



Shanghai Community International School

上海长宁国际外籍人员子女学校

SCIS-Pudong Guard Operating Procedures for Faculty and Staff Entrance

1. **Only registered faculty and staff are allowed to enter campus at this time. Upon entrance through the gate everyone will need to follow the faculty and staff entrance procedures.**
2. **If an individual has a high fever (greater than 37.3) the guard must escort the individual directly to the isolation tent.**
3. **If an individual does not have access to their health code, then the individual is not allowed to enter the school building.**
4. **If an individual does not know how to access their QR code show them the Alipay QR code document or have them scan the QR code form.**

Important information:

- **Teachers and staff are required to sign in every day using the sign-in form. Those without cards such as kitchen staff, cleaners, and others) must be registered. Their names and temperatures must be recorded.**
- **Vehicles that do not have permission to enter the school are not allowed to enter.**
- **The school gate must be locked 24 hours a day.**
- **Unverified individuals are not allowed to enter the school.**
- **There are NO VISITORS at this time.**