



屋崙中華文化院

SHOONG FAMILY CHINESE  
CULTURAL CENTER

### **On-Premise Learning Procedures for Teachers, Students, and Staff**

The Center will be providing on-premise learning opportunities for our students according to the guidance provided by the Centers for Disease Control and Prevention (CDC), California Department of Public Health, and Alameda County Health Department.

All teachers, students, and staff must follow these procedures upon returning to the Center:

- Evaluate your own health well-being on a daily basis before coming to the Center.
- Do NOT come to the Center if you are not feeling well or have recently had a close contact with a person with COVID-19.
- Follow the screening procedures at the front door (including taking temperature with thermometer and using hand sanitizer).
- Stay physically distanced from other students, teachers and staff (minimum 6-foot separation).
- Students should stay in their assigned desks that have been arranged with the required minimum space separation while in the classroom.
- Wash your hands as frequently as possible throughout the time at school.
- Wear face coverings at all times except when eating or drinking.
- Do NOT share food or drink with others.
- Do NOT congregate in the hallways, gym, restrooms, front lobby area and sides of the school building.
- Avoid sharing use of books, electronic devices, and other learning aids as much as practicable.
- Alert the teacher/janitor to deal with unsanitary areas or situations that may arise from accidents or spillage.
- Follow the procedure to be dismissed from class and school in order to maintain proper physical distancing.
- Report to the Administration Office immediately if you are not feeling well while at the Center.

Keeping the Center safe for learning is a shared responsibility for everyone involved. Please follow these procedures in order to provide a safe re-opening of our school environment.



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## 師生和員工返校上課相關程序

中華文化院將根據疾病控制與預防中心（CDC），加州公共衛生部和阿拉米達縣衛生部的指引，為我校學生提供現場學習的機會。

所有老師，學生和教職員工返回學校時，都須遵循以下程序：

- 回校之前，每天都要評估自己的健康狀況。
- 如您感覺不適或最近與 COVID-19 的人有密切聯繫，請勿來校。
- 遵循進入校門時篩查程序（包括使用溫度計進行溫度測量和使用洗手液）。
- 規定每位學生，老師和教職員工保持身體距離（至少 6 英尺的距離）。
- 進校後的學生應在教室裡待在分配好的桌位上，這些桌子已按要求進行了分隔佈置。
- 整個在校期間，應盡可能常洗手。
- 除飲食外，任何時候都應戴口罩。
- 請勿與他人共享食物或飲料。
- 請勿聚集在走廊，禮堂，洗手間，前大廳區域和教學樓旁。
- 盡可能避免共享書籍，電子設備和其他學習工具。
- 提醒教師/校工處理意外或飲品溢漏造成的不衛生的情況。
- 請遵循放學秩序，以保持適當的身體距離。
- 如您在校期間感覺不適，請立即向校務處報告。

確保學校的安全是每個參與人員的共同責任。請按照上述程序操作，以提供安全的重新開放的學習環境。