

給導師的一封信～嚴重特殊傳染性肺炎防疫日常作為

A Letter to homeroom teachers

Actions for Severe Coronavirus Pneumonia Prevention

親愛的導師您好，收信平安：

因應中國新型冠狀病毒感染肺炎疫情持續擴大，但學生返校在即，需請導師協助下列措施，防範疫情在校傳播之可能：

Due to the wide spread of Novel Coronavirus Pneumonia, please assist the school with the following to prevent the spread of virus on campus:

- 一、導師每日到校後，請主動關心班級學生狀況，掌握同學身體狀況、出缺席情形及了解學生請假原因後(如病假、出國…等)，如有異狀須立即通知生活輔導組。

Please pay close attention to students' physical well being、absence and reasons for absence (i.e. sick leave、going abroad、etc...), please report to student assistance section if you noticed any unusual symptoms.

- 二、督促副班長落實執行同學健康狀況調查，並於每日下午 1:00 前，請副班長完成「班級每日健康狀況回報登記表」填報；並請導師每日查看信箱。

Monitor vice class leader to execute and report classmates' health condition. It's important to ask and remind vice class leader fill in the google form "Daily Class health report" before 13:00 everyday. Please check your mailbox everyday.

- 三、專 1~3 及四技 1 年級導師督促同學加強班級環境的整潔及打掃，早上 07:30~08:00 及中午 12:00~12:30，請同學使用稀釋漂白水消毒座位區、資訊平台(含鍵盤)、前/後門把、燈/扇開關等處，漂白水使用後請倒入排水孔中，不可倒入馬桶內。

Year 1-3 of five year college and 1st year of 4 year college homeroom teachers need to come in person and make sure students enhance class cleaning. Students need to use diluted chlorine to sterilize seats、information platform(include keyboard)、front and back door knobs、light and fan switches everyday from 7:30-8:00 and 12:00-12:30. Pour used chlorine into drain. DO NOT Pour into toilet.

- 四、校內搭建 4 個多功能帳棚區，可以將上課場域由教室內移至戶外/帳棚區；另鼓勵同學中午可至戶外帳篷區用餐。

There are 4 multi-functional tent on campus, teachers can switch the class from indoor to outdoor. Please encourage students to dine outdoors during lunch time.

- 五、3/2 日至 3/15 日止非正式教學類課程/活動均全面暫停，各社團課程及活動均同步停止辦理(含已通過審查之活動)，請導師協助提醒班級同學切勿自行群聚進行社團練習及活動。

From 3/1 to 3/15 all extracurricular activities are temporarily suspended. All club activities (including approved ones) are suspended as well. Please remind students do not meet to practice or held any activities on their own.

註：(每 2 週視情況檢討後續課程/活動是否辦理)

PS: (Updates about whether classes or activities will resume will be announced every 2 weeks.)

(一)班會召開依例，並完整填寫線上班會紀錄

Class meeting will held as usual and meeting minutes should be completed online.

(二)專科部 1-3 年級生活好模範及四技 1 年級勞作教育競賽延至第 4 週(3/23 日)開始實施

Year 1- 3 of 5 year college good model and year 1 of 4 year college labor education competition is postponed to week 4(3/23)

六、利用導生相處時間、班網、班會召開時機加強宣導班級學生之防疫觀念：

Enhance students' awareness of virus prevention whenever possible (i.e. individual meeting、line、class meeting, etc.)

(一)提醒同學出門前先行完成體溫測量，如果有異常情形，暫且停止到校，應先行就醫。

Remind students to check their own body temperature before come to school. If there are any unusual signs, do not come to school, go to the doctor immediately.

(二)提醒同學自備口罩 1-2 個，進入教室或專業教室及餐廳等密閉場所務必戴口罩。

Remind students to prepare 1-2 masks. Make sure they wear masks when enter the school and closed places (such as classroom、restaurant、etc.)

(三)使用肥皂勤洗手、嚴禁共食、共飲以降低疾病傳染風險

Wash hands with soap regularly. DO NOT Share food or drinks to reduce the risk of being infected.

(四)教室、辦公室請開窗維持通風

Open the windows of classroom and offices to keep ventilated.

(五)充足的睡眠與飲水、均衡的飲食及適度的運動。

Have enough sleep and drink enough water. Keep balanced diet and exercises.

七、利用班級 LINE 群組組成學生互助群組，發生緊急疫情事件時隨時掌握學生狀況，並請通報生活輔導組(2211)。

Use class LINE to keep track of emergency information regard COVID-19 and report to 2211.

八、倘班上學生經衛生單位確認或疑似確定病例，經隔離之後，請協助定時問候與關心。

If there are students in your class have been confirmed or suspect for being infected, please help to pay special attention after they returned from being contained.

防疫期間視同作戰，在疫情尚未降溫前，讓我們一起為維護健康而努力，非常時期的防護措施雖然會造成大家的不便和困擾，但在共同守護及互相關懷體諒下，定能平安渡過此次疫情。

Let's work together to keep us stay healthy. Thank you for taking care of the students on the first line.

謝謝導師您在第一線適切的照顧與關懷學生~(109/02/27)

學生事務處 生活輔導組 關心您
Student Assistance Section