



中華人民共和國香港特別行政區政府總部教育局

Education Bureau

Government Secretariat, The Government of the Hong Kong Special Administrative Region
The People's Republic of China

本局檔號 Our Ref: EDB(SDCT)3/PRO/10/1/1(4)

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24 January 2019

To: Supervisors / Principals of all Kindergartens and Kindergarten-cum-Child Care Centres

Dear Supervisor / Principal,

**Reduce the Opportunity of the Spread of Influenza in Schools –
Advancement of Chinese New Year Holidays**

Having considered a basket of factors, including the latest influenza data and trend, concerns of the public and parents, and Chinese New Year Holiday is near, the Government announced today that all kindergartens and kindergarten cum child care centres would start their Chinese New Year Holiday from 26 January till the end of the original scheduled Chinese New Year Holiday of the school to reduce the opportunity of the spread of influenza among students in schools. Please make reference to the sample letter attached and issue a letter to parents to explain the relevant arrangements, including that the school will remain as open during the non-scheduled school holidays till the start of the school's original scheduled Chinese New Year Holiday.

The advancement of the Chinese New Year Holiday is a preventive measure. During the holidays, schools should implement the following administrative arrangements:

- (i) to cope with the advancement of holidays, schools should keep the school premises open, and arrange staff to be on duty to handle school affairs and to answer parents' enquiries during non-scheduled school holidays. In case of practical needs, schools should take care of those students who would be unattended at home and hence have to return to school, and make necessary arrangements to minimize the risk of disease transmission such as strengthening measures to ensure environmental hygiene and avoiding overcrowding of students. In the meantime, schools should provide students with appropriate learning activities, such as reading, watching educational videos, etc. for the students concerned;

- (ii) to clean and disinfect the whole school premises thoroughly;
- (iii) to activate the established school-based contingency plans (please refer to EDBC No. 9/2015 for details), adopt contingency measures during class suspension and make arrangements, including activities inside and outside school, school bus services, lunch provision, etc.;
- (iv) to remind parents that students should stay at home during school holidays. Parents should avoid letting their children go to crowded places or poorly ventilated public places, etc., and to maintain a balanced diet, exercise regularly, take adequate rest.

Schools should clean the premises thoroughly during the holidays. To keep the premises in a good hygienic condition, schools should use diluted household bleach (ratio of 1:99, i.e. 1 part of 5.25% hypochlorite solution to 99 parts of water) to clean all objects and equipment, door handles and lift buttons. Doors and windows should be washed regularly. Equipment in toilet and underground water pipe should be kept in good condition. Cleansing soap, disposable towel and hand dryer should be provided. To maintain good ventilation, windows should be kept open and/or the air-conditioning system should be well maintained, and the exhaust fans should always be turned on.

Schools are urged to follow the guidelines from the Department of Health and the circular letter issued by the Education Bureau on 11 January 2019 to take preventive measures against influenza. Schools should also keep close contact with their respective Senior School Development Officers / Senior Services Officers.

Yours sincerely,



for Secretary for Education

Letter to Parents

(Schools may adapt the contents according to own situations)

___ January 2019

Dear Parents,

To reduce the opportunity of the spread of influenza in schools, the Government announced that the Chinese New Year Holiday for all kindergartens and kindergarten cum child care centres would be advanced to start from 26 January. The arrangements of our school are as follows:

1. The Chinese New Year Holiday for our school is from 26 January (Saturday) to _____ (*End date of original scheduled Chinese New Year Holiday of the school*). Lunar New Year Holiday is also included in the period mentioned.
2. To meet practical needs during the non-scheduled school holidays, we will arrange an adequate staff to handle school affairs and answer parents' enquiries, and clean and disinfect the school premises. If necessary, the school premises will remain open to take care of those students who would be unattended at home and have to return to school. If parents are unable to arrange their relatives or friends to take care of their children, please contact our teacher Mr/Ms XXX (Tel. No. xxxx xxxx) for the arrangement of sending their children back to school. *As the school bus service and lunch provision, _____.*
(*Schools please maintain normal services as far as possible according to own situation.*)
3. During the holidays, parents should note the following measures to prevent your children from being infected as far as possible:
 - To maintain good personal hygiene and cover nose and mouth while sneezing or coughing and wash hands thoroughly afterwards;
 - To maintain good indoor ventilation;
 - To build up good body immunity by maintaining a balanced diet, exercising regularly and taking adequate rest; and
 - To avoid going to crowded or poorly ventilated public places.
4. The original scheduled activities during this period will be rearranged. Details will be announced in due course.
5. If you have any enquiries, please contact Mr/Ms xxx (Tel no. xxxx xxxx).

Yours sincerely,

(Signature)

School Supervisor/Principal