

The Latest Notice on Pandemic Control Updates

XJTLU Leading Task Force for Pandemic Prevention and Control
7th July 2022

Dear Colleagues,

We are writing to inform you about XJTLU pandemic control measures. These measures are implemented in accordance with the latest instructions from the Jiangsu Provincial Pandemic Prevention and Control Leading Task Force and local authorities, as well as by taking into careful consideration the current pandemic prevention and control situation in Suzhou and nationwide. Please see the details as follows.

Note: All control measures take effect from 8th July unless indicated otherwise.

I. Personnel & Campus Management Arrangements

(i) Campus Access Principles

All people who access the campus shall:

1. Complete Daily Health Report in the 'three-code-in-one' page;
2. Achieve the green 'three-code-in-one' XJTLU Pass Code (XJTLU code, green Jiangsu Health Code, and travel history code);
3. The campus service supporting personnel (the property management and canteen service personnel) need to provide the negative COVID test result within 48 hours for campus access. Other people need to provide the negative COVID test result within 72 hours for campus access.

NOTE- The above three items will be checked at the entrances for your first entry of campus on a daily basis. If the XJTLU Pass Code is red this means that certain specific additional measures need to be met. Please follow the guidance below.

(ii) Full-time Staff- Additional Measures

1. Staff who have not returned to campus since 14th February or on-boarding new staff

- a) The XJTLU Pass Code is closed for staff who have not completed the return-to-campus process since 14th February.
- b) Two negative COVID test results conducted in two consecutive days before the 1st day of entry of campus are required (at least one of the tests should be taken in Suzhou), and please upload the negative COVID test results in the form of [Staff COVID Test Report for Campus Access](#) on Intranet or on the 'three-code-in-one' page. The XJTLU Pass Code will be reopened upon

the approval of your HoD and HR office. On-boarding new staff shall follow this instruction once your AD account is given.

- c) Take COVID tests on the 1st, 3rd, 5th day of the first week of working on campus, and upload these three COVID test results in the [Staff COVID Test Report for Campus Access](#).

2. Staff who have been outside of Suzhou in the past 7 days

- a) Staff who have been to medium/high-risk areas shall not enter the campus. Please refer to the [list of medium/high-risk areas](#) provided by National Health Commission or the linked section on the university 'three-code-in-one' page. Since the list provides the 'live' up to date source list from the government, the University has referred to it as the most accurate information checklist. However, this information is only in Chinese, so it is recommended that staff who cannot read Chinese would use web translation or seek help from colleagues to get access to the most latest information.
- b) Staff who have been to the other low-risk areas within the cities (city-level) which have any medium/high-risk areas **OR** areas where local government has indicated 'cause for concern' (please refer to the specific list in the corresponding section on 'three-code-in-one' page) shall report to your residential community immediately after returning to Suzhou, and follow the community requirements to conduct two COVID tests within three days (the interval between the two tests should be at least 24 hours). After completing these measures, you can enter the campus according to the campus access principles.
- c) Staff who have been outside Suzhou to areas with no medium/ high risk areas or areas identified as 'cause for concern' shall get one negative COVID test result within 48 hours before returning to campus for the first time.

3. Staff who commute between Shanghai and Suzhou or Wuxi and Suzhou shall not enter the campus until further notice.

(iii) None Full-time Staff Measures

The campus-access application should be submitted by full-time staff via [Intranet](#). After being approved by HR office and HoD, the applicant should send the approved application to CMO@xjtlu.edu.cn. CMO will send a valid XJTLU Pass Code to none full-time staff accordingly.

This approval process does not apply to XJTLU students. Any XJTLU student who undertakes part-time jobs must abide by the returning regulations of XJTLU students.

In addition, new none full-time staff on board shall take nucleic acid tests on the 1st, 3rd, 5th day of the first week of working on campus, and send those five nucleic acid test results to HR.PandemicService@xjtlu.edu.cn.

In addition to the above requirements, none full-time staff shall comply with all the pandemic prevention and control measures consistent with those applied to full-time staff.

(iv) Management on Necessary Suppliers, External Visitors and Supporting Personnel

1. Necessary Suppliers:

The campus-access application should be submitted by full-time staff via [Intranet](#). After HoD's approval, applicants should send the approved application to CMO@xjtlu.edu.cn. After the University's approval, a valid XJTLU code will be sent to the necessary suppliers.

2. External visitors (ONLY applicable to external visitors for business purposes; XJTLU staff, family members, or students are excluded):

Visitors should scan the XJTLU code for temporary visitors for campus access. The staff who invites the visitors shall confirm the identity of the visitors and approve the campus access application. Then, the visitors shall complete the Daily Health Report and 'three-code-in-one'.



3. Campus Service Supporting Personnel

Campus Service Personnel (property management and canteen service personnel) should strictly undertake the required COVID tests and daily health report, and in principle shall not leave Suzhou during this period.

In addition to the above requirements, suppliers, external visitors and campus service support personnel shall comply with all the pandemic prevention and control measures consistent with those applied to full-time staff.

II. Staff Travel Management

If you have actual needs to leave Suzhou, please obtain the official email approval from your line manager in advance. Please do not travel to the cities (city-level) which have any medium/high-risk areas **OR** have areas where local government has indicated 'cause for concern' unless for really important matters.

III. On-campus Events and Off-Campus Activities Requirements

In principle, large-scale gatherings and activities onsite are not advised to be arranged on campus. The activities are encouraged to be postponed or switched to online platforms.

(i) On-campus Events

The total number of participants of all On-campus events shall be strictly controlled under 400 (all internal and external participants included).

a. Internal participants only

- Arrangements of On-campus events with a total number of participants **less than or equal to 100** do not require applications for review and approval;
- Arrangements of On-campus events with a total number of participants **between 100 to 400** require a *Pandemic Control and Prevention Proposal* to be submitted to the XJTLU Leading Task Force for Pandemic Prevention and Control **one week ahead** for review and approval.

b. External participants involved

a) **Less than or equal to 50** external participants involved

- Arrangements of On-campus events with a total number of participants **less than or equal to 100** do not require applications for review and approval;
- Arrangements of On-campus events with a total number of participants **between 100 to 400** require a *Pandemic Control and Prevention Proposal* to be submitted to the XJTLU Leading Task Force for Pandemic Prevention and Control **one week ahead** for review and approval;
- **All external participants must follow the campus access application procedure as external visitors.**

b) **More than 50** external participants involved

- Arrangements of On-campus events with a total number of participants **less than 400** require a *Pandemic Control and Prevention Proposal* to be submitted to the XJTLU Leading Task Force for Pandemic Prevention and Control **one week ahead** for review and approval.

(ii) Off Campus Activities (e.g. Fieldtrips, observation visits, away-days, etc.)

Such events with necessary justifications **are only allowed to take place in Suzhou** (including all administrative districts: Suzhou, Zhangjiagang, Changshu, Taicang, Kunshan and Wujiang).

- Arrangements of off Campus activities with a total number of participants **less than or equal to 200** require a *Pandemic Control and Prevention Proposal* to be submitted to the XJTLU Leading Task Force for Pandemic Prevention and Control **one week ahead for record**;
- Arrangements of off-site activities with a total number of participants **more than 200** require a *Pandemic Control and Prevention Proposal* to be submitted to the XJTLU Leading Task Force for Pandemic Prevention and Control **one week ahead for review and approval**.

(iii) For more information, please contact PandemicControl@xjtlu.edu.cn.

IV. Other Campus Management Arrangements

- (i) In order to abide by the local government's strict requirements regarding package delivery, the University is now ONLY accepting parcels or letters for business purpose; and those for private purposes will not be accepted. When you receive parcels and mails, please take good personal protection by wearing masks and disposable gloves properly to avoid direct contact of the parcels, and shall implement disinfection measures.
- (ii) Accessing for on-campus COVID testing arranged by XJTLU ONLY requires the 'three-code-in-one' XJTLU Pass Code, NOT requiring the negative COVID test result. Red XJTLU Pass Code is still acceptable for on-campus COVID testing but **NOT** for any building entry.

关于疫情防控措施的最新通告

各位同事：

根据省疫情联防联控指挥部和属地政府最新指示，结合苏州市和全国最新疫情防控形势，现就人员与校园管理等相关事宜作出如下通知：

注：所有措施通知 7 月 8 日生效，除非另有说明。

一、人员与校园管控措施

（一）进校总原则

所有入校人员须：

1. 成功完成学校三码合一页面中的健康日报；
2. 获取三码合一的绿色西浦码（西浦码、绿色苏康码和行程码合并）；
3. 除后勤保障人员（物业和食堂服务人员）入校须持 48 小时内有效核酸检测阴性证明，其他人入校仅须持有 72 小时内有效核酸检测阴性证明。

注：以上三项仅为每日首次入校时门岗查验内容，如您完成健康日报、苏康码和行程码的上传后，西浦码呈红色，则代表您并未完成所有入校管控要求，具体细则请见下述内容。

（二）全职员工防疫管控要求

1. 2月14日后首次返校员工或新入职员工

- （1）2月14日后未完成返校流程的员工西浦码现处于**关闭**状态。
- （2）抵苏后首次入校前须在 Intranet 或学校三码合一页面的链接上填写“员工首次入校/返校审批单”并上传入校前连续两天的核酸检测阴性证明（至少一次核酸检测在苏州进行），经部门/院系领导、人力资源办公室审批后方可重启西浦码。新入职员工可在获取 AD 账号后及时执行该操作。
- （3）返校/新入职员工须在入校第一周的第 1、3、5 天各进行一次核酸检测，并在此审批单中上传第一周的每次核酸检测阴性证明。

2. 近7天有苏州大市外旅居史的全职员工

- （1）如有中高风险地区旅居史，不可入校。中高风险地区清单请见[卫生健康委疫情风险等级查询页面](#)或学校三码合一页面导入的卫健委链接。卫健委查询页面为中高风险地区清单权威发布源，全天实时更新信息，为确保信息的及时有效，故学校直接引用，但网页仅可显示中文，建议无法阅读中文的员工采用网页翻译软件或寻求其他员工的帮助，以便及时了解最新信息。
- （2）如有中高风险地区所在设区市的其他低风险地区或属地重点关注地区（具体城市清单请见三码合一页面）旅居史，抵苏后须向社区报备，并落实社区 3 天内 2 次（至少间隔 24 小时）核酸检测阴性要求后，方可遵循进校总原则入校。
- （3）如有除以上所有情况以外的其他城市或地区旅居史，须在返校前 48 小时内完成 1 次核酸检测阴性，方可入校。

3. 苏沪或苏锡两地之间通勤的人员，暂不入校。

（三）非全职员工防疫管控要求

入校申请由全职员工通过 Intranet 申请，HR 和 HOD 审批通过后，由申请人将申请通过凭证发送至 CMO@xjtlu.edu.cn，CMO 根据审批单开通对应期限的西浦码。该审批流程不适用于西浦学生，如为西浦学生的非全职人员，须遵守西浦对学生返校的相关规定。

此外，新入职员工须在入校第一周的第 1、3、5 天各进行一次核酸检测，并将第一周的核酸证明邮件发送至 HR.PandemicService@xjtlu.edu.cn 报备。

除满足以上要求外，非全职员工其他防疫管控要求请参照全职员工要求执行。

（四）必要供应商/外部访客/后勤保障人员入校管理

1. 供应商入校：申请由员工通过 Intranet 申请，HOD 审批通过后，由申请人将申请通过凭证发送至 CMO@xjtlu.edu.cn，学校审批通过后，CMO 根据审批单开通对应期限的西浦码。

2. 临时外部访客（确有公务需求入校的人员，不包括西浦员工、家属和学生）：访客扫描如下临时访客西浦码申请入校，受访员工对访客信息进行核实和批准，访客在西浦码中完成健康日报和三码合一。



3. 后勤保障人员（物业和食堂服务人员）：入校人员由 CMO 负责管理，严格落实核酸检测和健康监测等要求，原则不可离开苏州市。

除满足以上要求外，供应商、外部访客和后勤保障人员其他防疫管控要求请参照全职员工要求执行。

二、员工出行

如需离苏，请获取直属领导的批准（邮件审批即可）。非必要不前往中高风险地区 and 属地重点关注地区所在市。

三、校内外活动要求

原则上近期不举办线下大规模聚集性活动，鼓励推迟或采用线上方式举办。

（一）校内活动

须严控活动规模在 400 人以内（不含 400 人，包括校内外人员）。

（1）仅校内师生参加的校内活动

- 100 人以内（含 100 人）：无需报批；
- 超过 100 人，低于 400 人：需制定防控方案，并提前一周报送至防控领导小组审批，审批后方可举办。

（2）有校外人员参加的校内活动

1. 校外人员达到或低于 50 人：

- 总人数低于 100 人（含 100 人）：无需报批，校外人员请按照访客入校流程审核进校；
- 总人数超过 100 人，低于 400 人：请制定防控方案并提前一周报防控领导小组审批，审批后方可举办。

2. 校外人员超过 50 人：

- 总人数低于 400 人：请制定防控方案并提前一周报防控领导小组审批，审批后方可举办。

（二）校外活动（如实地考察、参观、away-day 等）

若确需组织，活动范围仅限苏州大市范围（包括苏州、张家港、常熟、太仓、昆山和吴江）。参与人数为 200 人（含 200 人）以下，请制定防控方案并提前一周报防控领导小组**备案**；参与人数超过 200 人，请制定防控方案并提前一周报防控领导小组**审批**，审批通过后方可组织。

（三）具体审批事宜可联系 PandemicControl@xjtlu.edu.cn 邮箱。

四、其他校园管控措施

（一）为落实属地严格快递管理的要求，学校目前只接受因公快递和信件，因私快递暂不接收。员工接收快递和信件时，应做好个人防护，正确佩戴口罩和一次性手套，避免直接接触，并做好消毒措施。

（二）员工入校参加学校组织的核酸检测，仅需持三码合一的西浦码，无需提供核酸检测阴性证明。如您当时的西浦码呈红色，仅可以参加校园核酸检测，不可进入楼宇。

西交利物浦大学新冠肺炎疫情联防联控指挥部
2022年7月7日