

EDUCATION BUREAU CIRCULAR MEMORANDUM NO. 61/2022

From : Permanent Secretary for Education To: Supervisors and Heads of All
Secondary Day Schools, Primary
Schools, Special Schools (Government
Schools are excluded) and
Kindergartens

Ref.: EDB(SDCT)2/ADM/125/1/8(1)

Date: 27 May 2022 c.c. Heads of Sections – for information

Sixth Round of Anti-epidemic Fund “Cleansing and Security Service Provider Subsidy Scheme for Non-government Schools and Kindergartens”

Summary

This circular memorandum informs schools of the details about “Cleansing and Security Service Provider Subsidy Scheme for Non-government Schools and Kindergartens” (the “Scheme”) under the Sixth Round of Anti-epidemic Fund (“AEF 6.0”) and appeals to schools to submit the application for the cleansing or security workers directly employed by schools as soon as possible before the deadline in order allow the eligible cleansing or security workers to obtain the allowance swiftly. In addition, we also call on schools to notify their cleansing and / or security service contractors (“service contractors”) of the arrangement of the Scheme and remind them to submit the application for their cleansing or security workers by the deadline.

Details

2. In view of the development of the COVID-19 epidemic, cleansing and security workers in all positions of schools have rendered assistance to upkeep a hygienic working and learning environment for staff and students. Schools have enhanced cleansing and disinfection measures in their premises (including the boarding sections for students) with the assistance of cleansing workers. To prevent the spread of the epidemic on campuses, security workers who always station primarily at the entrance of the school premises have to maintain frequent contacts with stakeholders as well as the general public to implement necessary anti-epidemic measures. These frontline workers have played a vital role and made concerted efforts to combat the infectious disease. To this end, the AEF will provide a monthly allowance of \$2,000 for 5 months (the period of disbursement of allowance refers to the months of February to June 2022) to these frontline cleansing and security workers of non-government schools¹ (“schools”) to show financial support in their anti-epidemic efforts and to give recognition for their committed services provided at this critical juncture.

¹Non-government schools include aided schools (including special schools), schools under the Direct Subsidy Scheme, caput schools, schools under the English Schools Foundation, international schools, Private Independent Schools, kindergartens and private day schools offering full and formal curriculum. Frontline cleansing and security workers deployed by service contractors to perform duties in government schools are not covered in this Scheme and the relevant workers can benefit from the scheme of “The frontline Support Cleansing and Security Staff Engaged by Government, Hong Kong Housing Authority and Hong Kong Housing Society Service Contractors in Anti-epidemic Efforts” under AEF6.0.

Eligible Persons

3. Eligible cleansing and security workers must fulfil the following criteria –
 - (a) are directly employed by schools; or
 - (b) are deployed to perform duties at schools by the cleansing / security service contractors commissioned by schools.

They should have provided schools with frontline cleansing / security services in the eligible calendar month(s) within the period of disbursement of allowance. In addition, the frontline cleansing / security workers whether employed on a full-time, part-time, temporary basis, etc. can benefit from the Scheme, irrespective of post title, working hours or terms of employment.

4. The application should be submitted through schools (applicable to cleansing or security workers directly employed by the school) or service contractors (applicable to cleansing or security workers deployed by the cleansing / security service contractor to perform duties at school). The eligible frontline cleansing or security workers do not submit application by themselves for the allowance.

Eligible Months for the Allowance

5. The eligible months for disbursing the allowance refer to the calendar months of February to June 2022 (5 calendar months in total) in which the frontline workers have provided frontline cleansing and security services to schools direct.

Application Procedures

6. Relevant details and application forms regarding the Scheme have been uploaded to the website of the Education Bureau (EDB): <https://www.edb.gov.hk> > *School Administration and Management* > *Administration* > *About School* > *Prevention of Communicable Diseases in Schools* > *Application for Subsidy under the Anti-epidemic Fund*. Schools and service contractors can refer to the details and download relevant forms from the website. For details regarding the eligibility criteria, application procedures, arrangement for disbursement of the allowance etc., please refer to the Guidance Notes on Application and Frequently Asked Questions (FAQs) of the Scheme.

7. Schools and service contractors are required to submit the original copy of the duly completed application forms by post on or before **23 June 2022 (Thursday)** in accordance with the eligibility criteria for application of the Scheme to Central Team 2 / School Development Division, EDB (Address: 3/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong) and specify “Cleansing and Security Service Provider Subsidy Scheme for Non-government Schools and Kindergartens” on the envelope; or deposit the original copy in the Drop-in Box for “Application for the Anti-epidemic Fund” located in the Hong Kong Regional Education Office (Address: 3/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong). **Late Submission will not be considered. The postmark date will be taken as the date of the application submitted by post.** In addition, service contractors are required to provide a copy of the application to the schools concerned for record. The application workflow of the Scheme is set out at

Appendix.

8. The EDB will first process the application submitted by schools and service contractors for the months of February to May 2022 within the allowance period. Upon initial confirmation of the eligibility for application, schools and service contractors will be notified to submit the “Monthly Return” for the month of June 2022 by the specified deadline to report the cleansing and / or security workers serving in the schools in the respective calendar month. In addition, the EDB will release the allowance through schools (applicable to cleansing or security workers directly employed by the school) or service contractors (applicable to cleansing or security workers deployed by the service contractor to perform duties at school) to disburse to their eligible cleaning and / or security workers. Upon receipt of the allowance, schools and service contractors shall disburse the allowance promptly to the eligible persons within one month and complete the “Acknowledgement Slip”.

Disbursement Arrangement

9. Upon approval of the application, the arrangement for disbursement of allowance through service contractors and schools is as follows:

- (i) Service contractors: the allowance will be disbursed with a crossed cheque to the service contractors;
- (ii) Schools receiving government subvention [including kindergartens joining the kindergarten education scheme, aided schools (including special schools), caput schools, schools under the Direct Subsidy Scheme and schools under the English Schools Foundation]: the allowance will be credited directly to the school’s bank account ;
- (iii) For schools which were disbursed with the “Special Anti-epidemic Grant” of this year by autopay, (a) private primary and secondary schools (including private day schools providing full and formal curriculum, international schools and Private Independent Schools) and (b) kindergartens not joining the kindergarten education scheme: the allowance will be credited by autopay to the same school’s bank account for receiving the “Special Anti-epidemic Grant” (March 2022) of the EDB Circular Memorandum No. 51/2022;
- (iv) For private primary and secondary schools (including private day schools providing full and formal curriculum, international schools and Private Independent Schools) which have received the “Special Anti-epidemic Grant” of this school year by a crossed cheque or have not received any cash grant from the EDB (including new schools): the allowance will be disbursed with a crossed cheque; and
- (v) For kindergartens (including new schools) which have not received the “Special Anti-epidemic Grant” or have updated the bank account information upon applying for the aforesaid grant of this year: the application form should be submitted together with the duly completed forms of “Declaration of the School Supervisor” and GF 179A of “Authority for Payment to a Bank”.

Accounting and Auditing Arrangement

For applications submitted through service contractors

10. Service contractors are required to provide schools with copies of documents related to the application and / or other relevant documentary proof for record. Service contractors and schools should keep the relevant documents properly for at least 7 years for the EDB's inspection as and when required.

For applications submitted through schools

11. All schools should keep a separate ledger for the allowance to properly record all income and expenditure of the Scheme. All books of accounts, receipts, payment vouchers and invoices must be kept for at least 7 years by schools for accounting and auditing purposes. Schools should adhere to the EDB's requirements on submission of audited accounts as set out in the relevant circular memoranda as well as their appendices in preparing ledger accounts and annual accounts. The EDB may request schools (including all types of private schools) to provide relevant documents (such as employment contracts, attendance records, etc.) for inspection concerning usage of the allowance under the Scheme if necessary.

Action by Schools

12. Schools should submit the application for their cleansing and / or security workers by the above-mentioned deadline. For the cleansing or security workers deployed to schools by service contractors, schools should inform their service contractors of details concerning the Scheme as soon as possible and urge them to submit the application for the eligible cleansing or security workers. Schools should sign and stamp on the application form to verify that the contract signed between service contractor and school (or its School Sponsoring Body) is still valid during the allowance period of disbursement of the allowance. Schools should also confirm the number of frontline cleansing / security workers to facilitate our speedy vetting of the application. We reiterate that although schools are not the employers of the cleansing or security workers who are engaged by service contractors, the anti-epidemic efforts and committed services provided all along to schools by these frontline workers under the exposure to the high risk of infectious environment are appreciated. As such, we appeal to schools for rendering all possible assistance to disburse the allowance appropriately to all eligible persons serving in their schools as a recognition of their extra efforts and diligent work. In case of enquiries when processing the application, the EDB will approach schools to understand the services provided by service contractors and/ or workers directly employed so as to handle the application concerned and allow the eligible cleansing or security workers to receive the allowance as soon as possible.

13. In addition, schools and service contractors should disburse the allowance promptly within one month to the eligible cleansing or security workers upon receipt of the allowance.

14. Please note that information of the application provided by service contractors, schools and / or applicants shall be true and correct. Any person knowingly or wilfully makes any false statement or withholds any information, or misleads the government to process the application for the purpose of obtaining the allowance under the Scheme, the Government may revoke the disbursed allowance and the disbursed allowance shall

be fully returned. We will stringently follow up if any case of violation is identified and will pass the case to law enforcement agencies for investigation if necessary. In addition, in case the service contractor was found not disbursing the allowance to the eligible persons on the acknowledgement slip, the relevant service contractor may be liable to prosecution. Schools should report such serious misconduct case immediately to Central Team 2 / School Development Division of the EDB and record the case which will serve as a factor for considering whether the relevant service contractor would be invited for bidding the forthcoming contracts for provision of services to schools.

Enquiries

15. For information or enquiries, please visit the website of EDB: *<http://www.edb.gov.hk> > School Administration and Management > Administration > About School > Prevention of Communicable Diseases in Schools > Application for Subsidy under the Sixth Round of Anti-epidemic Fund (AEF)* or contact Central Team 2 / School Development Division, of the EDB via the following means:

Email : sd_centralteam2@edb.gov.hk
Telephone : 2863 4666 (School Cleansing Service)
 2863 4766 (School Security Service)
Fax : 2865 0658
Address : 3/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong

KK LEE
for Permanent Secretary for Education

Sixth Round of Anti-epidemic Fund (AEF 6.0)
“Cleansing and Security Service Provider Subsidy Scheme for
Non-government Schools and Kindergartens”
Application Workflow
For Cleansing or Security Workers Engaged by Service Contractors
Applicable to Application Form (1)

Stage 1:
Submit the
Application
Form (1)

Service contractors of school cleansing / security services confirm the frontline cleansing / security workers have provided cleansing / security services to schools directly for the month(s) of February to May 2022. Service contractors should submit the **original** copy of duly completed **Application Form (1)** to the EDB with school’s confirmation of their services on or before 23 June 2022 (Thursday) and provide a copy of the form to school for record.

Upon receipt of the application, the EDB will issue an acknowledgment email to service contractors. Upon completion of initial vetting, the EDB will issue:
(1) “Notification of Successful Application”, (2) “Monthly Return” (Applicable to June) and (3) “Acknowledgement Slip” to service contractors upon successful application. Copies of the documents will be issued to the schools concerned for notification of the approval.

Stage 2:
Submit the
Monthly
Return

Service contractors should submit the “Monthly Return” (Applicable to June)

- Service contractors confirm the frontline cleansing / security workers have provided cleansing / security services to schools directly for the month of June and return the **original copy** of duly completed “Monthly Return” (Applicable to June) to the EDB for processing by the specified deadline as shown in the “Notification of Successful Application”. Service contractors should provide a copy of the document to the schools concerned for record.

Disbursement of the allowance *

[*Allowance would be disbursed by two instalments (February to May, and June)]

- The EDB will disburse the allowance with crossed cheques by two instalments and send to the address as specified by service contractors in **Application Form (1)**.
- Service contractors should disburse the allowance promptly to the eligible persons within one month upon receipt of the allowance.

Stage 3:
Disburse
allowance
and
submit the
Acknowledge
ment Slip

Upon disbursement of the allowance, service contractors should submit the “Acknowledgment Slip”

- After disbursing the allowance to the eligible persons each time, service contractors should complete the “Acknowledgment Slip” to record and confirm that each eligible person has received the allowance in the respective month(s).
- Service contractors should submit the **original** copy of duly completed “Acknowledgment Slip” to the EDB **within one month upon receipt of the allowance** and keep the copies of relevant documents and records properly. Service contractors should also provide a copy of the documents to school for record.

Disbursement
of the
allowance
completed

The end of the allowance period

- Service contractors and schools should keep the relevant documents of the scheme properly for at least 7 years for the EDB’s inspection as and when required.

Sixth Round of Anti-epidemic Fund (AEF 6.0)
“Cleansing and Security Service Provider Subsidy Scheme for
Non-government Schools and Kindergartens”
Application Workflow
For Cleansing or Security Workers Directly Employed by Schools
Applicable to Application Form (2)

Stage 1:
Submit the
Application
Form (2)

Schools confirm the frontline cleansing / security services provided by their cleansing / security workers for the months of February to May 2022. Schools should submit the **original** copy of duly completed **Application Form (2)** to the EDB on or before **23 June 2022 (Thursday)**.



Upon receipt of the application, the EDB will issue an acknowledgment email to schools. Upon completion of initial vetting, the EDB will issue:

(1) “Notification of Successful Application”, (2) “Monthly Return” (Applicable to June) and (3) “Acknowledgement Slip” to schools upon successful applications.



Stage 2:
Submit the
Monthly
Return

Schools should submit the “Monthly Return” (Applicable to June)

- Schools should confirm the frontline cleansing / security services provided by their cleansing / security workers for the month of June and return the **original** copy of duly completed **“Monthly Return” (Applicable to June)** to the EDB for processing by the specified deadline as shown in the “Notification of Successful Application”. Schools should keep the relevant documents properly.



Disbursement of the allowance*

[*Allowance would be disbursed by two instalments (February to May, and June)]

- The EDB will disburse the allowance by two instalments in accordance with the disbursement arrangement as stipulated in paragraph 9 of the EDB Circular Memorandum No. 61/2022.
- Schools should disburse the allowance promptly to the eligible persons within one month upon receipt of the allowance.



Stage 3:
Disburse
allowance
and
submit the
Acknowledgement
Slip

Upon disbursement of the allowance, schools should submit the “Acknowledgement Slip”

- After disbursing the allowance to the eligible persons each time, schools should complete the “Acknowledgement Slip” to record and confirm that each eligible person has received the allowance in the respective month(s).
- Schools should submit the **original** copy of duly completed “Acknowledgement Slip” to the EDB **within one month upon receipt of the allowance** and keep the relevant documents and records properly.



Disbursement
of the
allowance
completed

The end of the allowance period

- Schools should keep the relevant documents properly for at least 7 years for the EDB’s inspection as and when required.