



静安文化进修学校
JING AN WEN HUA JIN XIU XUE XIAO

Shanghai Jing'an Wenhua Jinxiu Xuexiao ·

Shanghai Goethe-Jinchuang Language Center

Regulations Concerning the Resumption of Offline Courses During the On-going Coronavirus Pandemic – Information for All Students

(The following provisions will take effect as of **January 18, 2022**)

In order to effectively keep the current coronavirus outbreak under control, protect the health and safety of all students, and comply with the regulations of the Municipal Commission of Education, the following regulations will be strictly implemented.

Students must carefully read and comply with these regulations. In case of non-compliance, the school administration reserves the right to refuse student's admission to the school ground, and to report them to the authorities.

1. Safety Requirements for students in offline courses (updated January 18, 2022)

- a) We recommend that all students stay in Shanghai 14 days before and during their course. In principle, students should not leave the country. Students who leave China due to special circumstances can apply to return to school after strictly implementing the relevant requirements of the city's epidemic prevention and control authorities; in principle, students should completely avoid **medium- to high-risk areas** in China. If, due to special circumstances, students need to leave Shanghai to travel domestically to other areas inside China, the school must be informed about the planned itinerary in advance to keep track and for accurate documentation. Students must cooperate with the school, check and submit the 14-day itinerary record after returning to Shanghai **and also provide a negative nucleic acid test report (not older than 48 hours) before returning to class.**



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- b) Students who come from or pass through high-risk domestic epidemic areas and their counties (districts, cities) or areas where the local government has declared a closed management area must timely report to local authorities and complete a 14-day centralized quarantine health observation and conduct 4 new coronavirus nucleic acid tests. Only if the test results meet the relevant requirements can they apply for a return to school. All students who come from or pass through medium-risk domestic region (district, county, city) must timely report to local authorities and complete 14 days of strict community health management and conduct 2 new coronavirus nucleic acid tests. Only if the test results meet the relevant requirements can they apply for a return to school.
- c) Students leaving Shanghai can drop corresponding notices in advance to the following email: abwesenheit.sh@goetheslz.com. Please be sure to fill in the report truthfully, false or defaulted reports can result in students having to bear corresponding legal responsibilities.

2. Management of students' entry and exit to the school

- a) Before entering the school, students must show their green "health code" and have their temperature taken. (Students with a body temperature higher than or equal to 37.3°C are not allowed to enter the school. The students in question must also report their health condition to the person on duty).
- b) Upon entering the school, students must show their 14-day itinerary code.
- c) During the current coronavirus prevention period, students are asked to avoid entering and leaving the school at the same time, while some classes will be rescheduled in order to avoid crowds.
- d) Accompanying persons are not allowed to enter the school.
- e) Vehicles (bicycles, e-bikes) are not allowed to enter the school, but can be parked in the public area in front of the school.
- f) Please wash your hands with running water and soap before entering the classroom.

3. Guidelines for wearing protective face masks

- a) No one is allowed to enter the school campus without a mask.



- b) Students should keep a spare single-use medical mask or a mask with an equivalent level of protection on hand. Masks may be taken off in a well-ventilated environment while keeping a safe social distance from others.
- c) Students and teachers should wear masks in the classroom when the distance between them and others is less than 1 meter.
- d) Masks should also be worn when entering other indoor public areas (including restrooms) on campus.
- e) On the way to and from the school, students shall wear masks according to the relevant regulations.
- f) For Students with allergic rhinitis, dermatitis, asthma and other health conditions, it is recommended that they attend online courses.

4. Compliance with rules and regulations

- a) A health declaration must be signed in time before the beginning of the offline course. Students may not withhold or falsify information on their health declaration form. Those who do not sign the health declaration in time, or those who violate the regulations concerning the health declaration will be barred from attending the course.
- b) Students are required to cooperate with the weekly on-site inspection of the 14-day itinerary code.
- c) After the beginning of the courses, online and offline course formats shall not be adjusted.
- d) In case of absence from class, students are required to request leave with the registration office in advance and inform them of the reason.
- e) Students that have left Shanghai to go to medium- or high-risk areas within 14 days before the beginning of ordering the offline course must wait until they meet the relevant requirements to access to the classroom. If a student applies for a refund as a consequence of this, the refund rate will remain the same as usual.
- f) The students must also comply with all other regulations on the prevention and control of the current coronavirus pandemic as announced by the Shanghai Municipal Education Commission, Shanghai Jing'an Wenhua Jinxiu Xuexiao and Shanghai Goethe-Jinchuang Language Center.



- g) If a case of virus infection is suspected, the emergency response procedure of the Shanghai Jing'an Wenhua Jinxu Xuexiao will be initiated. If a case of virus infection is confirmed, the relevant regulations of the Municipal Education Commission and the local CDC will be implemented.

5. New regulations on extensions and refunds:

- a) Students coming from high-risk areas with global closures who therefore cannot participate in their course, can postpone the course or choose a refund.
- b) All Students who come from or pass through high-risk domestic epidemic areas and their counties (districts, cities) or areas where the local government has declared a closed management area must complete a 14-day centralized quarantine health observation and conduct 4 new coronavirus nucleic acid tests. All students who come from or pass through medium-risk domestic region (district, county, city) must complete 14 days of strict community health management and conduct 2 new coronavirus nucleic acid tests. If students are unable to complete the isolation and nucleic acid testing in Shanghai, they can postpone the course or choose a refund of the remaining teaching units.
- c) Students who come from or pass through a domestic region (district, city), that include areas that have been declared medium- to high-risk areas within 14 days before the start of the course, can choose to postpone the course or choose a full refund.
- d) **Should Goethe-Jinchuang, against the background of local pandemic developments in Shanghai, be asked to and/or consider it sensible to discontinue offline course operations, courses that have already started will be continued and completed in online format. Such a change does not affect the cancellation or refund rules as set out in Article 5 of the Conditions of Participation.**

6. Other regulations are an extension to the December 18, 2018 edition of the "Conditions for Participation in Training Activities".

Special reiteration:

- a) After the start of the class, it is highly recommended that students do not leave Shanghai except for essential purposes. Please refer to the "Conditions for Participating in Training" for specific regulations on refunds after the start of the class-
- b) **Refund:** When cancelling a course before its starting day, 90% of the tuition fee shall be refunded and the teaching materials shall be returned to the school; 50% of the tuition fee will be refunded when cancelling



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from the starting day of the course until the completion of one-third of the course schedule; No tuition fee will be refunded after one third of the course schedule has been completed. The 100 RMB registration fee is non-refundable, while the corresponding invoice must be returned to the school.



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