

Handbook on Prevention of SARS in Schools

The outbreak of Severe Acute Respiratory Syndrome (SARS) has caused a significant impact on our health, livelihood, economy and education as well as aroused grave concern of the world. With the selfless service of our frontline medical workers and the concerted efforts of all sectors, the anti-SARS campaign has become an all-people movement and SARS is under control. The people of Hong Kong have not only increased their awareness of the danger of SARS, but have also been actively taking precautionary measures. In view of the recent resurgence of SARS cases in neighbouring region, we should not become complacent.

To guard against SARS, we must continue to be on the alert and reinforce personal and environmental hygiene. The anti-SARS campaign cannot be slackened and we have to remain vigilant to combat any possible resurgence of SARS. We should step up the precautionary measures in personal, family, school and social aspects and set a good example of fulfilling our social and civic obligations in formulating contingency measures for schools. We should base our professional decisions on the benefits and learning needs of our students.

The Education and Manpower Bureau (the Bureau) has issued several guidelines and circular memoranda on SARS since March 2003 and reminded schools of the necessary precautionary measures in two circular memoranda in August/September 2003. The materials in these documents have now been updated and consolidated to form this Handbook for the reference of schools in formulating their contingency plans. The Bureau will continue to work closely with the Department of Health (DH) to ensure that schools provide a safe and hygienic learning environment to safeguard the health of students and staff members. Should the situation warrant it, the Handbook will be promptly revised to take account of the latest developments.

To help schools strengthen their preparedness against SARS, the Bureau has set up a task force to monitor relevant developments and co-ordinate with District School Development Sections for the provision of updated news and services required should SARS come back again. If your school requires assistance or has any questions, please do not hesitate to contact your District School Development Section.

Education and Manpower Bureau
February 2004

1. Basic Principles – Student-centred, School-based, Professionally-led, Flexible

- 1.1 Schools should take all necessary precautionary measures to combat SARS to protect students’ health and take care of their learning needs. Following the principle of school-based management, schools should make school-based professional decisions taking into consideration their special circumstances as well as suggestions in this Handbook. In making important decisions, such as re-arrangement of school holidays due to class suspension, schools should obtain the consent of teacher representatives, the Parent-Teacher Association (PTA) and the School Management Committee (SMC). Schools should submit details of the arrangement to the District School Development Sections of the Bureau for record purpose.
- 1.2 Schools should form a crisis management team to plan and manage matters relating to the prevention of SARS, such as briefings for staff members and students on knowledge about SARS, daily precautionary measures, contingency measures when staff members and students have contracted the disease, arrangements concerning class suspension and resumption, allocation of manpower and financial resources, information and data processing, setting up of a communication mechanism, participation of parents and contacts with parents, etc. All staff members, students and parents should be informed of the arrangements.
- 1.3 School leaders should keep abreast of the latest developments and pay attention to the online news and information of the Bureau and DH (websites: www.emb.gov.hk and www.info.gov.hk/dh). School heads should remind their staff members and parents to browse the homepage for announcements of the Bureau. School should share their experiences with other schools, and to learn from each other and formulate effective policies. In the case of sudden, unforeseen events, school heads should exercise their professional leadership in taking proactive and flexible measures with reference to the suggestions of this Handbook.

2. During the Non-SARS period - Day-to-Day Preventive Measures

Measure	Details	Remark/ Annex
2.1 Civic Education	<p>Everybody has a responsibility for combating SARS</p> <ul style="list-style-type: none"> Explain to all staff members and students the importance of hygienic measures in preventing the spread of contagious diseases, especially that of SARS. State the serious consequences of the spread of SARS. Emphasize that everyone in the community has a responsibility for preventing the spread of SARS. Staff members and students are required to seek medical advice immediately, if necessary. They should notify the school in case of diagnosis of suspected SARS infection involving themselves or their families. 	<p>For information on SARS, please refer to the homepage of DH and that of the World Health Organisation (http://www.wpro.who.int/default.asp)</p>

Measure	Details	Remark/ Annex
	<ul style="list-style-type: none"> • Include relevant topics on the prevention of contagious diseases/SARS in the learning activities. Adopt diverse learning modes to enhance the students' awareness and concern. Observation and discussion of real cases could be used to guide students to review and analyse related issues. Explore what to do and what not to do at the time of adversity for one's own benefit and that of others as well as the issue of evasion/acceptance of one's social responsibility. Moreover, students should be asked to practise good hygienic measures to avoid infection, and to help, care for and encourage those in need. They should also deliver the message to their relatives and friends. • The Bureau has produced three teaching kits in this respect for primary and secondary schools. Teachers can adopt the kits with appropriate tailoring to meet the standard and learning needs of their students. Teachers may compile appropriate learning materials on their own to teach students to manage setbacks and crises, to strengthen their awareness and ability to combat crises and to enhance their commitment to the community. • The Guidance and Discipline Section of the Bureau has prepared a set of suggested guidance activities entitled "Together We Fight Against SARS". We hope that teachers and student guidance professionals will make good use of the suggested activities to help primary students cope with the crisis should a staff member/student have contracted SARS or developments worsen, and build up a school culture against adversity. • Schools can also organise learning activities by making use of the information and resources of other organisations, such as newspapers, special television programmes, the "Schools against SARS Campaign" VCD and booklet produced by the Chinese University of Hong Kong. • Collaborate with the doctors of the One-School-One-Doctor and School Advisory Service on SARS Schemes to organise activities to enhance the awareness of personal and environmental hygiene of students, staff and parents. Contact your District School Development Section for details of the Schemes. 	<p>The teaching kits have been uploaded onto the homepage of the Curriculum Development Institute of the Bureau and of the Hong Kong Education City (http://cd.emb.gov.hk/sars)</p> <p>"Together We Fight Against SARS" has been uploaded onto the homepage of the Bureau and that of the Hong Kong Education City. (http://www.hkedcity.net/resources/common/res_detail.html?res_cntr_id=33075)</p> <p>The VCD and booklet produced by the CUHK is available on the homepage of the Hong Kong Education City and have been distributed to schools The VCD "Severe Acute Respiratory Syndrome" produced by DH have been distributed to schools.</p>

Measure	Details	Remark/ Annex
	<ul style="list-style-type: none"> Schools can put up relevant posters and leaflets in conspicuous places and post information and statistics about SARS on a notice board, including the developments in other countries and DH's announcements and advice for the community. 	
2.2 Parents' Participation	<p>Home-school cooperation in combating SARS</p> <ul style="list-style-type: none"> Schools should disseminate relevant messages to parents through seminars or newsletters and distribute to them leaflets or information such as the hotline numbers and websites of the Bureau and other organisations, e.g. DH, and remind them to keep personal and environmental hygiene. Schools should call on parents to join the combat against SARS. Schools should remind parents to take their children's temperature before letting them go to school every day. They should record the reading on a temperature record sheet, which should be signed and shown to school daily. If students have a fever or not feeling well, they should not go to school and seek medical advice immediately. Sick children must not be taken to school. School should explain to parents in detail the symptoms of SARS and urge them to keep an eye on their children's health condition. If their children have a fever and other symptoms like muscle pain and malaise, chill, headache, diarrhea, cough and shortness of breath, they should not go to school and should seek medical advice immediately. If their children contracted the disease, parents should notify the school at once. Children in close contact* with SARS cases should be under observation and confined at home for 10 days. The school should be notified at once. Carers, patients or children under observation should wear masks. Schools should advise parents to avoid visiting places affected by SARS with their children and not to let their children go to crowded place unless absolutely necessary. If they have been away from Hong Kong or visited countries/regions with SARS cases during holidays, they should report to school the place and time of their overseas visits. Schools should report such cases to EMB and be particularly alert to these students. (Please also refer to the 5th bullet of paragraph 2.3 "Precautionary Measures".) 	<p>Annex 1: "Prevention of SARS – Checking Body Temperature"</p> <p>Form A: "Temperature Record Sheet"</p> <p>* <i>Close contact means having cared for, having lived with, or having had direct contact with respiratory secretions and body fluids of a person with SARS.</i></p> <p>Form B: "Reporting visits to countries with SARS cases by parents"</p> <p>Annex 2: "Report on students and staff visited countries/ region with SARS cases during holidays/ class suspension period" to EMB</p>

Measure	Details	Remark/ Annex
Environmental Hygiene	<p>of students should take all necessary safety measures, such as wearing disposable gloves. Schools should also request all staff (including drivers and staff of school bus and nanny vans) to take temperature before they go to school. If they have fever, they must not return to school.</p> <ul style="list-style-type: none"> • Schools should ask parents to inform them if their children have visited places with SARS cases so that schools will take the temperature of these students for 10 days to double-check the temperature taken by parents. Likewise, schools should take the same measure for staff. • School should make use of assembly or class-teacher period to remind students to be aware of their own or their classmates' health condition. If they are unwell, they should inform their teachers or classmates immediately. Students should also be reminded not to share personal belongings, lunch boxes or drinks. • Should there be SARS cases in the community, schools should encourage all staff members and students to bring their own lunch to school and avoid taking lunch outside should the situation warrant. This will minimise the possible risk of getting infected in the community. Schools should take appropriate measures for the lunch arrangement. Use serving chopsticks and spoons at meal time. Do not share lunch boxes and drinks. They should avoid over-crowdedness in seating. • Maintain a healthy lifestyle – a balanced diet, regular exercise and adequate rest. • Maintain good cleanliness and ventilation in the school hall and classrooms. Disinfection with diluted bleach should be conducted daily. Objects and equipment frequently touched by students, such as computer keyboards, should be wiped regularly with diluted household bleach and rinsed with water. Toys of students should also be soaked regularly in diluted household bleach before ordinary washing. • Windows should be kept open to ensure good ventilation. Air filters should be cleansed regularly if air-conditioners are used. 	

Measure	Details	Remark/ Annex
Other arrangements	<ul style="list-style-type: none"> • Disinfectant mats can be placed at the entrance of school. • Tuck shops, lunch boxes and water dispensers should be kept clean at all times. School premises should be ridden of mice and insects. Attention should be paid to the cleanliness condition of animals kept in school as well. • Toilets should be kept clean at all times. Cleaning should be conducted regularly. Liquid soap, chlorine tablets and disposable towels should be provided inside toilets. Public towels should not be used. A notice should be posted to require staff members and students to use liquid soap for hand washing. • In organizing internal or external school activities, ventilation of the venue should be taken into account. Crowdedness should be avoided. Keep the windows open and use exhaust fans to improve ventilation under crowded conditions. • Keep the premises clean. Clean furniture and facilities with detergent or a diluted household bleach solution in the ratio of 1 : 99 (1 part of household bleach mixed with 99 parts of water) regularly. Re-wipe with a towel soaked in clean water and wipe dry. • In cleaning areas contaminated with body fluids (e.g. vomitus, respiratory secretions, etc), use a diluted solution of household bleach (1 part bleach : 49 parts water). Rinse the areas with water and wipe dry. • Make sure that common facilities such as staircases, lifts, lobbies, refuse collection chambers, canopies and ventilation fans are cleaned, disinfected and maintained regularly. • If the school premises are used by an evening school or hired to outsiders for activities, they should require all those who enter the school premises to upkeep personal and environmental hygiene, and wear masks if the situation warrants. All those who have fever or are ill should not enter the school. After the activities, the school premises and objects used need to be cleaned and disinfected. 	<p>Annex 3: “Health Advice for Schools on Prevention of Severe Acute Respiratory Syndrome (SARS)”</p> <p>Annex 5: “Guidelines on Using Chlorine Tablets in the Flushing Tank”</p>

Measure	Details	Remark/ Annex
	<ul style="list-style-type: none"> • Keep an up-to-date sick leave record of students and staff members and obtain their prior consent for the release of personal data, such as names and telephone numbers to DH for investigation and follow-up action. • School head and teachers should pay particular attention to the mental and health condition of staff members and students. If illness is spotted, they should take their temperature. If a student or staff member is unwell while at school (including school bus drivers and school bus assistants), he/she should take a rest in an isolated and quiet place. Recommend him/her to wear a mask if he/she displays symptoms of respiratory infection or fever. His/Her family members should be contacted to take him/her home and seek medical advice. In the case of a student, he/she should be sent home with a note suggesting medical attention. If the student has a fever or seriously ill, he/she should be sent to the Accident and Emergency Department of a nearby hospital if parents/guardians cannot be contacted. The person who takes care of the sick should take all preventive measures, such as wearing a mask and disposable gloves. • In case of an unusual increase in absentees or a large number of absentees having symptoms similar to those of SARS, e.g. fever, cough, headache, muscle pain and malaise, contact the staff or parents/guardians of absentees to ascertain the reasons for their absence, and inform DH and the District School Development Section of the Bureau immediately. 	

3. With SARS reported –

All staff and students should strictly observe the above-mentioned personal and environmental hygiene.

Staff members/students should wear masks in crowded or poorly ventilated places.

Measures in Case of Staff Members/Students under Home Confinement

Measure	Details	Remark/ Annex
	<p>Staff members/students who have close contact with SARS cases should stay away from school for home confinement for ten days. They should wear masks and strictly observe personal and environmental hygiene. They should also watch out for symptoms suggestive of SARS.</p>	

Measure	Details	Remark/ Annex
3.1 Case Follow-up by DH, School & EMB	<ul style="list-style-type: none"> • To take further steps in preventing the spread of SARS, the Government has introduced the home confinement requirement for people who have close contact with SARS patients. DH will issue a letter to the affected staff member/student, requiring him/her to stay away from school for home confinement for ten days and issue a medical certificate to cover the period of confinement. If the case turns out to be non-SARS, DH will inform the staff member/student concerned as soon as possible and issue a letter to certify that he/she is no longer required to be confined. The leave during the home confinement should be treated as sick leave. • If a school has learned of the above cases, it should report the cases to the District School Development Section immediately. • The school should clean and disinfect the affected areas as specified by DH. All the students should be reminded to take precautions accordingly. 	<p>Annex 6: “Submission of Information on Severe Acute Respiratory Syndrome (SARS) to Education and Manpower Bureau”</p>
3.2 Letter to Parents	<ul style="list-style-type: none"> • The school should issue the following letters: <ul style="list-style-type: none"> (1) Letter to staff /student required to stay at home for confinement: <ul style="list-style-type: none"> ■ State the reasons and remind them to keep close watch of their health condition. If any symptoms of SARS are noticed, consult a doctor promptly and notify the school and DH. ■ State the support to be provided to the student by the school during class suspension; state the arrangement made for the student on resumption of classes to sit for any tests and examinations conducted during the suspension period without prejudice. (2) Letter to all parents: <p>Inform all parents of the situation. Remind them to keep watch of the health condition of their children and consult the doctor if any symptoms of SARS are observed.</p> • If home confinement of staff members and students brings worries to other staff members and students, the school guidance teacher, school social worker and class teacher should provide them with counseling service. Students should be guided to 	<p>Annex 7: “Sample Letter to Parent Whose Child is under Home Confinement/ Observation” and Annex 8: “Sample Letter to All Parents of School with Student/Staff Member under Home Confinement/ Observation”</p> <p>Adjustments can be made according to the actual situation at school’ s discretion.</p>

Measure	Details	Remark/ Annex
	<p>sympathise with infected people and those under home confinement, encouraged to show love and care for others and stimulated to think of what they themselves can contribute in the current situation. Schools should also encourage staff members/students to call students under home confinement to show concern for their physical condition, well-being and feelings. If necessary, the school may contact the respective District School Development Section for arranging psychological services.</p> <ul style="list-style-type: none"> To alleviate the impact on the affected student in respect of academic performance, the school should provide support for learning to the student during the home confinement period. For instance, learning materials or assistance can be provided by means of telephone, e-mail, fax or the school homepage with the help of his/her peer classmates or teachers. If the affected student has to sit for the public examination during the home confinement period, he/she should contact the Hong Kong Examinations and Assessment Authority. 	

4. Measures in Case of Staff Members/Students Confirmed/Suspected of Infection

Measure	Details	Remark/ Annex
<p>4.1 Case Follow Up by DH, School & EMB</p>	<p>If a staff member/student is confirmed/suspected to have contracted SARS, the whole school will suspend classes for ten days, including the boarding section of the school. The commencement date of suspension should be counted from the first day of sick leave of the staff member/student</p> <ul style="list-style-type: none"> The office management should strengthen the measures to ensure environmental hygiene. This involves cleaning all surfaces (desk, chair, PC, telephone, floor, toilet, hand washing basin, door knobs, lamp switches, etc) with a 1:49 household bleach solution for the first time and thereafter with a 1:99 diluted household bleach solution daily, rinsing with water and then wiping dry. Maintain good ventilation. If the premises are mechanically ventilated, ensure frequent air exchange with proper maintenance and cleaning of the system. From the first day of sick leave of the confirmed/suspected SARS case, the whole school 	

Measure	Details	Remark/ Annex
	<p>will suspend classes for ten days. If the case turns out to be non-SARS, DH will inform the Bureau and the latter will arrange class resumption as soon as practicable.</p> <ul style="list-style-type: none"> • School should discuss with teachers and parents ways to compensate for the loss of students' learning time. • School should inform all parents of the situation. By doing so, their anxieties may be relieved. They should also be reminded to be alert to the health condition of their children. If any symptoms of SARS are noticed, they should seek medical treatment and inform the school and DH without delay. When the suspension period is over, the staff members and students who are sick, especially those with symptoms of the disease, should still be discouraged from attending school. • Staff members/students having close contact with SARS cases should stay away from school for home confinement for ten days. The school should report details of the staff members/students to the Bureau. (See also 2nd bullet in para 3.1) • Under special circumstances, schools may wish to continue suspending classes. DH and the District School Development Section of the Bureau should be notified. • After class resumption, the health condition of all the staff members and students should be closely monitored. DH and the District School Development Section of the Bureau should be notified immediately if there is anything unusual. All staff members and students should strictly implement the precautionary measures. 	<p>Annex 9: "Sample Letter to All Parents of School with Staff Member and Student Confirmed/Suspected to have Contracted Severe Acute Respiratory Syndrome"</p>
<p>4.2 Setting up Communication Mechanism</p>	<ul style="list-style-type: none"> • An effective communication mechanism should be in place during the class suspension period. A list of the telephone numbers, fax numbers and/or email addresses of DH, the Bureau and school personnel should be prepared and distributed to staff and parents to facilitate prompt and effective communication when necessary. 	
<p>4.3 Setting up Reporting Mechanism</p>	<ul style="list-style-type: none"> • During the class suspension period, schools should set up a mechanism for reporting cases related to SARS. Schools should specifically request staff members and parents to report the following to a 	<p>Annex 6: "Submission of Information on Severe Acute Respiratory Syndrome"</p>

Measure	Details	Remark/ Annex
	<p>designated contact person of the school immediately so that a decision on the contingency measures and notification to DH and the Bureau can be made:</p> <p>(i) A staff member or a student is confirmed/suspected of having contracted SARS; and</p> <p>(ii) a person who has close contact with the staff member or the student has been confirmed/suspected of having contracted SARS.</p>	(SARS) to Education and Manpower Bureau”
4.4 Support for Students’ Learning	<p>Suspension of classes, not school; suspension of classes, not learning</p> <ul style="list-style-type: none"> To arrange learning materials for students during the class suspension period, such as supplementary exercises and readers or require students to record the development of this incident, express their feelings, comments or send letters to hospitals to show appreciation for the good work of the medical staff, etc. During the class suspension period, schools can provide learning materials and assistance to students through e-mail, school homepage, or any other effective ways. Schools can also disseminate to students information on other channels of learning support. Schools could make modifications and adjustments according to the needs of their students, and inform parents and students through effective means. Parents should be reminded to keep an eye on their children’s learning progress at home. 	
4.5 Holiday Re-arrangement and Supplementary Lessons	<ul style="list-style-type: none"> In order to alleviate the impact of class suspension on the learning of students, in principle, the number of days of class suspension except public holidays should be deducted from the annual school holidays. The number of days of class suspension should exclude those days originally covered during this period in the School Holiday List. Schools may consider deferring the commencement of school holidays, if necessary. Taking into account individual school’s special condition, schools may make school-based holiday re-arrangement with reference to students’ learning progress and impact brought by class suspension on 	

Measure	Details	Remark/ Annex
	<p>students. All decisions should be beneficial to students' study and supported with sufficient grounds. School should obtain consent from the SMC, the teacher and parent representatives and submit the details of holiday re-arrangement within one month after class resumption to their respective School Development Section for record purpose. At the same time, schools should, as early as possible, inform parents of the detailed arrangements and the starting and ending dates of the school holidays.</p>	
<p>4.6 Arrangements for Test and Examination</p>	<ul style="list-style-type: none"> • Schools should consider replacing the test and examination with formative assessment of students' performance. If schools intend to cancel the test and examination, they should obtain consent from teacher representatives, PTA and SMC. Schools should explain to parents that summative assessment is not the only way to evaluate students' performance and studies have shown that valuable feedback provided during formative assessment can effectively enhance student learning. • The anxiety of parents is understandable as the development of SARS is of grave concern to many people. Schools should exercise flexibility in handling students' leave applications. 	
<p>4.7 Staff on Duty</p>	<ul style="list-style-type: none"> • In line with their practical needs during class suspension period, schools should arrange for an appropriate number of staff to be on duty to handle school affairs and parents' enquiries. If necessary, schools should also arrange for staff to take care of those students who are not taken care of at home and have to come back to school. Self-learning materials such as readers, educational videotapes etc should be provided. Staff members on duty should take precautionary measures and must be particularly cautious in the prevention of infection. 	
<p>4.8 Preparation for Class Resumption</p>	<ul style="list-style-type: none"> • Before resumption of classes, schools should notify parents of the arrangements for resumption of classes. Parents should be requested to take proper precautionary measures in the household like taking their children's body temperature before letting them go to school every day, urging their children to observe personal and environmental hygiene (e.g. bring tissue paper and masks to school etc.). The Bureau has provided schools with a sample letter to parents. Schools should edit or revise the sample in accordance with their situations and provide 	<p>Annex 10: "Sample Letter to Parents on Resumption of Classes"</p>

Measure	Details	Remark/ Annex
	parents with relevant information before resumption of classes.	
4.9 Arrangements for the First Day of School after Class Suspension	<ul style="list-style-type: none"> • Schools should contact school bus operators to ensure normal services will be provided on the day of class resumption. Schools should also ask the drivers and assistants of school buses and nanny vans to take their temperatures every day before they return to school. In case of fever, they should not drive/get on the bus/van, and should inform their schools and the parents at once, so that alternative arrangements could be made. Schools should distribute the ‘Health Advice for Driver, Crew and Operational Staff of Public Transport on the Prevention of SARS ’ issued by the Transport Department to drivers and assistants of school buses and nanny vans and request them to follow the guidelines strictly. • Schools should contact caterers to ensure normal lunch arrangement will be provided on the day of class resumption and remind relevant parties to pay particular attention to sanitary conditions. • Schools should make appropriate re-arrangements of examinations/tests/activities originally scheduled to take place during the period of class suspension. Schools should also pay attention to arrangements concerning the teaching practicum of teacher trainees of teacher education institutes. • Before resumption of classes, schools should seek assistance of parent volunteers in preparing for class resumption such as guiding, in the initial stage of class resumption, students to wear masks and wash their hands regularly. For the safety of students, parent volunteers should be reminded to measure their own temperatures and ensure that they have no fever before going to the schools. Parents should wear masks in the schools. • On the first day of class resumption, class teachers should find out how students spent the time during class suspension and show concern for their health and their families as well. Students can be invited to set health rules in class. They should be advised to keep good personal and environmental hygiene all the time. They should also be reminded of the proper way to wear masks and wash hands. They should stay at home if feeling ill. 	Annex 11: “Health Advice for Driver, Crew and Operational Staff of Public Transport on the Prevention of SARS”

Measure	Details	Remark/ Annex
	<ul style="list-style-type: none"> • Unless proper arrangements have been made, it is undesirable to gather lots of students in the school hall for holding assembly. The central public address system or the class-teacher periods can be used to explain to students the importance of personal and environmental hygiene in the prevention of contagious diseases, especially SARS. The serious consequence of the spread of the disease in the community should be stated and prevention of the spread being the social responsibility of every citizen should be emphasised. Staff members and students should also be encouraged to seek immediate medical advice, and notify the school and DH in the case of suspected and confirmed infection involving themselves or their families. • On the first day, it may not be necessary to stick to the timetable. Schools can use teaching materials produced by the Bureau or the Chinese University of Hong Kong. Schools can also use self-made materials to explore with students issues on the prevention of contagious diseases/SARS through diverse learning modes and activities. Through the learning activities, schools can increase the knowledge and awareness of staff members and students of the issues, guide students to reflect on, analyse and explore what to do and what not to do at the time of adversity for one's own benefit and that of others as well as the issue of evasion or acceptance of one's social responsibilities. Moreover, schools should ask students to maintain good personal and environmental hygiene to avoid infection, and to help, care for and encourage those in need. They should also deliver the message to their relatives and friends. 	<p>The teaching kits have been uploaded onto the homepage of the Curriculum Development Institute of the Bureau and that of Hong Kong Education City</p>
4.10 Precautionary Measures	<ul style="list-style-type: none"> • Staff members and students having contracted SARS are advised to observe at home for another 14 days after recovery and discharge from hospital. 	
4.11 Student Guidance	<ul style="list-style-type: none"> • When classes first resume, school guidance teachers, school social workers and class teachers etc. should pay due attention to the behaviour and performance of students, especially those having recovered from the disease and those having been put under home confinement. Attention should also be given to other students as the development of SARS has great impact on the life of our citizens and economy. Problems of adults may have been transferred to some children. Teachers should counsel students 	<p>“Guidelines on Support for Students Affected by SARS” has been uploaded onto the homepage of the Bureau</p>

Measure	Details	Remark/ Annex
	<p>with mental or psychological stress or emotional problems.</p> <ul style="list-style-type: none"> Schools should counsel students, guide them in empathising with infected persons and those put under home confinement, encourage them to care for other people and stimulate them to think of the contributions they can make in the current situation. Schools can organise service-with-love teams to help lower form students to keep good personal and environmental hygiene or recruit hygiene ambassadors to improve the sanitary conditions of the school. Schools can disseminate good practices to create an atmosphere of unity, care and sympathy. 	

5. Others

Measure	Details	Remark/ Annex
5.1 Administrative Matters	<ul style="list-style-type: none"> Keep an adequate stock of liquid soap, paper towels, chlorine tablets, bleach, thermometers, etc. Set a timetable and assign manpower for cleaning and disinfection. School should select the most suitable time and effective means for cleaning. Mobilising voluntary support from parents and community is most desirable. Set up contingency measures to ensure smooth operation of school. Set up a mechanism for collecting information of staff members and students for prompt report of details to DH and the Bureau. Schools could decide arrangements for internal examinations, test, activities, school bus, lunch etc. according to their situation. To facilitate cleaning and disinfecting the school premises and to enable students to have sufficient time for hand-washing, schools may adjust the normal timetable. Schools may flexibly adjust the timetable provided that such adjustment is after careful consideration, fully justified and takes into account the safety and learning of students. The arrangements should be agreed to by their teacher representatives, PTA and SMC. The respective 	<p>Annex 6: “Submission of Information on Severe Acute Respiratory Syndrome (SARS) to Education and Manpower Bureau”</p> <p>Annex 2: “Report on students and staff visited countries/ region with SARS cases during holidays/class suspension period” to EMB</p>

Measure	Details	Remark/ Annex
	<p>School Development Section should be notified for record purpose.</p> <ul style="list-style-type: none"> • Handle used SARS materials, such as used masks and disposable towels, properly. Used masks and disposable towels etc. should be placed inside litter bins with covers. Litter bins should be emptied and cleaned properly and regularly. 	
<p>5.2 Public Examination</p>	<ul style="list-style-type: none"> • Tables, chairs, floor, windows, doors in school halls or classrooms serving as examination centres and lifts, corridors, toilets and passages used by candidates should be cleansed and disinfected daily. • Invigilators responsible for the examinations should take up their duties as scheduled. Teachers feeling unwell should inform their school well in advance for arrangement of deployment. In case of enquiries and/or difficulties, schools should contact the Hong Kong Examinations and Assessment Authority (HKEAA) at 2239 2761 for assistance. 	<p>Please see para. 6.3 for the hotline and website of HKEAA</p>
<p>5.3 Guidelines for Parents</p>	<p>Guidelines should include the following:</p> <ul style="list-style-type: none"> • Advising parents to pay attention to the Bureau's announcements related to SARS. • Arrangements of the school, including examinations, tests, internal and external activities, lunch and school bus etc, during class suspension period • Arrangements for parents who are unable to look after their children during the class suspension period, e.g. whether parents are required to escort their children to and from school, lunch arrangements and whether students are required to wear uniform, etc. • Advice on the measures of preventing the spread of SARS. • Contact telephone number so that parents can report to school immediately if their children or family members have contracted SARS. • Asking parents not to let their children go out if not necessary so as to avoid infection. Parents should also be reminded to pay attention to the learning progress and health condition of their children at home. 	

6. Support/ Enquiries

6.1 Department of Health

Telephone numbers of Regional Offices of DH :

Hong Kong	2961 8729
Kowloon	2199 9149
New Territories East	2158 5107
New Territories West	2615 8571

Department of Health hotline : 1872222

Department of Health 24-hour
pre-recorded health education hotline : 2833 0111

Department of Health website : www.info.gov.hk/dh

6.2 Education and Manpower Bureau

Respective District School Development Section of the school

Education and Manpower 24-hour pre-recorded hotline : 2891 0088

Education and Manpower Bureau website : www.emb.gov.hk

6.3 Hong Kong Examinations and Assessment Authority

Hotline : 2239 2761

Website : www.hkeaa.edu.hk