



Community Standards in the Context of COVID-19 Management

新冠肺炎疫情防控期间上海纽约大学管理标准

As members of the NYU Shanghai community, faculty and staff are responsible for their conduct and for recognizing and supporting this commitment in others. The commitment we make to each other is especially important now, as the University faces new and evolving challenges operating as an open campus in the context of the COVID-19 pandemic.

作为上海纽约大学社区的一员，教职员员工应对自身行为负责，充分认识到守望相助的重要性，并在行动中落实对群体健康的维护。作为开放式校园，学校在新冠疫情防控中不断面临着新的挑战 and 变化，在这一特殊时期，社区成员之间对于彼此健康与安全的承诺至关重要。

As part of our “responsible reopening”, NYU Shanghai has implemented the following protocols to ensure we protect the health and safety of our community and the community at large. These protocols are based on public health and local law requirements. We ask all faculty and staff members to follow this Code of Conduct to support keeping themselves, their peers, the students, as well as the community safe. Your cooperation is greatly needed, and is much appreciated.

作为安全有序复学复课的措施之一，学校已制定和实施了一系列行为守则，以切实保障全体师生和周边社区群体的健康与安全。守则的制定基于公共卫生和本地法律法规的要求。为保障自身和他人的安全，学校要求所有教职员员工遵守这一系列行为守则。上海纽约大学社区群体的安全离不开每一位教职员员工的合作与支持。

If you have questions about any of the policies, concerns or unsure what to do in situations with other community members (faculty, staff, students) are not adhering to the code of conduct, please email Guo Wei, Office of Human Resources, at wg22@nyu.edu (if you are a staff member) or Alyshea Austern, Office of the Provost, at aaustern@nyu.edu (if you are a faculty member).

如对本政策有任何疑问，或者不确定当其他社区成员（教师、员工、学生）在没有遵守行为守则时该如何应对，请发邮件咨询相关部门。员工请联系人力资源部郭纬（wg22@nyu.edu），教师请联系教务长办公室 Alyshea Austern（aaustern@nyu.edu）。

COVID-19 Faculty and Staff Code of Conduct

Effective August 27, 2020

《上海纽约大学新冠肺炎疫情防控期间教职员工作行为守则》

2020年8月27日起生效

1. **General**

- a. This Code of Conduct (“COVID-19 Code of Conduct”) supplements the Faculty Manual and Staff Handbook.
- b. Violations of any laws, regulations or local policies related to the COVID-19 emergency are considered violations of the COVID-19 Code of Conduct.

一、 总体要求

1) 《上海纽约大学新冠肺炎疫情防控期间教职员工作行为守则》是对《上海纽约大学教师手册》和《上海纽约大学员工手册》的补充。

2) 违反任何与新冠肺炎疫情防控相关的法律、法规或地方政策，均被视为违反《上海纽约大学新冠肺炎疫情防控期间教职员工作行为守则》。

2. **Physical Distancing**

- a. You should maintain a distance of at least one meter between yourself and any other person in all Campus locations, including but not limited to elevators, meeting rooms, and common spaces such as libraries and auditoriums.
- b. You should minimize the frequency of entering and leaving the academic buildings.

二、 社交距离

1) 在校园内的所有场所均应与他人保持至少一米的社交距离, 包括但不限于电梯、会议室、以及例如图书馆和多功能厅等公共场所。

2) 应尽量减少进出教学楼的次数。

3. Face Coverings and Hygiene

- a. You must wear a face covering (face mask or face shield) at all times when you are in common spaces on campus or in any situation where there is less than one meter of distancing. This includes during all classes, meetings or other group settings, and on the shuttle bus. You do not need to wear a face covering in your office, if you are alone.
- b. You must ensure that you wash your hands or use alcohol-based hand sanitizers regularly throughout your time on campus, particularly after entering campus from outside.

三、 佩戴口罩及个人卫生

1) 在校园公共空间内活动时或社交距离小于一米的情况下，须时刻佩戴口罩（口罩或防护面罩）。校园公共空间内的活动包括上课、开会或参加其他小组活动、乘坐校园班车等。如在只有单人的办公室内，可无需佩戴口罩。

2) 在校园内、尤其是从校外进入校园时，必须确保保持良好的个人卫生习惯，包括洗手或使用酒精类洗手液等。

4. On-Campus Events and Visitors

- a. Other than registered courses, gatherings and/or events of 20 or more people are generally prohibited in the academic building with the exception of events for study and research purposes as approved by the University Committee on COVID-19 Management.
- b. Only members of the NYU Shanghai community are permitted to attend on-campus events.
- c. Eating and drinking is not permitted at Campus events.
- d. You are strongly encouraged to engage remotely with visitors, for instance, guest lecturers/speakers for class, research collaborators, employers, and vendors.
- e. Until further notice, access to NYU Shanghai Facilities will be limited for the safety of the NYU Shanghai Community. Therefore, non-essential visits are not permitted. Visitors to NYU Shanghai Facilities must have an essential purpose directly related to the work of the University. Below is a list of allowed access for visitors by type and level of approval you'll need to obtain prior to their entry.

After you have obtained approval(s), you must notify Public Safety (shanghai.publicsafety@nyu.edu) at least 24 hours in advance.

Visitor Category	Allowed Access	Level of Approval
Speakers for Classes	Limited to speakers from Shanghai city only. Speakers from outside of Shanghai are not allowed.	Academic Deans
Speakers for Controlled Events	No for the first 6 weeks of the Fall semester (from September 14 to October 25). Access after October 25 will be reviewed when the date gets closer.	The University COVID-19 Management Committee
Employer Recruitment or Presentations	Limited to guests from Shanghai city only. Guests from outside of Shanghai are not allowed.	Dean of Students
Vendors, Corporations, or Donors	Limited to guests from Shanghai city only. Guests from outside of Shanghai are not allowed.	The Respective Department Head
Bureaus or Government Entities	Yes	Public Safety
Admissions Tours	Yes, if only the following conditions are all met: (a) on weekends; (b) limited to guests from Shanghai city only; and (c) each admission tour group cannot host more than 10 people.	Head of Undergraduate Admissions or Graduate Admissions
Parents	No	/
General Alumni	No	/
Faculty or Staff Dependents	No	/
Research Students, Collaborators or Subjects	Limited to guests from Shanghai city only. Guests from outside of Shanghai are not allowed.	Academic Deans
Other Universities	No	/

四、 校内活动及校外来访人员

1) 除课程教学外，教学楼内原则上禁止举行规模超过20人以上的聚集性活动。出于教学和科研目的而举办的活动，需提前向学校新冠疫情防控工作组申请，批准后可开展。

2) 在校内举办的活动原则上只对上海纽约大学成员开放。

3) 校内活动时禁止饮食。

4) 学校鼓励教职员工与校外来访人员进行线上互动与交流。校外来访人员包括课程主讲嘉宾、科研合作者、雇主和供应商等。

5) 为保障全校师生的安全，学校在疫情防控期间限制校外来访人员进出校园。非必要的校外来访人员禁止入校。仅当来访人员与学校有必要且直接的工作关系时，可被允许入校。下表为疫情防控期间，校外来访人员校园出入管理细则。如确有必要接待校外来访人员入校，须在获得相应批准后，在访客到访前至少提前24小时告知公共安全部

(shanghai.publicsafety@nyu.edu)。校外来访人员校园出入管理细则如有调整，将另行通知。

校外来访人员类型	校园出入限制	批准人
课程主讲嘉宾	仅限上海市内人员入校。市外人员不得入校。	相关学部主任
获批活动的主讲嘉宾	秋季学期开学的前六周（2020年9月14日至10月25日）任何人员不得入校。对10月25日后的入校权限，学校将于日期临近时根据疫情防控情况再做研判。	学校疫情防控工作组
出于招聘或宣讲目的的来访的雇主	仅限上海市内人员入校。市外人员不得入校。	学生事务部主任
学校供应商、企业或捐赠人	仅限上海市内人员入校。市外人员不得入校。	相关部门负责人
政府主管部门	允许入校	公共安全部
招生校园参观	仅在满足以下全部条件时可入校：（1）校园参观为周末时间；（2）仅限于上海市内人员；（3）每批次入校人员不超过10位。	本科或研究生招生部门负责人
学生家长	禁止入校	/
校友	禁止入校	/
教职员工家属	禁止入校	/

科研学生助手、合 作者或研究对象	仅限上海市内人员入校。市外人员不得入校。	相关学部主任
其他高校来访	禁止入校	/

5. Travel Restrictions and Testing

In order to comply with government guidance:

- a. You should avoid non-essential travel away from Shanghai during the semester. Travel for pre-approved university-business, medical reasons, personal emergency or necessary commute may be considered essential. If you are uncertain whether a trip is personally or professionally essential, please consult with the appropriate university official: your Dean if you are a faculty member, and your Department Heads if you are a staff member.
- b. If you need to travel away from Shanghai, you must get written approval from the appropriate university official (your Dean if you are a faculty member; your Department Head if you are a staff member), and notify the Public Safety Department and the Office of Human Resources before your travel.
- c. Beginning on Friday, August 28, 2020, if you travel outside Shanghai, you will need to provide a negative COVID-19 nucleic acid test with a five-day validity before re-entering campus.
- d. You may not travel to or visit any locations designated as either high risk or medium risk by government authorities. If you are not sure whether the location to which you (or your housemate) plans to travel or has traveled is a high or medium risk area for COVID-19, please consult with Public Safety. Please do not rely only on your own “best judgment” about such matters and please do not take any chances; it puts the entire community at risk.
- e. You must truthfully report your travel history to the University.
- f. You must complete a 14-day quarantine *and* obtain a negative nucleic acid test before returning to campus if:
 - i. you or your housemate(s) have traveled to a location designated as either high risk or middle risk, or
 - ii. the location that you or your housemate(s) visited is designated as high or medium risk within 14 days of your return from this location.

- g. You may be required to provide updates regarding the travel history of your housemate(s), and if necessary show their health code.

五、 旅行限制及核酸检测

根据政府的相关指导意见：

1) 教职员工应避免在2020年秋季学期进行除公务差旅、医疗、个人紧急事务、必要通勤等原因外的非必要离沪行程。如果不确定某次旅行对于个人或工作的必要性，请先向学校相关负责人咨询。教师请向所属学部主任咨询；员工请向部门负责人咨询。

2) 如需离沪，出发前员工需提前获得部门负责人的书面批准，教师需提前获得学部主任的书面批准，并将批准通过电子邮件发给公共安全部和人力资源部备案。

3) 自8月28日周五起，教职员工如从上海市外回沪，须在入校前完成新冠病毒核酸检测，并向学校提供签发时间为5日内、结果为阴性的检测报告。

4) 请勿前往政府公布的疫情中、高风险地区。如不确定本人或同一居所同住人计划前往的目的地疫情风险等级，请提前与公共安全部联系

(shanghai.publicsafety@nyu.edu)。特殊时期，为了自己与他人的安全，请谨慎安排出行。

5) 根据学校的要求，须如实向学校报告旅行历史。

6) 在下列情形下，教职员工需完成14天的隔离并取得新冠病毒核酸检测报告阴性结果后方可进入校园：

(1) 本人或同一居所同住人有中、高风险地区旅行史；

(2) 本人或同一居所同住人在返沪14天内，曾去过的地点被认定为中、高风险地区。

7) 学校根据需要，或将要求教职员工提供同一居所同住人的旅行史和健康码。

6. Symptomatic Health Concerns

- a. You will not enter campus if you have any of the following symptoms:
- i. fever above 37.3 degrees Centigrade/99.1 degrees Fahrenheit,
 - ii. dry cough, diarrhea,
 - iii. body pain, sore throat,
 - iv. or runny nose

until you consult with a medical professional at the Student Health Center (shanghai.health@nyu.edu) (M-F 8:30 am-5:30 pm / 2059-5353).

- b. In the event you come into contact with someone who may have been exposed to COVID-19, or traveled to a high/medium risk area, you must notify the Public Safety Command Center (2059-5500) and refrain from entering the Academic Building prior to further directions.
- c. You may not take any fever reducers that would yield a lower temperature reading in order to deceive NYU Shanghai for the purpose of gaining access to NYU Shanghai facilities.

六、有症状的健康问题

1) 如教职员工出现以下任一症状：发烧超过37.3摄氏度或99.1华氏度、干咳、腹泻、身体疼痛、喉咙痛、流鼻涕，将不得进入校园。如需进入校园，请先征得学生健康中心专业医护人员的同意。学生健康中心的电子邮箱为 shanghai.health@nyu.edu，开放时间为周一至周五，上午8:30 至下午5:30，电话为2059-5353。

2) 如教职员工曾接触过新冠肺炎的患者或密切接触者，或曾前往疫情等级中、高风险地区，须及时通知公共安全指挥中心（2059-5500），在得到进一步指示前，不得进入教学楼。

3) 任何人员不得刻意以通过服用退烧药而降低体温的方式进入校园。

7. Access to NYU Shanghai Facilities

- a. To access the NYU Shanghai Academic Building or WeWork Shinmay/Fuhui temporary campus, you will need to:
 - i. Present your Green Health Code (Alipay)
 - ii. Complete the temperature check process
 - iii. Wear a face mask
 - iv. Follow the instructions of security personnel to go through one single entry point and another exit point for entry and exit the building/Floor.
- b. The NYU Shanghai Academic Buildings hours of operation will remain to be 24/7. In order to properly sanitize the building, please avoid staying in the building from 10:45pm to 7am on every day.

- c. General Access to the WeWork Shinmay temporary campus will follow the academic calendar. Hours of Operations: Monday to Saturday from 7:45 am to 8:30 pm. No After Hour access unless you have a scheduled class. Schedules will be modified to accommodate legislative make-up days.
- d. General Access to the WeWork Fuhui temporary campus will follow the academic calendar. Hours of Operations are: Monday to Friday from 7:45 am to 8:30 pm. No After Hour access unless you have a scheduled class. Schedules will be modified to accommodate legislative make-up days.
- e. General Access to ECNU Zhongbei Campus will follow the ECNU's campus access policy.

七、校园出入管理

1) 进入上海纽约大学教学楼或新梅和富汇教学点时，必须：(1) 出示随申码绿码（支付宝）；(2) 完成体温检测；(3) 佩戴口罩；(4) 根据安保人员指示，通过单一入口及另一单一出口进入或离开校园。

2) 浦东教学大楼的开放时间为周一至周日全天。为保障楼内的必要消毒，请避免在每天晚10点45分至第二天早7点之间在楼内停留。

3) 新梅教学点的开放时间参照上海纽约大学校历执行。开放时间为周一至周六上午7点45分至晚上8点30分。除有课程教学安排之外，非开放时间不得进入。如有法定节假日调休，开放时间将做相应调整。

4) 富汇教学点的开放时间参照上海纽约大学校历执行。开放时间为周一至周五上午7点45分至晚上8点30分。除有课程教学安排之外，非开放时间不得进入。如有法定节假日调休，开放时间将做相应调整。

5) 华东师范大学（中北校区）的校园出入请遵循华东师范大学校园出入管理规定。

- 8. The COVID-19 Code of Conduct is in effect as of August 27, 2020, and it will remain in effect until further notice.

八、《上海纽约大学新冠肺炎疫情防控期间教职员工行为守则》自2020年8月27日起生效，并将持续有效，直至另行通知。

9. The COVID-19 Code of Conduct may be amended at any point, to reflect new changes and policies of both the local government and NYU Shanghai. You will be promptly notified of any such amendments or changes.

九、《上海纽约大学新冠肺炎疫情防控期间教职员工行为守则》的内容或将根据政府及学校采取的新措施与新政策适时做出调整。上述调整将及时向校内人员公布。