

Dear Wenzaorian,

As the strong and threatening COVID-19 has caused inconvenience in our daily life, and as the four-day holidays (April 2 ~ April 5) are approaching, we would like to draw your attention to the notice below so as to maintain the university in a healthy and safe condition in such a critical epidemic prevention period. We do hope that all students and teachers are in healthy and safe condition. Please note that everyone has to read carefully and abide by the rules and regulations.

1. Do not go abroad during the break. As stated in the MOE document, No. 10900038993 indicating that starting from March 18 till the end of the semester all universities faculty members and students should avoid non-essential travel abroad. Any consequences caused by the traveling are related to a high risk of infection, lockdown, 14-day home quarantine, to name a few. Worse, whoever fails to report the true and real journey history will be responsible for any consequences.
2. Do not stay in an enclosed area in a crowd. Any indoor gathering such as restaurants, movie theaters, cyber café, bars, KTV, and other inappropriate venues may lead to infection clusters. You are strongly urged to avoid exposing yourselves to the threatening COVID-19 and a big crowd. Always wear a face mask and wash hands frequently so as to protect yourselves and your family.
3. Take the online course on time. According to the document issued by Ministry of Education 1090045679A, the university is approved to have a lockdown period from April 6(Mon.) to April 11 (Sat.) and at the same time implement the courses synchronously.
 - (1) Teachers should take the regular roll call. No leave application is allowed unless it is a specific, inevitable case. The online roll call should be submitted as soon as possible after class so that the Office of Students' Affairs can be informed immediately and the absent student(s) can be connected accordingly. Teachers should also record the course content (e.g., a video clip) and then upload it to either Cloud Server or E-cloud.

References for leave application:

- i. Sick leave: evidence of medication such as receipt, a diagnosis statement along with valid information, including dated clinic/hospital medicine bag
 - ii. Epidemic prevention leave (official leave): official notice issued by the government health organization.
 - iii. Other leaves: Please refer to the official regulations of students applying for the leave in university.
- (2) Every student is required to keep an epidemic prevention journal (<https://forms.gle/TPPHdebEWRLCHaTL7>) which will be retrieved for any upcoming investigation in terms of epidemic prevention.

(3)Midterm examination is scheduled on April 13 ~ April 18: All students are advised to stay at home / in the dormitory to review lessons or do further online learning.

4. Show your identity: Do not appear on campus on the weekend or during the period of synchronous learning. If you have to, please show your student ID or staff identification card to the porter at the gate.
5. Temperature measurement and activity records: Be sure to wear a face mask after coming back to school on April 13. Temperature measurement will be implemented as usual, and investigations of activity records over the break period will also be done. Please do abide by the rules and regulations mentioned above.

May you in peace and in good health.

Yours truly,
Academic Affairs Office