

敬愛的導師：

您好，收信平安！

開學第一天，不知您是否覺得與往日開學氣氛不太相同？校園裡多了體溫測量站、多功能帳篷區等，隨處可見戴上口罩的師生。

因這學期需防疫之故，我們要一起面對新狀況，此時導師的職責更顯重要。以下事項，敬請您不吝協助，在此致上謝意！

- 一、 每日注意 email 信件：每日下午 1:00 之前，您會收到貴班「班級每日健康狀況回報登記表」之回報。敬請掌握班上同學身體狀況、出缺席情形及了解學生請假原因(如病假、出國...等)，如有異狀須立即通知生活輔導組。
- 二、 與打掃消毒相關督導：擔任專科部一年級至三年級、四技一年級導師者，敬請您親自到場督促同學加強環境清潔與消毒。

三、 與防疫相關請假程序：

(一) 學生收到「居家隔離」或「居家檢疫」通知書，請學生請公假(以該通知書為佐證)。

(二) 開學後才要出國的學生，出國期間請事假，回國後若衍生隔離、檢疫、自主健康管理，一率用事假，不是公假。

(三) 學生若僅為「自主健康管理」，應避免上課，配套措施為：

- 1.倘若學生欲請假，請學生請公假(以護照紀錄等為佐證，需含入境日期、旅遊國家等)。核准後，系統會通知導師、任課教師、學生。
- 2.倘若學生欲到校上課，應請其全程配戴口罩，做好防疫措施。敬請勿強烈要求學生不到校。

以上措施，可能隨疫情應變措施而有變化，學務處會即時更新通知，感謝您的彈性與耐心。

敬祝 健康平安

學生事務長張淑芬敬上

Dear homeroom teachers,

Have you noticed something different on the first day of school? There are body temperature measuring stations, multi-function tent, teachers and students are all wearing masks on campus.

Due to the COVID-19 prevention, we need to deal with new situation together. Therefore, homeroom teachers' duty has become even more important. We would like to thank you for helping us with the following:

A. Check out your email every day. You will receive a report about students' health condition before 13:00. Please keep track of students' health conditions 、 absence and follow with the reasons of absence (sick leave 、 travel abroad 、 etc.) If there is any problem, please call student assistance section.

B. Supervise cleansing and disinfection. Please make sure everything is done correctly and safely.

C. The Process of the sick leave in epidemic prevention period

(A) If students receive the home quarantine notification, we will permit their leave as the official leave. Student need to provide the notification as proof when they applied for the leave on the internet.

(B) As the semester begins, if students visit a foreign country, students need to apply for personal leave for that period of time. After returning back, if it is necessary to do Quarantine, Self-Management of Health, students also apply for personal leave instead of official leave.

(C) If student is identified as self- management of health they also need to avoid coming to the class, the corresponding policy as follow:

1. If students want to apply for leave, they are permitted to apply for official leave (use the passport record as the evidence, the passport need to include date of entry and traveling country.) After permitted the system will notify homeroom teacher, class teacher and the student.

2. If students want to come to class, they are required to wear the mask at all time for epidemic prevention. Please do not force them not to come to school.

The policy is subject to change, we would update the latest info accordingly. Thank you for being flexible and patient.

Best Regards

Dean for Student Affairs

Shu Fen Chang