

The Latest Notice on Pandemic Control Updates

XJTLU Leading Task Force for Pandemic Prevention and Control
22nd June 2022

Dear Colleagues,

We are writing to inform you about the University's pandemic control measures. These measures are implemented in accordance with the latest instructions from the Provincial Pandemic Prevention and Control Leading Task Force of Jiangsu Province 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: The highlighted parts in this notice are the latest updates on pandemic control measures, all control measures take effect at once unless indicated otherwise.

I. Personnel & Campus Management Arrangements

(i) Campus Access Control Measures

All people who access the campus need to provide a green three-code-in-one XJTLU pass code in which includes a green Suzhou Health Code and a Travel History Code. As new confirmed COVID-19 cases and asymptomatic cases have been reported in many areas across the country, the following campus control measures are in place. **Any person, under any of the following circumstances, shall not be allowed to enter the campus:**

1. having been to [cities with high/medium-risked areas or cities with confirmed COVID-19 cases in the past 14 days](#) as indicated in the travel history code
2. with a yellow or red Health Code
3. sharing common activity track with confirmed cases of COVID-19
4. staff whose co-residents are in any case mentioned as follows: has a yellow or red Jiangsu Health Code, or has a travel history code in which cities are marked with an asterisk, or shares a common activity track with confirmed cases of COVID-19
5. commuting between Shanghai and Suzhou, or between Wuxi and Suzhou
6. with symptoms including fever, dry cough, fatigue, nasal congestion, runny nose, sore throat, loss of smell and taste, conjunctivitis, myalgia and diarrhea.

*Note:

- a) Suzhou refers to the entire administrative area, including Suzhou, Zhangjiagang, Changshu, Taicang, Kunshan and Wujiang.
- b) For circumstances No.3 and No.4, staff who or staff whose co-residents have completed all the control measures required by the residential community could apply for the campus access afterwards.

(ii) **Staff-related Measures**

Note: all 'low-risk areas outside of Suzhou' mentioned below refer [to cities without high/medium-risk areas or local cases](#).

a. Full-time staff

- a) Colleagues who have stayed ONLY in Suzhou within the past 14 days, need to provide a negative test result within 5 days prior to entry.
- b) Colleagues who have travelled to the low-risk areas outside of Suzhou within the past 14 days:

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

- 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 the Intranet. It is allowed to access the campus upon approval of your HoD.
- On-boarding new staff could follow this instruction after acquiring your AD account.
- Take nucleic acid tests on the 1st, 3rd, 5th day of the first week of working on campus, and upload those three nucleic acid test results in the [Staff COVID Test Report for Campus Access](#).
- Provide a negative test result within 5 days prior to entry and the Intranet form approved by your HoD at every entry.

Staff who are returning to campus (not the 1st time since 14 February) from cities outside of Suzhou

- Staff who have travelled to areas outside of Suzhou should take a COVID test within 48 hours and upload the test result in the form of Staff COVID Test Report for Campus Access before returning to the campus. It is allowed to access the campus upon approval of your HoD.
- Provide a negative test result within 5 days prior to entry and the Intranet form approved by your HoD at every entry.

- b. None full-time staff (teaching/research assistants, part-time teacher or interns): The application should be submitted by full-time staff via Intranet. After the application is approved by HR and HoDs, the applicant should send the approved application to CMO@xjtlu.edu.cn. CMO will send a valid XJTLU Code to the none full-time staff members accordingly.

A negative test result within 72 hours is required at every entry. 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.

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

c. Staff who are currently in Suzhou:

If you do need to leave Suzhou for necessary reasons, please obtain the official approval from your line manager in advance and follow the latest and related government. With the approval given, you can make the trip but must not travel to [cities with high/medium-risked areas or cities with confirmed COVID-19 cases in the past 14 days](#).

d. Staff who plan to return to Suzhou:

Staff who are in other domestic cities outside Suzhou can now arrange your trip back to Suzhou/the campus with the following conditions met.

- Colleagues shall hold a green Jiangsu Health QR code, and have not stayed in or travelled to cities with high/medium-risked areas or cities with confirmed COVID-19 cases in the past 14 days, and will be able to avoid staying at or transferring through the cities with medium/high-risk areas or cities with confirmed COVID-19 cases in the past 14 days on the way back to Suzhou.
- Colleagues shall contact the accommodation apartments or residing communities in advance to check the relevant pandemic prevention and control requirements.

e. Please remember to MUST complete the XJTLU Staff Daily Health Report by 12 noon every day. Your support is highly appreciated.

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

a. Necessary Suppliers:

Applications for necessary suppliers' access should be made by XJTLU staff on [Intranet](#); after HoD's approval, applicants should send the approved application to CMO@xjtlu.edu.cn. After university's approval, a valid XJTLU Code will be sent to the necessary suppliers subsequently. A negative test result within 72 hours is required at every entry.

b. External visitors (ONLY applicable to external visitors for business purposes, XJTLU staff and family members, as well as XJTLU students are excluded).

Visitors should scan the XJTLU code for temporary visitors for campus access. The staff member who invites the visitors will receive emails and Intranet links for follow-up actions. After HoD's approval, CMO will send a valid XJTLU Code accordingly. Afterwards, the visitors need to complete the Daily Health Report

and three-code-in-one procedure. A negative test result within 72 hours is required at every entry.



XJTLU Health Pass Code

- c. Management on Campus Service Supporting Personnel
Campus Service Personnel (property management and canteen service personnel) should strictly undertake the required nucleic acid testing and daily health report, and shall not leave Suzhou during this period. A negative test result within 72 hours should be provided at every entry.

II. On-campus Events and Off Campus Activities

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. Please find the detailed requirements as follows:

(i) On-campus Events

The total number of participants of all On-campus events should be strictly maintained 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

- c) **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.**

 - d) **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 us via PandemicControl@xjtlu.edu.cn.

III. Other Campus Management Arrangements

- (i) To facilitate the campus access, the South Gate of the North Campus (Wenjing Road) will be reopened for entry of staff and their vehicles.

- (ii) 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.

- (iii) Accessing for COVID tests arranged by the University ONLY requires the green three-code-in-one XJTLU pass code, while a negative test result within 48 or 72 hours is NOT required.

关于疫情防控措施的最新通报

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：下文高亮部分为最新更新措施，所有措施 6 月 22 日生效，除非另有说明。

一、人员管理和校园管控措施

(一) 进校人员管理

所有入校人员需持三码合一的绿色西浦码（西浦码、绿色苏康码和行程码合并）。因目前全国多地出现新冠病毒确诊病例和无症状感染者，现作出如下校园管控措施，凡有以下情形之一者不可入校：

1. 行程码显示，近 14 天曾前往[中高风险地区和社会面本土疫情所在设区市](#)旅居史
2. 健康码为黄码或红码
3. 与确诊病例活动轨迹有交集
4. 同住人员的健康码为黄码或红码、行程码中显示星号地区或与确诊病例活动轨迹有交集（任一情况）
5. 苏沪或苏锡两地之间通勤
6. 出现发热、干咳、乏力、鼻塞、流涕、咽痛、嗅觉味觉减退、结膜炎、肌痛和腹泻等症状

*注：

1. 苏州大市范围包括苏州、张家港、常熟、太仓、昆山和吴江。
2. 上述 3 和 4 情形中，如果本人或者共同居住人已完成了社区的全部防疫管控要求，则可申请进校。

（二）员工管控要求

注：以下“苏州大市外低风险地区”，均指没有[中高风险地区和社会面本土疫情所在设区市](#)的城市。

（1）全职员工

1. 如近 14 天仅有苏州大市旅居史，需持 5 天内有效核酸检测阴性证明。

2. 员工如近 14 天有苏州大市外低风险地区旅居史：

2 月 14 日后首次返校员工或新入职员工

- 抵苏后首次入校前须在 Intranet 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），经部门领导审批后方可进校。新入职员工可在获取 AD 账号后及时执行该操作。
- 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。
- 每次入校时请出示 5 天内有效核酸检测阴性证明和部门领导已通过的审批单。

离苏出行后返校（不包含第一种情况）

- 如为近期离苏后返校，在返校前须提供 48 小时内核酸检测阴性证明，并上传至“[员工首次入校/返校审批单](#)”，经部门领导审批后方可进校。
- 每次入校时请出示 5 天内有效核酸检测阴性证明和部门领导已通过的审批单。

（2）非全职员工（教学/科研助理/兼职老师/实习生）

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。

入校需持 72 小时内有效核酸检测阴性证明。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，并将第一周的核酸检测阴性证明邮件发送至 HR.PandemicService@xjtlu.edu.cn 报备。

（3）目前在苏员工：如需离苏，请获取直属领导的批准，并遵循属地政府的离苏要求。即使获得批准，也不可前往[中高风险地区和社会面本土疫情所在设区市](#)。

(4) 员工返苏:

目前苏州以外国内城市的员工, 符合以下返苏条件后, 可安排返苏/返校。

- 苏康码为绿码、过去 14 天内没有 [中高风险地区和社会面本土疫情所在设区市](#) 旅居史, 且返苏途中无需在中高风险地区及 14 天内有社会面本土疫情所在设市区停留或换乘。
- 请提前与集宿区公寓或居住地所在社区联系, 了解返苏后管控措施。

(5) 请配合学校做好每日健康日报等工作, 感谢各位同事的支持。

(三) 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。入校需持 72 小时内有效核酸检测阴性证明。

2. 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): 访客扫描临时访客西浦码申请入校, 受访员工收到邮件和 Intranet 链接, 受访人在链接中填报访客入校审批单, HOD 批准审批通过后, CMO 根据审批单开通对应期限的西浦码, 访客在西浦码中完成健康日报和三码合一。入校需持 72 小时内有效核酸检测阴性证明。



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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, 不可离开苏州市, 入校需持 72 小时内有效核酸检测阴性证明。

二、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。

三、其他校园管控措施

（一）为便利校园人员与车辆进出，学校将开放北校区南门（文景路）出入口。

（二）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。

（三）员工入校参加学校组织的核酸检测，仅需持三码合一的绿色西浦码（绿色苏康码和行程码合并），无需提供核酸检测阴性证明。

西交利物浦大学新冠肺炎疫情联防联控指挥部
2022年6月22日