



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

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電話 Telephone:

23 June 2009

To: Supervisors/Principals of all Secondary Schools (including Private Independent School, ESF Schools and International Schools) and Special Schools (Schools for Social Development with secondary section only)

Dear Supervisor/Principal,

**Arrangement for Secondary Schools
Under the Latest Development of Human Swine Influenza**

Based on the assessment of the Department of Health (DH) on the latest development of Human Swine Influenza (HSI), the virus has caused outbreaks in individual secondary schools, but the situation is similar to what has been anticipated. Besides, the symptoms in secondary school students who have contracted HSI are no different from that caused by seasonal influenza, and they are less likely to develop complications when comparing with younger children. Having considered the situation, we consider it not necessary to implement territory-wide class suspension in secondary schools at this stage.

While there is no need to suspend classes in all secondary schools, schools are recommended to reduce as far as possible the post-examination activities so as to advance the summer holiday for students with a view to minimizing disease transmission in schools. Schools should clearly notify parents of all the arrangements in advance. Schools should also make reference to the “HSI Pandemic Mitigation Phase Guideline on School Functions and Extra-curricular Activities” issued by Centre for Health Protection (CHP) of DH (**Annex 1**) in conducting any post-examination activities.

For individual secondary schools being verified by the CHP of DH of having confirmed cases of HSI on or after 24 June, the schools concerned would have their summer holiday advanced. Should the schools concerned require special arrangements, the Education Bureau (EDB) would discuss with them.

Schools should note the following arrangements for tests/examinations, secondary school places allocations, public examinations and activities:

Internal Examinations (including Secondary 3 classes)

- All internal examinations should be completed before the start of the summer vacation.

Territory-wide System Assessment (TSA)

- The written assessment of Secondary 3 TSA scheduled for 23 and 24 June will be conducted as scheduled (except those secondary schools with classes being suspended).

Pre-Secondary 1 Hong Kong Attainment Test (Pre-S1 HKAT)

- The 2009 Pre-S1 HKAT scheduled for 14 July will be conducted as scheduled. Schools can make reference to the “Health Advice to School for Conducting P5 Second-term Examinations During Class Suspension Period” issued by CHP (**Annex 2**) and make appropriate arrangements.

Secondary School Places Allocation (SSPA)

- The SSPA results will be released on 7 July and Secondary 1 registration will be held on 9 and 10 July as scheduled. On the day of releasing the SSPA results, students are not required to collect their Allocation Slips and Admission Slips in person and their parents/guardians/authorized persons will do it on their behalf. As for registration, students are not required to complete the registration procedures at their allocated secondary schools in person either and their parents/guardians/authorized persons will do it on their behalf.

Hong Kong Advanced Level (HKAL) / Certificate of Education Examinations

- Results of these two public examinations will be released on 30 June and 5 August respectively as scheduled. Students concerned should be advised to take appropriate precautionary measures when collecting result slips at schools on the above dates.

- Secondary schools which are still having classes suspended on 30 June can distribute HKAL examination results to their students as scheduled. These schools should strengthen cleansing of the school premises. They should also notify all students of the arrangement and remind them to maintain personal hygiene and adopt appropriate preventive measures before returning to schools to get the results.

Secondary Six Admission Procedure (S6AP)

- S6AP (including S6 Joint Admission Scheme) will be conducted from 5 to 8 August as scheduled. Students participating in S6AP should be advised to take appropriate precautionary measures.

School Activities

- Schools are allowed to arrange activities for students during the summer holiday. Nonetheless, schools should make reference to the guideline in Annex 1 to step up preventive measures and notify parents of the relevant arrangements.

Schools should remind parents that advancing the summer holiday is a mitigation measure. Parents should avoid letting their children go to crowded places and avoid visiting places being affected by HSI with their children during the holiday. Before the scheduled commencement date of the summer holiday, schools should keep the school premises and boarding section open, strengthen measures to ensure environmental hygiene, and arrange staff to be on duty to handle school affairs and answer parents' enquiries. In case of practical needs, schools should take care of those junior secondary students who would be unattended at home and have to come back to school and those boarders whom could not be arranged to return home. Please refer to **Annex 3** for the administrative arrangements which require schools' special attention.

For specific administrative arrangements, please refer to and act in accordance with the guidelines set out in paragraphs 3 and 4 of the "Handbook on Prevention of Human Swine Influenza in Schools" compiled by EDB. The Handbook has been uploaded to our website (<http://www.edb.gov.hk>). Schools can download the Handbook via the path below:

EDB Homepage > School Administration > Administration > Prevention of Influenza and Other Communicable Diseases in Schools > 1. Prevention of Human Swine Influenza > Guidelines > Handbook on Prevention of Human Swine Influenza in Schools

When issuing notice to parents and making relevant administrative arrangements, schools may refer to the attached documents:

Annex 4 Sample Letter to Parents

Annex 5 Submission of Information on Human Swine Influenza to Education Bureau

Schools are advised to refer to the “Guidelines on the Prevention and Management of Human Swine Influenza in Schools” issued by CHP of DH to duly implement various hygienic measures and keep the campus clean. Please further remind parents to attend to their children’s personal health condition and hygiene and to keep their home clean.

We will release the latest information on HSI from time to time. Schools are advised to pay attention to the latest information on EDB website. For enquiries or requests for support, please contact your respective Senior School Development Officer.

Yours sincerely,



(Y F LEE)

for Secretary for Education

HSI Pandemic Mitigation Phase

Guideline on School Functions and Extra-Curricular Activities

1 Background

- Human Swine Influenza (HSI) is causing local transmission in Hong Kong and its activity may rise during summer. Although HSI causes a relatively mild illness in most persons, it is efficiently spread, given the lack of antibodies in the population, especially among children and adolescents.
- This guidance note provides guidance for schools and children in organizing and participating in summer activities. While preventing individual infection with HSI is no longer an appropriate population health objective, it is important to reduce transmission and avoid large-scale outbreaks. Generally normal societal functions and activities can and should continue without disruption.

2 General principles to reduce risk of HSI transmission

- **Segregation of persons with influenza like illness (ILI) from public:** persons with ILI should preferably rest at home till symptoms subside except for essential activities, e.g. to seek medical attention. They should wear face masks and duly observe personal hygiene to protect themselves and others around them.
- **Heightened public awareness on personal hygiene:** the most important elements are frequent and proper hand hygiene, cough etiquette and avoid touching of eyes, nose or mouth as well as the wearing of face masks when ill.
- **Enhanced protective measures for groups at risk of influenza related complications:** this entails individual risk assessment based on personal medical conditions and nature of activities. In general, very young children and those with chronic medical conditions should avoid visiting crowded and poorly ventilated places.
- **Social distancing:** this is achieved by modulating the nature of social activities and the number of participants involved.

3 General advice for schools and activity organizers

- Pay attention to announcements from the government on the latest public health policy and advice on public functions.
- Make alcohol handrub readily available at all times and ensure that hand

soap is provided for in toilet facilities.

- Ensure adequate ventilation and environmental hygiene.
- Make arrangements to reduce overcrowding, taking into account the nature of the venue and activity. e.g. crowd control.
- Facilitate the implementation of personal hygiene measures, including provision of face masks.
- Plan for ways to assist people who have ILI.
- Also refer to CHP '**Guidelines for Prevention of Respiratory Infection for Organizers of Public Function**' accessible at http://www.chp.gov.hk/files/pdf/Guidelines%20for%20Organizers_20090522_e.pdf

4 General advice for activity participants

- Those who are sick with ILI should refrain from attending gatherings.
- At risk groups should avoid visiting overcrowded or poorly ventilated places.
- Strict adherence to personal hygienic practice. Wash hands with soap and/or use alcohol handrub frequently.
- Also refer to CHP '**Guidelines on Prevention of Respiratory Infection for Participants of Public Function**' accessible at http://www.chp.gov.hk/files/pdf/Guidelines_on_Prevention_of_Respiratory_Infections_en.pdf

5 Special advice for schools, including distribution of examination results, registration procedures, and summer tutorial classes

- Preparation of facilities:
 - Ensure easily accessible hand hygiene facilities (e.g., soap and water, alcohol handrub).
 - Clean and disinfect areas and items that are more likely to have frequent hand contact regularly and also immediately when visibly soiled. For details on disinfection, please refer to CHP '**Advice on School Disinfection at the Height of Influenza Season**' accessible at http://www.chp.gov.hk/files/pdf/Advice_on_School_Disinfection_Eng.pdf
 - Maintain room well-ventilated; if air-conditioned, ensure adequate fresh air exchange and cleaning of filters. Choose spacious settings in organizing gatherings to avoid overcrowding.

- Use of face mask is optional as an added precaution especially for those who are ill. Proper usage of masks should be emphasized. Students or staff members may choose to wear face mask unless there are contraindications e.g. breathing difficulties. Guidance on proper usage of face masks is accessible at http://www.chp.gov.hk/files/pdf/recommendations_on_use_of_face_masks_en.pdf.
- Administrative control
 - Train staff regarding infection control measures, how to recognize ILI, and how to handle sick children/ students.
 - Ask participants to measure body temperature at home before attending school activities.
 - Avoid activities that involve overcrowding especially in indoor venues.
 - Notify guardians that their children should not attend school activities if they have symptoms of ILI or fever. Advise participants to stay home if sick and seek medical care.
 - Arrange for equipments to check body temperature of participants upon entry to school when there is a need.
 - For participants with underlying medical conditions, guardians should inform staff about the student's medical needs, and seek medical advice on need of additional measures as appropriate.
 - Designate staff to care for ill persons and limit their interaction with other participants. The designated staff should put on face mask and pay special attention to personal hygiene when caring for ill persons. Persons with a medical condition that increases their risk of severe illness from influenza, including pregnant women, should NOT be designated as caregivers of ill persons.
 - Plan in advance with guardians regarding how illness among children attending the class will be handled.
 - For the taking of examinations, refer to the CHP '**Health Advice to School for Conducting P5 Second-term Examinations during Class Suspension Period**'.

6 Special advice on extracurricular activities, including graduation ceremonies, outings and camping

- Follow the same advice on promotion of personal hygiene, preparation of facilities and administrative control as listed under "Special consideration for schools".

- Participants with ILI should refrain from attending such activities.
- In addition, organizers are advised to observe the following:
 - Outdoor/ semi-outdoor setting is preferred.
 - Control the number of participants to avoid overcrowding, especially for indoor activities. The appropriate number of participants varies according to the size, ventilation and hygienic condition of the venue. Having fewer participants per venue reduces the chance of HSI and other respiratory infections. Organizers are advised to limit the group size as far as practicable. Outdoor activities in well ventilated environment may allow for larger groups. Crowd control and avoidance of aggregation of people are important irrespective of group size.
 - Graduation ceremonies should be well planned to avoid overrunning of the programme. It is preferable to avoid performance involving close body contact. Proper ventilation should be ensured in the venue where the ceremony takes place.
 - Extra vigilance on personal hygiene for participants engaging activities with close body contact e.g. ball games.
 - Ensure adequate rest time and hydration for participants with intense physical activities to avoid exhaustion.
 - Avoid sharing of personal items among participants (e.g. towels, water bottles, etc.).

7 Special advice for summer study tours

- Monitor HSI situation in the place of destination.
- People with underlying chronic medical conditions should consult their doctors regarding their suitability for travel.
- Arrange for medical care at the place of destination before travel, including purchasing travel/medical insurance as required.
- For other pre-travel and post-travel advice, please refer to ‘**Advice for Travellers Planning to Visit Human Swine Influenza Affected Areas**’ accessible at http://www.chp.gov.hk/files/pdf/Advice%20to%20travellers%20planning%20to%20affected%20areas_20090522_v.pdf and ‘**Advice for Inbound Travellers/Returnees on Prevention of Human Swine Influenza**’ accessible at http://www.chp.gov.hk/files/pdf/advice_for_Returnees_eng_20090515_f.pdf

8 Special advice for activities involving young children under 6 years old

- Young children have less capacity taking care of their own personal hygiene

and they tend to have a greater intensity of direct physical contact with other children and persons.

- It is advisable to adjust the size of group activities for young children such that adequate adult supervision can be given to individual child to ensure good hygiene at all times.
- There should be adequate adult and preferably parent's supervision to ensure personal hygiene of children.
- Ball pools and other activities involving lots of simultaneous sharing of toys among many young children should be suspended.
- Toys and other objects shared by young children should be cleansed and disinfected frequently, and immediately if soiled.
- The venue should be thoroughly cleansed between each session of activities before another group of children comes in.
- For details on recommendations on infection control for recommendations for Kindergartens /Kindergartens-cum-Child Care Centres / Child Care Centres, please refer to the CHP '**Guidelines on Prevention of Communicable Diseases in Schools / Kindergartens /Kindergartens-cum-Child Care Centres / Child Care Centres**' accessible at http://www.chp.gov.hk/files/pdf/School_full_eng_20090115.pdf

9 Special advice for children with chronic medical conditions which may prone them to complications of influenza infection

- Crowded and poorly ventilated environment should be avoided.
- If it is unavoidable, face mask are recommended for older children and these should be worn properly.
- Pay special attention to personal hygiene.
- Seek medical advice early when there are symptoms suggestive of respiratory infection.
- Seek medical advice on need for additional measures.

Health Advice to Schools for Conducting P5 Second-term Examinations
During Class Suspension Period

(Applicable to Pre-Secondary 1 Hong Kong Attainment Test)

The Centre for Health Protection provides the following advice to schools which conduct P5 second-term internal examinations during the class suspension period.

General Requirements

- Schools should provide adequate hand hygiene facilities for staffs and students for hand hygiene purpose.
- Liquid soap and disposable towels or hand dryers should be made available in toilets. Alcohol handrub (70-80% alcohol content) should also be made readily available at school entrance and other locations where handwashing facilities cannot be accessed at a convenient distance.
- The school environment and school buses should be disinfected with 1 in 99 diluted household bleach (one part of 5.25% hypochlorite solution in 99 parts of water) and rinse with water at least daily or on need basis.
- The use of drinking fountains should be suspended.
- Students should be advised to check for fever at home and refrain from sitting from the examination if they suspect themselves suffering from influenza like illness.

Precautionary Measures for Students *

- Students should use 70-80% alcohol-based handrub for hand hygiene after each examination session.
- Students should not be engaged in gatherings or group activities within school premises.
- Students should bring their own stationery for the examination.

Precautionary Measures for School Staff *

- To disinfect the school environment with 1 in 99 diluted household bleach (one part of 5.25% hypochlorite solution in 99 parts of water) and rinse with water before re-opening of school for exam.

- Staff should observe good personal hygiene especially cough etiquette and hand hygiene.

Venue for school examination

- Examination should be taken in classrooms instead of school hall to avoid gathering a large number of students in the same confined area.
- The tables and chairs should be arranged in single row and facing one direction.
- Adequate spacing should be kept between each student during examination.
- Good indoor ventilation should be maintained. Open windows wide and turn on exhaust fans. Alternatively, if the air conditioner is on, make sure that air conditioning system allows an adequate amount of fresh air. Air filters should be clean and well-maintained.
- Alcohol handrub, disposable tissue paper, surgical masks and lidded rubbish bins should be made available in each classroom.
- The classrooms should be thoroughly disinfected with 1 in 99 diluted household bleach (one part of 5.25% hypochlorite solution in 99 parts of water) and rinse with water after each session or on need basis.

Before school examination

- Schools should arrange for equipments for temperature checks for students before admitting into examination venue if student cannot produce temperature record. Those with temperature ≥ 38 degrees Celsius (by tympanic method) or equivalent should not be admitted.
- Students should not be allowed to attend examination if they have fever, together with sore throat, cough or other respiratory symptoms. They should put on a mask and seek medical care immediately. Parents should be asked to pick them up.
- No assembly should be arranged for students. Schools should arrange students to enter the examination room in small group.

During the examination

- If students feel sick during the exam, he/she should report to his/her teacher. The sick student should be advised to put on surgical mask (if not worn) and should be escorted away from the examination area to isolation room by teacher. Parents should be informed and immediate medical consultation

should be advised.

After school examination

- Students should leave school after the examination immediately and should not stay in school unless situation absolutely warrants.
- Schools should arrange students to leave in small groups.

* Note on face mask use :

Use of face mask is an additional precautionary measure. Student or staff may choose to wear face mask unless there is contraindications, e.g. breathing difficulties. Proper usage of masks should be emphasized.

(http://www.chp.gov.hk/files/pdf/recommendations_on_use_of_face_masks_en.pdf).

Further information on health advices related to HSI can be accessed through <http://www.chp.gov.hk>

Centre for Health Protection

June 2009

**Under the Latest Development of Human Swine Influenza
Administrative arrangements which require schools' special attention**

- Schools should issue a letter to parents to explain the related arrangements, including the revised dates of summer holiday, student learning and summer assignment, etc. Schools should also remind parents to take necessary preventive measures and pay attention to the health condition of their children.
- Schools should remind parents that the arrangement of early summer holiday is a mitigation measure aiming at reducing social contact to minimize the chance of HSI infection. Therefore, parents should avoid letting their children go to crowded places or visiting places being affected by HSI with their children during the vacation period.
- Schools should give full consideration to the impact of early summer holiday on the progress of learning. They could make school-based arrangement and discuss with parents and teachers on the ways to provide learning supports for students so that they could make good use of time and various kinds of information to sustain their learning during the vacation. If necessary, schools can also consider making up for the un-covered curriculum to be taught at the beginning of next school year.
- Results of the 2009 Hong Kong Advanced Level Examination and Hong Kong Certificate of Education Examination will be released on 30 June and 5 August respectively whereas Secondary Six Admission Procedure (S6AP) (including S6 Joint Admission Scheme) will be conducted from 5 to 8 August as scheduled. Schools should remind Secondary 5 and Secondary 7 students to take appropriate precautionary measures when they go to schools for collection of result slips and/or participating in S6AP (including S6 Joint Admission Scheme), such as wearing masks.
- Before the scheduled commencement date of the summer holiday, schools, to meet practical needs, should keep the school premises and boarding section open, strengthen measures to ensure environmental hygiene, and arrange staff to be on duty to handle school affairs and answer parents' enquiries. In case of practical needs, schools should take care of those junior secondary students who would be

unattended at home and have to come back to school and those boarders whom could not be arranged to return home, and make appropriate arrangements to avoid overcrowding of students and boarders to minimize the risk of disease transmission. In the meantime, schools should provide students with appropriate learning activities, such as reading, watching educational videos, etc.

- In view of the current situation, it is not necessary to stop any arranged study tours but schools should pay attention to the following:
 - (i) the latest development of HSI in the destination;
 - (ii) whether the itinerary or activities involve long time indoor crowded gatherings among participants;
 - (iii) the health conditions of students; students with chronic illnesses should not participate; and
 - (iv) to well inform parents of the details of the study tour and discuss the arrangements with parents.

(If there is any confirmed case in individual school, the CHP of DH may advise the school concerned to stop organizing study tours after evaluating the situation)

- If schools have a need to organize study tours, the following preventive measures should be implemented:
 - (i) Schools should prepare sufficient face masks and alcohol-based handrub and take all necessary preventive measures. Schools should refer to the health advice for travelers at CHP's website: www.chp.gov.hk.
 - (ii) Schools should protect and take good care of the students to ease parents' worries.
 - (iii) Remind students to pay attention to the announcement from the local government, follow local public health guidelines and not to have contact with sick people, particularly from areas reporting confirmed cases of human swine influenza in the last 7 days.
 - (iv) Remind students to buy travel insurance.
 - (v) While abroad, if any participant shows influenza-like symptoms, such as fever, cough and sore throat, he/she should wear a mask and seek medical attention where they are immediately. To protect his/her own safety and for the health of travel collaterals, he/she should not continue to travel

- (vi) Should any participant develop symptoms while on board, he/she should put on a mask and notify the crew immediately. The crew will in turn follow the established procedures and alert ground control and port health. Port health team will board the flight to assess and follow up on landing.
- (vii) For those who are returning from HSI affected areas, they should pay close attention to their health and wear a mask for 7 days after arrival. They should seek medical consultation from public clinics or hospitals and contact the DH hotline 2125 1111 immediately if fever or influenza-like symptoms appear.
- During the vacation period, if schools are informed that a staff member or a student is confirmed/suspected of having contracted HSI, and/or a staff member or a student has close contact with a person who is confirmed/suspected of having contracted HSI, they should report to the EDB and the CHP immediately.
 - For those teachers employed under the “Native-speaking English Teacher Scheme”, most of them will go back to their home countries during summer vacation and need to book the air ticket. To facilitate the teachers’ preparation for leaving Hong Kong and the schools’ making of appropriate arrangements, schools should discuss and reach a consensus with the teachers on related issues as soon as possible, taking school-based situation into consideration. On the other hand, schools are advised to remind specifically those teachers who return from places being affected by HSI to wear masks for 7 consecutive days and pay close attention to their health condition. If a teacher has symptoms of fever or influenza-like illness, he/she should seek medical consultation from public clinics or hospitals promptly and contact the DH hotline (2125 1111).

**Under the Latest Development of Human Swine Influenza
Sample Letter to Parents of Secondary Schools**

(Schools may revise the content according to their specific situation)

<Date>

Dear Parents,

Based on the assessment of the Department of Health (DH) on the latest development of Human Swine Influenza (HSI), although the HSI virus has caused outbreaks in individual secondary schools, the situation is similar to what has been anticipated. Moreover, the symptoms in secondary school students who contracted HSI are no different from that caused by seasonal influenza, and they are less likely to develop complications when comparing with younger children. Under such circumstances, it is not necessary to implement territory-wide class suspension for secondary schools at this stage.

Although territory-wide class suspension is considered not necessary for secondary schools, the Education Bureau (EDB) recommends schools cut down as far as possible the post-examination activities to allow an advancement of the summer holiday for students. As such, the summer holiday of our school will be revised from xx xx to xx xx 2009.

Parents are advised to note that the arrangement of early summer holiday is a mitigation measure aiming at reducing social contact to minimize the chance of HSI infection. Therefore, parents should avoid letting their children go to crowded places or visiting places being affected by HSI with their children during the holiday.

Before the originally scheduled commencement date of the summer holiday, we, to meet practical needs, will arrange for an appropriate number of staff to be on duty to handle school affairs/boarding services, answer parents' enquiries and clean and disinfect the school premises. The school premises (including the boarding section) will remain open to take care of those junior secondary students who would be unattended at home and have to come back to school/stay in the boarding section. 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.) for the arrangement of sending their children back to school. As the school bus service and lunch provision have been

suspended, parents will have to arrange for traveling and lunch for their children.

The internal examinations/tests arrangements, public examinations as well as S6 admission are as follows (only applicable to secondary schools):

- All internal examinations will be completed before the summer holiday.
- The written assessment of Secondary 3 Territory-wide System Assessment scheduled for 23 and 24 June will be conducted as scheduled.
- Results of the 2009 Hong Kong Advanced Level Examination and Hong Kong Certificate of Education Examination will be released on 30 June and 5 August respectively whereas Secondary Six Admission Procedure (S6AP) (including S6 Joint Admission Scheme) will be conducted from 5 to 8 August as scheduled. Secondary 5 and Secondary 7 students are reminded to take appropriate precautionary measures when they go to schools for collection of result slips and/or participating in S6AP (including S6 Joint Admission Scheme), such as wearing masks.

During the summer holiday, we would continue to arrange activities for our students. Arrangement details of various activities will be announced separately.

To minimize the effect on student learning, we have prepared learning materials and readers for students during the vacation period. Parents are requested to pay attention to the learning of their children.

If any of the following occurs during the summer holiday, please inform our teacher Mr/Ms XXX (Tel. No.) immediately to facilitate our school to decide on the contingency measures and notify the DH and the EDB accordingly:

- (i) your child is confirmed/suspected of having contracted HSI; and/or
- (ii) any person in close contact* with your child is confirmed/suspected of having contracted HSI.

* “Close contact” means having cared for, having lived with, or having had direct contact with respiratory secretions and body fluids of a person with HSI.

Parents should inform us if their children have visited places with HSI cases.

The students concerned should wear masks for 7 consecutive days, avoid going to school and pay close attention to their health. We will take the temperature of these students to double-check the temperature taken by parents for safety when the next school year begins. If the students have influenza-like symptoms during this period, medical advice should be sought promptly. Parents should notify us and the Centre for Health Protection (CHP) (Tel No.: 2125 1111) of the case immediately and take the preventive and control measures as required by the CHP.

To safeguard your children and family members from HSI infection, please take appropriate preventive measures at home according to the guidelines in the attached leaflet on “Human Swine Influenza” prepared by the DH.

We enclose herewith the telephone list of our school and relevant government departments for your reference. If you have any enquiries, please feel free to contact us.

Yours sincerely,

<Signature>

School Principal/Supervisor,

<Name of school>

[This letter can be downloaded from the following path : <http://www.edb.gov.hk>-> School Administration>Administration>Prevention of Influenza (including Human Swine Influenza / Avian Flu) and Other Communication Diseases (including SARS) in Schools > Prevention of Human Swine Influenza – Useful materials]

