to the instructions and requirements of the superior management departments.

3. 医疗保障组与地方疾控和病例及其家属保持联系，了解病情诊断情况，信息汇报组及时向上级教育部门报告；若确诊为新型肺炎，则根据地方疾控部门指示，立即落实相关要求，同时上报相关信息至上级教育部门。

The medical security group keeps in touch with the local disease control and the parents, learns about the diagnosis, and reports to higher education department in time. In case of confirmed diagnosis, implement the relevant follow up steps according to the instructions of the local disease control department and to the higher education department.

4. 如校园教职工或学生在校园外确诊为新型肺炎病例，参照本项第 3 条措施执行。

If a new case of pneumonia is confirmed by a staff or student on campus, refer to article 3 of this item.



十四、 教职员工及后勤相关部门人员培训措施

Training Measures for Teachers and Logistic Departments

1. 开学前由保健室团队对全体教职员工开展分批次新冠肺炎预防措施培训（建议视频教学）。

Before the start of the semester, the team in the health care room will conduct training on the preventive measures of pneumonia in batches for all the staff (video teaching is suggested).

2. 保健室团队和运营保障中心团队对后勤人员开展专项工作流程培训，包括不限于安保服务人员培训、保洁服务人员培训、餐饮服务人员培训、工程施工人员、绿化维护人员培训、校车班车司机及随护人员等培训。

The teams of the health care office and the Operation Support Center shall carry out special workflow training for logistics personnel, including but not limited to security service personnel training, cleaning service personnel training, catering service personnel training, engineering construction personnel training, greening maintenance personnel training, school bus drivers and escort personnel training.

3. 所有培训需要做好记录，包括培训内容、培训照片、参训人签名等。

All training sessions shall be recorded, including training content, training photos, signatures of participants, etc.

十五、 开学疫情防控爱心包

Love Bag for Epidemic Prevention

开学后每个学生发放疫情防控小礼包一个，礼包中包括：

After the start of the semester, each student is given a small gift package for epidemic prevention and control, including:

- ✓ 致学生家长的一封信 A letter to parents
- ✓ 学生口罩 student masks
- ✓ 疫情小卫士勋章 Little guard of against epidemic medal



- ✓ 学校宣传册 School promotional brochure
- ✓ 公司宣传册（涵盖高泽祥园宣传册） Company promotional brochure (covering Gaozexiangyuan brochure)
- ✓ 出行、居家、校园学习中的疫情防控卡片 Epidemic prevention and control cards for trips, home and campus study
- ✓ 行李牌一个 One luggage tag
- ✓ 卡通肥皂 Cartoon soap
- ✓ 宏文 LOGO 和吉祥物小贴纸 Hongwen school LOGO and mascot stickers

行李牌的作用：设置体温测量登记表，每天出行前由家长对学生测量体温，完成一周测量可获得学校积分卡。增强互动，实现家校共建，共同防疫的目标。

The function of the luggage tag is to be used for the registration form of temperature measurement. Parents take the students' temperature before going out every day. After one week's measurements, students can exchange for a school score card. Enhanced interaction can achieve the goal of home-school cooperation in epidemic prevention.