

The Latest Notice on Pandemic Control Updates

XJTLU Leading Task Force for Pandemic Prevention and Control
3rd September 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 of these control measures take effect from 4th September.

The definition of a low-risk area used in the following context has been adjusted in accordance with a recently released version of *COVID-19 Prevention and Control Protocol (Ninth Edition)*. Low-risk areas now refers to areas located in a county (city, district, banner) separate from confirmed medium and high-risk areas. Areas with no risk of community transmission are now defined as areas with normal prevention measures.

I. Personnel & Campus Management Arrangements

(i) Campus Access Principles

All people who access the campus must:

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

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

(ii) Lists of areas that the require close attention of staff

According to the latest requirements of governmental authorities at all levels, for COVID-19 prevention and control, please be aware and pay close attention to the following different types of areas:

1. List of medium/high-risk areas

For medium/High-risk areas, please refer to the list of medium/high-risk areas provided by the National Health Commission or the linked section on the university 'three-code-in-one' page. Since the list provides a 'live' up to date source list from the government, the university believes it to be the most accurate information checklist. However, this information is only in Chinese, so it is recommended that staff who cannot read Chinese use translation tools or seek help from colleagues to get access to the latest information.

2. List of areas of significant concern to local government

According to the changes in the pandemic situation, some areas have periodically been raised to a high level of concern to local government. For detailed areas, please refer to **Table 1** via this link: "*Areas of significant concern to local government & low-risk areas and areas marked as being of key interest to local government*" on the three-code-in-one page of the University.

3. Low-risk areas and areas marked as being of key interest to local government

Please refer to **Table 2** via the link of "*Areas of significant concern to local government & low-risk areas and areas marked as being of key interest to local government*" on the three-code-in-one page of the University.

The three items above, apart from the list of medium-high risk areas, are updated by university staff members on a regular basis after daily communication with the local government. Colleagues who need to return to the campus or travel outside Suzhou need to pay close attention to these lists.

Prevention and control measures are as follows.

(iii) 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 to staff who have not completed the return-to-campus procedure since 14th February.
- b) Staff who have a travel history as follows must **not** return to campus.
 - Staff who have been to high/medium-risk areas in the past 7 days
 - Staff who have been to areas of significant concern to local government (please refer to **Table 1** via the link of "*Areas of significant concern to local government & low-risk areas and areas marked as being of key interest to local government*" on the three-code-in-one page) are strongly advised not to return to campus, as people coming to Suzhou from these areas are likely to require 7 days of centralised quarantine at their own expense in accordance with government requirements.
 - Staff who have been to low-risk areas and areas marked as being of key interest to local government and who need to stay at the

accommodation apartments organized by SEID Culture and Education Investment Group Co. LTD (Scholar's garden apartment /R&D apartment /Parfait international apartment /Parfait Wencui hotel & apartment/MBA apartment), please **do not return** to the campus for the moment (Please refer to **Table 2** via the link "*Areas of significant concern to local government & low-risk areas and areas marked as being of key interest to local government*" on the three-code-in-one page of the University) .

- c) For staff who have the following travel history, the specific conditions for returning to campus are as follows:
- Staff who have been to low-risk areas and areas marked as being of key interest to local government (**Table 2** in the regularly updated list on the Three-Code-in-one page) and who live in a personally organised private residence without roommates need to complete **two nucleic acid tests in three days (with an interval between them of at least 24 hours)** in your personal residence, as requested by the government, before entering the campus. Please contact your community in advance to confirm that you can enter your residential community (shequ).
 - Staff who have been to areas with normal prevention measures must complete a nucleic acid test (conducted in Suzhou) within 48 hours of entering the campus.
 - For entering the campus, please fill out the form, [Staff COVID Test Report for Campus Access](#) on the Intranet or on the 'three-code-in-one' page and upload your negative COVID test results as requested above. The XJTLU Pass Code will be reopened upon approval of your HoD and the HR office.
 - Please take COVID tests **on the 1st, 2nd, 3rd, 5th and 7th day of the first week of working on campus**, and **upload those five COVID test results** in the [Staff COVID Test Report for Campus Access](#).
 - On-boarding new staff must follow these instructions once your AD account has been given to you.

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

Suzhou City including all administrative districts: Suzhou, Zhangjiagang, Changshu, Taicang, Kunshan and Wujian.

- a) Staff who have been to medium/high-risk areas (refer to the list provided by the National Health Commission) and areas of significant concern to local government (**Table 1** in the regularly updated list on the three-code-in-one page) shall **not** enter the campus.
- b) Staff who have a travel history outside Jiangsu Province or counties (city, district, banner) with local Covid-19 cases within Jiangsu Province in the last 7 days prior to entering the campus must **complete two nucleic acid**

testing in three days (with an interval of at least 24 hours) prior to campus access. In addition, if you have a travel history to low-risk areas OR areas marked as key areas by the local government (**Table 2** in the regularly updated list on the three-Code-in-one page) and return to Suzhou for less than 3 days, you should ensure that you conduct the nucleic tests on the **1st, 2nd, 3rd, 5th, and 7th after returning to Suzhou** as requested by your residential community (shequ).

- c) Staff who have been to areas with normal prevention measures must complete **a nucleic acid test (conducted in Suzhou) 48 hours before entering the campus.**

3. Staff who commute between Shanghai and Suzhou can enter the campus with proof of two nucleic acid tests taken in three days (with an interval of at least 24 hours between them) to access the campus.

(iv) Part-time Staff Measures

The campus-access application should be submitted by full-time staff via Intranet. After being approved by the 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 full-time staff accordingly.

This approval process does not apply to XJTLU students. Any XJTLU student who undertake part-time jobs at the university must abide by the return regulations for XJTLU students.

In addition to the requirements above, part-time staff must comply with all the pandemic prevention and control measures consistent with those that apply to full-time staff.

(v) Management of Necessary Suppliers, External Visitors and Support Personnel

1. Necessary Suppliers:

A campus-access application must be submitted by full-time staff via the Intranet. After HoD approval, applicants must send the approved application to CMO@xjtlu.edu.cn. After university 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 must scan the XJTLU code for temporary visitors for campus access. The staff who invite visitors must confirm the identity of the visitors and get approval for the campus access application. Then, the visitors must complete a Daily Health Report and 'three-code-in-one'.



3. Campus Service Support Personnel

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

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

II. Staff Travel Management

If you have an essential reason for leaving Suzhou, please fill out the [XJTLU Staff Application for Travel](#) on the Intranet. You can only make the trip if you meet all the conditions in the form and have obtained approval from your Head of Department.

Please do not travel to medium/high-risk areas OR areas of significant concern to local government unless this is unavoidable (**Table 1** via the link of "*Areas of significant concern to local government & low-risk areas and areas marked as being of key interest to local government*" on the three-code-in-one page of the University).

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. Such activities should be postponed or switched to online platforms.

(i) On-campus Events

The total number of participants of all on-campus events must be strictly controlled to fewer than 400 (all internal and external participants included). Students and staff who have returned to the campus for fewer than 7 days for the new semester are not allowed to participate ('staff' here refers to staff returning to the campus for the first time since February 14 or new staff members).

- a. Internal participants only:
 - Arrangements for on-campus events with a total number of participants **fewer than or equal to 100** do not require applications for review or approval;
 - Arrangements for 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 in advance of the event** for review and approval.

 - b. External participants involved:
 - a) **Fewer than or equal to 50** external participants involved:
 - Arrangements for on-campus events with a total number of participants **fewer than or equal to 100** do not require applications for review or approval;
 - Arrangements for 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 in advance of the event** 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 for on-campus events with a total number of participants **fewer 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 in advance of the event** for review and approval.
- (ii) **Off Campus Activities (e.g. Fieldtrips, observation visits, away-days, etc.)**
Such events with the necessary justification **are only allowed to take place within Suzhou** (including all administrative districts: Suzhou, Zhangjiagang, Changshu, Taicang, Kunshan and Wujiang).
- Arrangements for off campus activities with a total number of participants **fewer 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 in advance of the event** for recording purposes;
 - Arrangements for 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 in advance of the event** for review and approval.

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

IV. Other Campus Management Arrangements

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 purposes; and those for private purposes will not be accepted. When you receive parcels and letters, please take good personal protection and wear masks and disposable gloves to avoid direct contact with the parcels and letters, and implement disinfection measures.

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 9 月 4 日生效。

以下管控政策中提到的“低风险地区”的定义已根据《新型冠状病毒肺炎防控方案（第九版）》进行了调整，现指中高风险区所在县（市、区、旗）的其他地区。此前无社区传播风险的“低风险”地区现被称为常态化管控区。

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、行程码和核酸阴性证明合并），其中核酸证明须为 72 小时内有效核酸阴性证明；
3. 后勤保障人员（物业和食堂服务人员）入校须持 48 小时内有效核酸阴性证明。

注：以上仅为每日首次入校时门岗查验内容，如您完成健康日报、行程码和核酸阴性证明的上传后，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) 提请员工日常关注的地区清单

根据各级政府及上级主管部门对于防控的最新要求，请大家熟悉并日常关注以下几种地区清单类型：

1. 中高风险地区清单

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. 属地近期高度关注地区清单

根据疫情变化，属地对部分地区采取阶段性高度关注。具体清单请见学校三码合一页面中“属地近期高度关注的地区&低风险等级地区及属地重点关注的地区”链接中的表一。

3. 低风险等级地区及属地重点关注的地区

具体清单请见学校三码合一页面中“属地近期高度关注的地区&低风险等级地区及属地重点关注的地区”链接中的表二。

以上三种清单除中高风险地区清单外，均由学校专人与属地政府每日对接后实时更新，请有外地返校或离苏出行需求的员工高度关注，具体管控政策请见下述内容。

(三) 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) 有以下旅居史的员工，不可返校。
 - 7天内有中高风险区旅居史的员工暂不返校。
 - 7天内有属地近期高度关注地区旅居史（见学校三码合一页面实时更新清单中**表一**）的员工，抵苏后根据政府要求，可能需要自费完成7天的集中隔离，故强烈建议暂不返校。
 - 7天内有低风险与属地重点关注地区旅居史（见学校三码合一页面实时更新清单中**表二**）、并且返苏后须在集宿区居住的员工，暂不返校。
- (3) 有以下旅居史的员工，具体返校条件如下：
 - 7天内有低风险与属地重点关注地区旅居史（见学校三码合一页面实时更新清单中**表二**）、并且在苏州有非集宿区的独立住所（单人单间）的员工，须在抵苏后在独立住所内完成三天两次核酸检

测（需间隔 24 小时）后，方可入校。请务必提前与社区联系，确认可以进入所在小区。

- 7 天内如仅有常态化管控区旅居史，须在入校前 48 小时内完成 1 次核酸检测（核酸检测须在苏州完成），方可入校。
- 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”，并上传上述相应要求的核酸检测阴性证明，经部门/院系领导、人力资源办公室审批后方可重启西浦码并返校。
- 请在入校第一周的第 1、2、3、5、7 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。
- 新入职员工可在获取 AD 账号后及时执行该操作。

2. 近 7 天有苏州大市外旅居史的员工

（苏州大市范围包括苏州、张家港、常熟、太仓、昆山和吴江）

- 7 天内如有中高风险地区（请见卫健委链接）和属地近期高度关注地区（见学校三码合一页面实时更新清单中表一）旅居史，不可入校。
- 7 天内有江苏省外旅居史或省内有本土疫情设区市旅居史，抵苏后须按属地要求完成三天两次核酸检测（需间隔 24 小时），方可入校。如有低风险地区或属地重点关注地区（见学校三码合一页面实时更新清单中表二）旅居史且返苏未滿 3 天，抵苏后还须确保按社区要求，于返苏后的第 1、2、3、5、7 天分别进行一次核酸检测。
- 7 天内仅有省内常态化区域的旅居史，须在入校前 48 小时内完成 1 次核酸检测（核酸检测须在苏州完成），方可入校。

(3) 苏沪两地通勤的人员，须长期落实三天两次核酸（需间隔 24 小时）。

（四）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。

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。

（五）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、员工出行报备

员工如需离苏，请在 [Intranet](#) 上填写[西浦员工出行申请](#)，满足审批表中的出行条件且获得直属领导批准后，方可出行。原则上不可前往中高风险地区（见卫健委链接）和属地近期高度关注地区（见学校三码合一页面实时更新清单中表一）。

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）。[新学期返校未满 7 天的师生员工不可参加（员工仅指 2 月 14 日后首次返校员工或新入职员工）。](#)

（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。

西交利物浦大学新冠肺炎疫情联防联控指挥部

2022 年 9 月 3 日