

2022

CAPSTONE

COVID-19 Community Update



Table of Contents

- ① A Letter from our Presidents
- ③ Our Mission
- ④ General Protocols
- ⑤ Declaration (1)
- ⑥ Declaration (2)

A Letter from our Presidents

We hope everyone is safe and sound during a tumultuous time in human history. While Taiwan has successfully been pinning down the total number of COVID cases, it remains to be an uphill battle as the Delta variant continues to storm throughout the world. To ensure Capstone complies with COVID guidelines from CDC and Taipei City Government, Capstone will proceed with the following process during COVID Alert Level 2.

During this unique period, CAPSTONE has successfully operated all courses online while students continue to demonstrate marked improvements in their own respective courses. However, at COVID Level 2, Capstone will provide flexibility for students who continue to participate in virtual courses or on-site courses. This is because some parents and students may proceed with a conservative approach, lowering down any possibility of infection. Hence, CAPSTONE will issue a document "Course Format Form" in which students and parents can decide and fill out the form based on their preferences.

For those who opt-in for online courses, the procedure of taking the class remains the same. Online session zoom links, necessary handouts, or instruction sheets will be sent to students' email inboxes. Students will engage the class virtually, just like the way it has been operated throughout the summer.

For those who opt-in for offline courses, the procedure of taking the class will undergo "General Pandemic Prevention Measures." That is, students will need to fill out contact-tracing registration, temperature taking, hand sanitizer, face mask, and social distancing. Students who opt-in for offline classes must wear masks at all times, with exception of intaking medications or drinking water. All faculty members at Capstone will either obtain government-approved vaccination or polymerase chain reaction (PCR for 3 – 7 days). Moreover, there will be fixed seating arrangements with adequate distance (one person every 2.25 square meters) between individuals.

If there are more than five people per class, the class will automatically shift to an online format to avoid any crowded gathering. Students who fail to conduct themselves on these guidelines will be issued both a verbal and written warning. If students continue to breach "General Pandemic Prevention Measures," CAPSTONE staff will kindly ask students to depart from the classroom and course credits for that class won't be refunded.

While these rules may sound rigid, it is our responsibility to adhere to the COVID-19 restart precautions outlined by the Department of Education to ensure students can continue to engage in their course progression and keep the community protected.

Sincerely,
Kensilina Lee

Our Mission

”

Our community's health and safety is our top priority.



To ensure that the learning environment is as safe as possible, it is our responsibility to ensure that the staff, students and parents adhere to the protocols and keep the community protected.

We are working hard to make sure that the return to CAPSTONE is as safe as it possibly can be for all members of our community.

As you are aware, this is a continually evolving situation. The protocols will be updated on a regular basis, so please stay tuned.

Many thanks, as always, for your support.

General Protocols

To prevent the spread of germs and bacteria via the surfaces of our furniture and equipment, we're introducing rigorous cleaning and personal hygiene habits at our institution. This section outlines the measures we will take.

1 | Fever Screening

As a precaution, ALL students, staff, and parents will have their temperature taken. If they have a temperature of 37.6°C or higher they will be denied entry and will be advised to go home.

2 | Hand Sanitization

Hand sanitizing is required of everyone who enters the building. Sanitizing stations are located at all entry points and classrooms. Hand-washing is required prior to and after meals. All members are advised to properly wash hands hourly and also avoid face touching.

3 | Face Masks

Medical face coverings are required to be worn at all times while on site, except when during mealtimes.

Our cleaning procedures will also become more frequent and rigorous than before. Here's a list of some of the tasks that this will include.

4 | Daily Cleaning Logs

We have appointed the deep clean routines to professional cleaning services, Home D Cleaner. The assisting staff will carry out two more clean ups and sanitizing routines each day prior to and after the lessons. Floors will be mopped and disinfected using bleach. All surfaces, including worktops and chairs, will be cleaned using bleach. These will be recorded in the daily cleaning log which will be available for viewing by all parents and students.

5 | General Disinfection

All equipment will be thoroughly disinfected using sanitizer. The assisting staff will ensure that all classroom spaces and equipment are disinfected before each class, and during break time.

6 | Staff and Vaccination

Vaccinated employees, by the government standard, is defined as a person who has received 1 vaccination dose and for whom at least two weeks have passed since that dose. Anyone not meeting the vaccination requirement is subject to the government mandated COVID-19 testing requirements of one test per week. The School can and will ensure compliance with this requirement.

Declaration (1)

Please make sure all fields are filled in correctly.

NAME/GRADE/SCHOOL:

ACADEMIC ADVISOR:

COURSE(S) ENROLLED:

ONLINE OR ONSITE ?

Would you prefer online or on-site course(s) in September? For an alternative arrangement, please specify. 您較偏好線上或者面授課程？若需其它特殊安排，例如週間線上、週末面授...等，請另行告知。

☐ ONLINE COURSE(S) 線上課程

☐ ON-SITE COURSE(S) 面授課程

☐ OTHERS 其它：

HEALTH DECLARATION

Have you had fever, cough, or shortness of breath during the past 14 days? (for those who had taken medications, please answer “Yes”) 過去 14 天內是否有發燒、咳嗽或呼吸急促症狀（已服藥者亦需填寫「是」）？

☐ YES 是：☐ Fever 發燒 ☐ Cough 咳嗽 ☐ Runny/ stuffy nose 流鼻水/鼻塞

☐ Shortness of breath 呼吸急促 ☐ Diarrhoea 腹瀉 ☐ Malaise 全身倦怠

☐ Loss of smell or taste 嗅、味覺異常 ☐ Limb weakness 四肢無力

☐ NO 否

Declaration (2)

TRAVEL HISTORY

Have you been these places during the past 14 days? 過去 14 天內去過哪些地區?

☐ YES 是 : ☐ China/ Hong Kong/ Macao, 中/港/澳 ☐ Japan/ South Korea, 日/韓

☐ U.S.A/ Canada 美/加 ☐ Southeast Asia/ South Asia, 東南亞/南亞


☐ Europe, 歐洲 ☐ Middle East, 中東 ☐ New Zealand/ Australia, 紐/澳

☐ Others 其他 _____

☐ NO 否

STUDENT SIGNATURE

PARENT SIGNATURE



*Thank you for your
understanding and
continued trust in
Capstone.*

Contact

CAPSTONE

4F, No. 187, Lequn 2nd Rd, Taipei, Taiwan

LINE ID: capstone.tw

projectblackstone@capstonetw.com
projectgemstone@capstonetw.com