

**Guidelines on Conducting Information and Communication Technology  
Learning Activities in the Computer room  
for the Prevention of Coronavirus Disease (COVID-19)**  
**(This guideline will be timely updated in response to the latest recommendations  
of the Centre for Health Protection and released via the web page (What's New) of  
Technology Education Key Learning Area of the EDB)**

Schools should take the following measures when conducting learning and teaching activities in the Computer Room to prevent the spread of COVID-19 on campus. The guidelines are written with reference to the Health Advice to schools from the Centre for Health Protection.

1. Preventive measures

- i. Ventilation in the Computer Room must be maintained.
- ii. Use of fans (e.g. wall, circulating or exhaust fan) in indoor spaces should be accompanied by means to increase outdoor air changes (e.g. opening windows or maximizing fresh air intake of air conditioners) at the same time. Minimize air blowing directly from one person (or group of people) to another.
- iii. If the air-conditioning system is used, ensure there is sufficient fresh air supply.
- iv. Schools should make effective use of space in the Computer Room to maintain a proper physical distance between students. For example, schools should keep the desks as far apart as possible, make good use of the desks near the walls/windows, and arrange students to sit in a “face-to-back” setting so as to ensure that students maintain a proper social distance.
- v. Schools should remind students to keep a proper physical distance from each other when entering or leaving the Computer Room or when waiting in line to reduce the risks involved with crowd gathering.
- vi. All students and teaching staff who participate in the learning and teaching activities in the Computer Room should wear masks.
- vii. Computer equipment as well as the Computer Room and the appliances therein should be cleaned and disinfected regularly.

2. Other points to note

If students are found to have fever, respiratory symptoms or sudden loss of taste or smell, teacher should stop them from participating in learning activities. Schools should inform their parents or guardians as soon as possible, and remind the students to seek medical treatment at once.

### 3. Related Website

Health Advice to Schools for the Prevention of COVID-19:

<https://www.chp.gov.hk/en/features/102742.html>



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