



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 **September 22, 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 for the offline classes in the 4th course term 2022 (October to December 2022).

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. Requirements

- a) A mask must be worn at all times when entering the school premises.
- b) Students must not leave Shanghai for 7 days before the start of the course and during the course (October 13 2022 to December 7 2022).
- c) On the first day of the course (10/19/2022), proof of the following must be provided via the appropriate digital applications:

→Residence in Shanghai within the 7 days prior to the start of the course (at least since Wednesday, 10/12/2022).

→Green health code

→Documentation of two negative PCR test results - second test result not older than 24 hours, first test sample collection time not older than 72 hours and at least with 24 hours interval before the second test sample collection time



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→Body temperature below 37.3 degrees Celsius

d) From the second day of the course and for the rest of the course:

→Residence code must not include any places other than Shanghai (course participants must be willing and able to reside in Shanghai for the entire duration of the course)

→Green health code and negative PCR test result not older than 24 hours.

→Body temperature below 37.3 degrees Celsius

e) During the course students have not had close contact with a case or suspected case of Covid19, no symptoms such as fever, cough, sore throat, shortness of breath, diarrhoea or vomiting. Should any of the above occur, students seek medical attention immediately and inform the school of the current situation.

f) In accordance with the Jing'an district education bureau's requirements for training providers, students must complete a daily training participant information registration form and a health status registration form (collected at the end of each course).

g) Participants who cannot meet all of the above conditions will be refused admission to the campus. The school does not offer class changes or make-up classes.

## 2. Special circumstances

1. If a student leaves Shanghai during the course

When a student leaves Shanghai, he/she must return to Shanghai for 7 days before he/she can rejoin the course. The entry requirements are the same as the entry requirements for the first day of the course in Article 1, Item 3 of these instructions.

2) Students who have missed the course cannot attend the course in an alternate online format.

3) The remainder of the course cannot be transferred to an online course and may not be rescheduled.

2. If a student is isolated/ quarantined

If a student is temporarily isolated/quarantined, he/she may attend the original class upon presentation of written proof of quarantine online (listening).

3. If the teacher is isolated/quarantined.

If a teacher needs to be isolated or quarantined, the school will attempt to find an equivalent substitute teacher. If a substitute teacher is not available that day, classes for that day will be cancelled and rescheduled for another day.

4 If the teaching location is not available due to the epidemic, the course will be changed to online mode.

### 3. Additional information

- a) Accompanying persons are not allowed to enter the school.
- b) Vehicles (bicycles, e-bikes) are not allowed to enter the school, but can be parked in the public area in front of the school.
- c) 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.
- d) For Students with allergic rhinitis, dermatitis, asthma and other health conditions, it is recommended that they attend online courses.
- e) 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.
- f) If a case of virus infection is suspected, the emergency response procedure of the Shanghai Jing'an Wenhua Jinxiu 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.
- g) 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.

### 4. provisions of particular importance:

- a) Once the courses have been paid for, online and offline course formats shall not be adjusted.
- 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 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.
- c) The refund policy applies to all unexpected circumstances of the student and no extension is allowed.