

Dear WAB Employees,

Hope you are as excited as we are about the prospects of our beautiful campus slowly coming back to life.

As we announced earlier, April 27 is the day when our HS building will open for G12 students. After several days of intensive preparations, yesterday we had the first successful inspection from the authorities and now we are continuing with further preparations. This letter is part of that process as we all need to be familiar with the procedures outlined below.

**Please note that for now only faculty and staff that regularly work in HS building can come to work in the HS building. Other staff will be informed separately if they must come to work at the HS building.**

**In the coming days, HS faculty and staff will receive further instructions on what exactly April 27 onwards schedule will look like.**

We all need to be aware that the first days and weeks back will look far from what WAB normally does - spontaneity of our interactions and freedom of movement will be limited. However, you will still be able to see people and spaces that you have surely started missing. Let us face this different (and temporary) reality with WAB's positive, can do spirit.

Take care and stay safe and be confident that we have assured your safety on WAB campus,

Michael and Marta

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**Detailed procedures (for HS faculty/staff this is a "to do list", while others only need to be familiar with it)**

Things to do at home:

1. Fill in the daily temperature record (exhibit 1)
2. Take a picture of any of the health apps showing you have been in Beijing for 14 days
3. Prepare own lunch. Bottled water will be provided by WAB.
4. You must bring 2 masks per day. Surgical masks are recommended (exhibit 2).  
Additional masks will be available at school.
5. No busses will be available so private transportation shall be arranged. Please follow the "two-point one line" principle – go directly from home to school and back.
6. **If you have a temperature of 37.3 or higher or show any symptoms (cough, fever or similar) you are not allowed to come to WAB. You must inform WAB reception and evaluate the need to see a doctor.**

At WAB:

1. All entrance to the HS building will be from the HS west gate incl. if you are on bike, scooter, or motorbike. No cars can park inside the HS car park.
2. You must wear a mask when you enter the HS campus.
3. **In order to enter HS campus, you will need to bring the 14-day temperature record form (on April 27<sup>th</sup> only) and the daily temperature record form (on April 27<sup>th</sup> and onwards). If these forms are missing you will not be able to enter the campus.**
4. Show the picture of the health app
5. The 14-day temperature record form and the daily temperature record form will be handed over at the West gate entrance and you will walk through a thermal imaging area for the first temperature check at campus.
6. If the temperature is 37.2 or under you will proceed into the HS building and into your class, office, or work area.
  - a. If the temperature is 37.3 or above, you will be asked to wait in a designated waiting area for a second temperature check. If the higher temperature is confirmed, then you will be brought to the WAB fever room next to the properties building and will undergo further temperature tests by WAB nurses and if symptoms are confirmed you must leave campus and go to the hospital.
7. A second temperature check will be done at 1 PM
8. Anytime during the school day, if you show symptoms and a temperature above 37.2 is confirmed you will be brought to the WAB fever room next to the properties building and will undergo further temperature tests by WAB nurses and if symptoms are confirmed you must leave the campus and go to the hospital.

**Please find as exhibit 3 WAB Emergency procedure, summary rules and tips**

And to repeat, what you need to bring is:

1. Signed 14-day temperature records (on April 27<sup>th</sup> only)
2. Signed daily temperature record starting with April 27<sup>th</sup> and onwards daily

It goes without saying that all health records must be truthfully reported and that any concealment or omissions will be the legal responsibility of yourself.

Exhibit 1

**Appendix 1**

<b>WAB Daily Student Temperature Declaration Form</b>			
Full Name: _____	Today's Date: _____		
Mentor Group/Homeroom: _____	Bus #: _____	Body Temperature (Celsius): _____	
I declare, that my son/daughter DOES NOT have the following flu-like symptoms:			
<input type="checkbox"/> Fever	<input type="checkbox"/> Shortness of Breath	<input type="checkbox"/> Sore Throat	<input type="checkbox"/> Cough
<input type="checkbox"/> Pressure/Pain on Chest	<input type="checkbox"/> Diarrhea	<input type="checkbox"/> Fatigue	
Parent's Signature: _____			



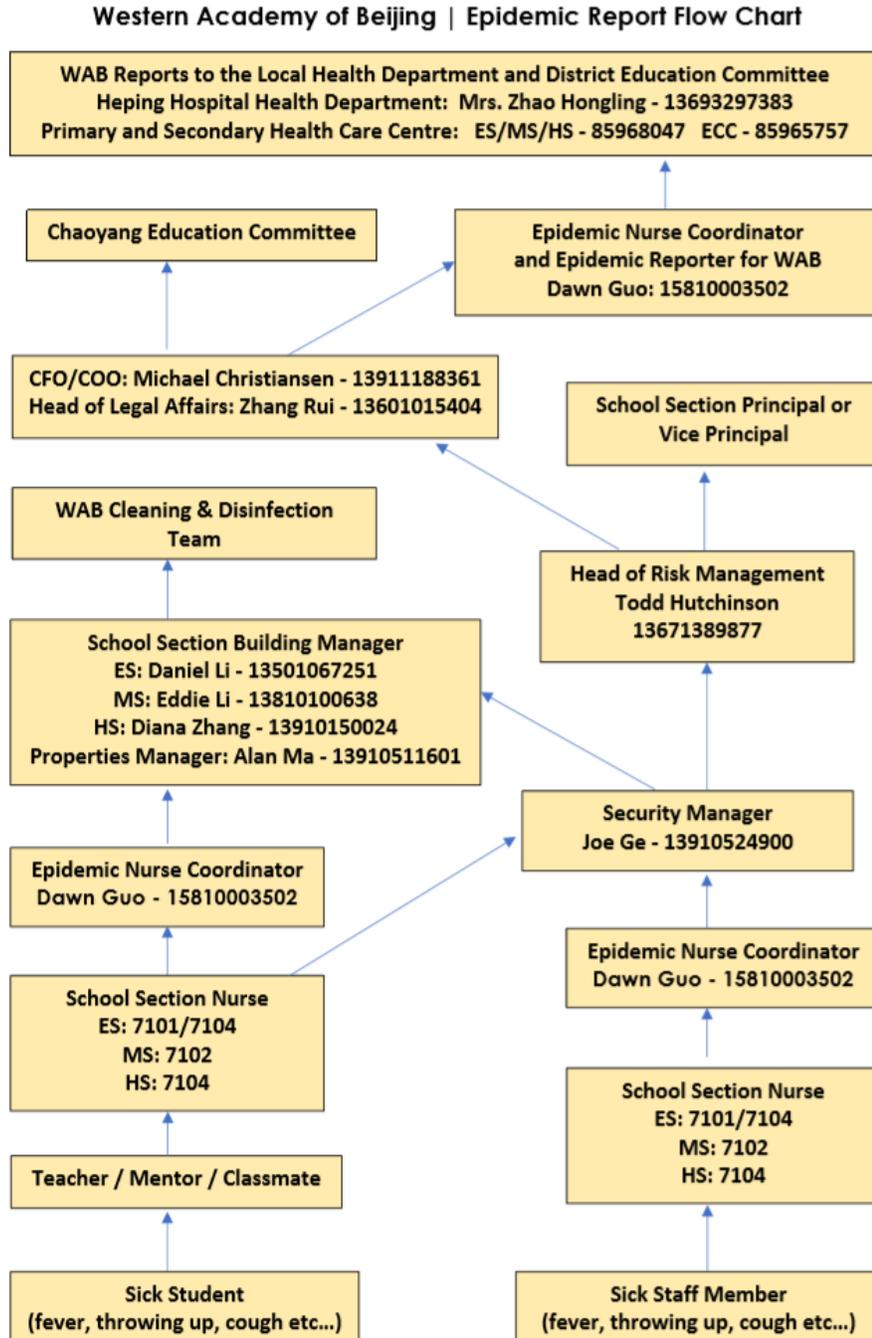
Exhibit 2 Surgical mask



Plastic ventilator not allowed



Exhibit 3 Emergency procedure and summary rules and tips



## Western Academy of Beijing | Covid-19 Epidemic | Rules - Summary Overview for Staff

- Arrival / Departure
  - Campus will be open from 9:00am to 3:30pm Monday to Friday.
  - Strict access protocols will be in place.
  - Campus access and departure will be limited to specific gates.
  - Restricted movement throughout campus will be implemented.
  - Restricted access to buildings and/or specific facilities will be implemented.
- Health Requirements
  - Student temperatures will be taken and recorded twice daily.
  - Students must wear face masks while on campus except when drinking or eating.
  - Teachers must wear medical grade face masks or N-95 face masks without ventilator.
  - The school will supply a face mask and PPE if you are unable to purchase your own.
  - You must dispose of your mask carefully in the yellow hazardous waste bins provided throughout campus (see posters on how to dispose of your mask properly).
- Social Distancing
  - 1 metre social distancing guidelines must always be strictly adhered to (class time, during lunch, while in common spaces, while participating in physical exercise etc.)
- Food/Drink
  - There will be no off-campus privilege for staff or students.
  - Chartwells will open the Crave cafe counter for the purchase of coffee, tea, drinks, snacks and pre-made sandwiches (no salads or cooked/baked food will be on offer).
  - You can bring your own snack and/or lunch.
  - You can order lunch from Doko.
  - School will provide bottled water.
- Health Training
  - Teachers should pay close attention to student's and colleague's health and well-being.
  - Teachers are asked to discuss symptoms of Covid-19 with their students (airborne particles, surface particles, fever, cough, shortness of breath, diarrhea, pressure/pain on chest, sore throat, fatigue).
  - Teachers are asked to discuss the seriousness of the current epidemic and the importance of following the government directives, in order to keep each other safe and to ensure WAB can remain open.
  - Staff are asked to follow the Epidemic Report Flow Chart if a student or colleague is ill (see back of document).
  - Teachers are asked to discuss the following health and safety tips for epidemic prevention (see below).

## **World Health Organisation Health & Safety Tips During the Covid-19 Epidemic**

- Wash your hands frequently under running water using soap for a minimum of 20 seconds (see handwashing instructions posted next to bathroom sinks).
- In the absence of soap and water, disinfect your hands using hand sanitizer.
- Maintain social distancing of a minimum of 1 metre.
- Avoid touching eyes, nose and mouth.
- It is encouraged to wear a face mask to prevent spreading germs to people around you.
- Practice respiratory hygiene (sneeze/cough into your elbow or a tissue).
- If you have fever, cough or difficulty breathing; let someone know and seek medical care early.
- Avoid public gatherings and crowded spaces.
- Stay at home more often, unless it is essential to go out.
- Stay informed and seek information and advice from a medical provider or a trusted source such as the World Health Organisation.

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>