

**Prevention of Coronavirus Disease 2019 (COVID-19)
Health Protection Measures for Schools
(for resumption of face-to-face classes in September 2020)**

- 1 Civic Education**
- 2 Parents' Participation**
- 3 Precautionary Measures**
 - 3.1 General Principles**
 - 3.2 Environmental Hygiene**
 - 3.2.1 School Premises**
 - 3.2.2 Hygiene and Seating Arrangements of School Buses and School Private Light Buses**
 - 3.3 Personal Hygiene**
 - 3.3.1 Proper Hand Hygiene**
 - 3.3.2 Proper Use of Masks**
 - 3.3.3 Monitoring Body Temperature**
- 4 Learning Arrangements after for Face-to-Face Classes**
 - 4.1 Arrangements concerning Timetables and Seats**
 - 4.2 Arrangements on Recess, Snacks and Lunch**
 - 4.3 Nap Arrangements for Kindergartens**
 - 4.4 Points to Note for Specific Subjects in Secondary and Primary Schools**
 - 4.5 Arrangements on Assemblies/ Activities**

- 4.6 Arrangements on Examinations, Tests and Assessments**
- 4.7 Emotional Support**
- 5 Identification and Reporting of Suspected Cases of COVID-19**
 - 5.1 Early Identification**
 - 5.2 Reporting of Cases**
 - 5.3 When a Confirmed Case /Case of Preliminary Tested Positive of COVID-19 is Found in Schools**
 - 5.3.1 Schools' Contingency Measures**
 - 5.3.2 Cleansing and Disinfection of School Premises**
 - 5.3.3 Leave Arrangements for Teaching Staff**
 - 5.4 When a Close Contact of an Infected Person with COVID-19 is found in Schools**
 - 5.4.1 Contingency Measures for Schools**
 - 5.4.2 Leave Arrangements for Teaching Staff**
 - 5.4.3 Informing Parents**
 - 5.5 CHP's Advice and Guidelines on Individual Cases**
- 6 Support and Enquiries**

Annex

- 1 Health Advice to Schools for the Prevention of Coronavirus Disease (COVID-19)**
- 2 Health Advice on Prevention of Coronavirus Disease (COVID-19) for Drivers, Crews and Operational Staff of Public Transport**
- 3 Proper Hand Hygiene**
- 4 Proper Use of Mask**
- 5 Guidance Note on Monitoring of Body Temperature**
- 6 Providing Emotional Support to Students in the New School Year**
- 7 Letter to Parents for Notification for Confirmed Cases / Preliminary Tested Positive of COVID-19 / Close Contacts of COVID-19 (Sample letter to all parents)**
- 8 Food Safety and Hygiene Advisory for Food Premises on the Prevention of COVID-19**
- 9 Precautions for Food Delivery Agents on the Prevention of COVID-19**
- 10 Temperature Record Sheet**

1. Civic Education

- Schools should explain to all staff (including staff of boarding section, if applicable) and students the importance of personal hygiene in preventing the spread of coronavirus disease 2019 (COVID-19), stating the serious consequences of the spread of COVID-19 to the community and the whole territory. Also, schools should emphasise that everyone in the community has a responsibility for preventing the epidemic, and one should seek medical advice immediately when he/she feels physically unwell or detects suspected symptoms. In case of any confirmed infection of COVID-19, the concerned staff, students and/or their parents / persons living in the same household should NOT return to schools (including boarding section, applies to the text hereafter) and have to notify the schools immediately.
- To enhance students' knowledge and awareness of prevention of communicable diseases / COVID-19, schools could make use of the school-based teaching materials or resources provided by other organisations / online resources and suitably include the relevant topics in the related curriculum. Teachers could, based on their observation and understanding of actual situations and real cases, guide students to review and analyse the related issues, and help them explore the topic of acceptance of one's social responsibility in adversities, and cultivate in them a positive attitude towards life and learning through diversified learning activities and modes. Schools can encourage students to embrace challenges and changes with courage and resolve, and remain positive and tenacious amid adversities.
- Besides, schools can make use of the chance to nurture students' spirit of caring about oneself and others. Students should pay attention to personal hygiene to prevent infection by the disease. At the same time, they should try their best to help, care about and provide support to people who need assistance from others, for example, by sharing their surplus masks to those who have urgent needs, avoiding going to

crowded places to protect the health of themselves and others, and supporting those emotionally affected by the disease, etc.

- Schools can exhibit health education materials on hand hygiene, cough etiquette and prevention of COVID-19 in conspicuous places. Relevant information can be downloaded from the website of the Centre for Health Protection (CHP) <https://www.chp.gov.hk/en/resources/464/102466.html>. Schools can set up notice boards for displaying information about local and global situations as well as statistics about COVID-19. On top of information and data, messages to encourage students to cope with the epidemic positively can be included. Inspiring stories and cases can be shared, and schools can offer opportunities for students to express their feelings and thoughts on the issue.

2. Parents' Participation

- Schools can share relevant information to parents via parent letters and electronic channels (e.g. school websites, SMS, mobile applications and other online platforms). Schools may also distribute to parents leaflets or information provided by EDB or other organisations, such as that about the hotlines and websites of Department of Health (DH) and EDB, and remind parents to stay vigilant to household and personal hygiene.
- Parents should urge their children to bring tissue paper and masks to schools, and take their children's body temperatures before they go to school every day. If parents would accompany their children to schools, parents should also take their own temperatures before leaving home. Schools would request parents to provide information on students' health condition, including history of illness during the class suspension period, and to confirm if they have taken their children's body temperatures before they go to school.
- Schools should make an effort to explain to parents the symptoms of

COVID-19 and urge them to be vigilant on their children's health conditions. If their children have fever, respiratory symptoms or sudden loss of taste or smell, etc., they should seek medical advice immediately and should not go to school. If their children are confirmed with COVID-19, parents should inform the school immediately; and if they are defined as "close contacts", they should undergo quarantine as ordered by CHP, should not go back to schools and have to inform the schools immediately.

- Schools should seriously advise parents not to allow their children to go to crowded places as far as possible. If students have been away from Hong Kong to overseas countries/regions, they should report to schools the time and places of their trips, and strictly follow the quarantine instructions of DH. Schools should also be particularly attention to the health conditions of these students.

3. Precautionary Measures

3.1 General Principles

- Maintain appropriate social distance with other people, avoid going to crowded places;
- Maintain good personal hygiene, perform hand hygiene properly and avoid touching eyes, noses and mouths;
- Maintain good environmental hygiene by frequent cleaning and disinfection;
- Maintain healthy life style, keep strong, and strengthen the immune system;
- If having fever or respiratory symptoms, avoid going to crowded places and seek medical advice immediately.

3.2 Environmental Hygiene

3.2.1 School Premises

- School premises (including boarding section, if applicable) including frequently used classrooms, special rooms, tuck shops/canteens (if any), toilets, etc., should be frequently cleaned and disinfected to ensure their cleanliness and hygiene. To disinfect the school premises, first use 1 in 99 diluted household bleach (mixing 1 part of household bleach containing 5.25% sodium hypochlorite with 99 parts of water) to wipe, leave for 15-30 minutes, and then rinse with water and wipe dry. For metallic surfaces, disinfect with 70% alcohol. For schools with boarding section, a cleansing timetable should be prepared and staff should pay special attention to frequently touched utilities such as door handles, elevator buttons etc. Schools should ensure that there are sufficient masks, gloves, 70-80% alcohol-based hand sanitisers, household bleaches and thermometers in the dormitory.
- To prevent the spread of COVID-19 in schools, CHP advises schools not to use drinking fountains. Schools should close all drinking fountains on campuses.
- Schools should maintain good indoor ventilation. To enhance air flow, schools should keep the windows/doors of school halls, classrooms and special rooms open and/or switch on fans or exhaust fans. If air-conditioning system is used, schools should ensure there is sufficient fresh air supply and the dust-filters are cleaned regularly. Objects and equipment frequently touched by students (such as computer keyboards, mouse devices and mobile computing devices, etc.), toys, shared objects and floor surfaces, should be cleaned and disinfected at least twice a day with 1 in 99 diluted household bleach, or with 70% alcohol for the metallic surfaces. Objects used by young children should be soaked regularly in diluted household bleach, then rinse with water and wiped dry.

- Liquid soap and disposable paper towels should be provided at places where there are handwashing facilities, e.g. toilets, kitchens, pantries, tuck shops, canteens, art rooms, home economics rooms and other activity rooms. 70-80% alcohol-based hand sanitisers should be provided in places where handwashing facilities are not available, e.g. entrances of school and individual floor of school buildings.
- Schools should keep toilets clean and dry and provide adequate hand washing facilities including liquid soap, disposable paper towels and lidded rubbish bins. Besides, schools should ensure that the flushing system of the toilets are in proper function at all times, and that users keep toilet lids closed when flushing. For cases where there are no lids for the toilets (such as squat toilets), it is suggested that schools should reduce the amount of objects stored inside the concerned toilet compartments to maintain good ventilation, disinfect the toilets with 1 in 49 diluted household bleach regularly, and consider installing lids for the toilets or replace the squat toilets with seating toilets. Students should avoid using toilets without lids for defecation. Schools should not alter the drains and pipes without prior authorization, and should pour about half a liter of water into each drain outlet once a week.
- Schools can make reference to CHP's guidelines, **“Health Advice to Schools for the Prevention of Coronavirus Disease (COVID-19)” (Annex 1)**.
- When school premises are contaminated by blood, secretions, vomitus or excreta spillage, use forceps to hold strong absorbent disposable paper towels to wipe them away, then disinfect the surface and the neighbouring area with 1 in 4 diluted household bleach (mixing 1 part of household bleach containing 5.25% sodium hypochlorite with 4 parts of water), leave for 10 minutes, rinse with water and wipe dry afterwards. For metallic surfaces, disinfect with 70% alcohol. Each

cleaning staff should wear appropriate Personal Protective Equipment (PPE), including a mask, gloves, a disposable gown, eye protection and a cap (used when necessary). After the cleansing procedure, staff should carefully dispose the wastes, take off and handle the PPE and perform hand hygiene procedures. Schools can make reference to CHP's guidelines, "**Health Advice to Schools for the Prevention of Coronavirus Disease (COVID-19)**" (Annex 1).

3.2.2 Hygiene and Seating Arrangements of School Buses and School Private Light Buses

- Schools should also ensure that school bus compartments are clean and disinfected. The procedure is: first use 1 to 99 diluted household bleach to wipe, leave for 15-30 minutes, and then rinse with water and wipe dry. For metallic surfaces, disinfect with 70% alcohol. Special attention should be paid to the seats, handrails, seat belts and their locks as well as the gas ports.
- Maintain good ventilation in school bus compartments, ensure smooth operation of the air conditioning systems, and wash and check the filtering facilities and pipes regularly so as to ensure their proper operation. Ensure that there is sufficient supply of fresh air in school bus compartments, and open the windows if possible and safe.
- Drivers, nannies and students should wear masks properly before boarding and should not remove the masks during the journey. Schools should seek the assistance of school bus and school private light bus operators to enforce the mask-wearing requirement. Maximize the use of space in the school bus compartment in order to allow students to distance themselves by decentralised seating arrangements if feasible.
- To ensure the hygiene and safety of the school buses and school private light buses, schools should require the drivers and nannies to check their body temperatures before going to work. Anyone having fever should

not get on board and drive, and should inform the schools and parents immediately for alternate arrangement. Besides, nannies should take the body temperatures of students before getting on board as far as practicable.

- When the school bus driver, school private light bus driver or nanny is found to be a confirmed case or a case of preliminary tested positive of COVID-19 or a close contact case of COVID-19, he/she will receive medical treatments / put under quarantine / undergo medical surveillance. He/she must not go to work and should inform the schools in person or through the service providers immediately.
- Schools and the school bus service providers can make reference to CHP's guidelines, "**Health Advice on Prevention of Coronavirus Disease (COVID-19) for Drivers, Crews and Operational Staff for Public Transport**" (Annex 2), and distribute the document to all school bus drivers, school private light bus drivers and nannies. They should strictly follow the health advice.

3.3 Personal Hygiene

- Schools should remind staff and students to take good care of personal hygiene. Whenever coughing or sneezing, students should use tissue paper to cover their mouth and nose. They should dispose soiled tissue paper in lidded rubbish bins properly and wash hands thoroughly with liquid soap and water. If staff and students have fever, respiratory symptoms, or sudden loss of taste or smell, they must wear masks and should not return to work or school, avoid going to crowded places and seek medical advice immediately.
- Schools should post notices to urge staff and students to wash their hands with liquid soap. To prevent infection, schools are reminded not to provide shared towels for using. In order to increase the capacity of

schools to step up cleaning and disinfection of school premises, and provide students, especially young children, with sufficient time for hand washing, schools may consider adjusting their originally scheduled time-table or extending the recess time whenever necessary.

- Schools may make reference to CHP’s guidelines, “**Health Advice to Schools for the Prevention of Coronavirus Disease (COVID-19)**” (Annex 1), and remind the staff and students to pay attention to the following practices of personal hygiene:

3.3.1 Proper Hand Hygiene

- Hand hygiene procedures should be performed properly before touching eyes, noses or mouths, before eating, after using the toilets and touching public facilities such as escalator handrails, elevator control panels, door knobs, or when hands are contaminated by secretion of respiratory tract (e.g. after coughing or sneezing). When hands are visibly soiled, liquid soap with water should be used to wash hands. If hands are not visibly soiled, performing hand hygiene procedures with 70-80% alcohol-based hand sanitizers is also an effective alternative. For methods and steps on performing hand hygiene procedures, schools can make reference to CHP’s guidelines, “**Proper Hand Hygiene**” (Annex 3).

3.3.2 Proper Use of Masks

- In general, staff and students must wear masks in school premises, on vehicles and in crowded environments to minimise the risk of viral transmission. Wearing masks is particularly important for those staff and students who are sick, have just undergone quarantine or under observed medical surveillance. If students cannot wear masks due to own physical conditions or other reasons, schools can adopt other preventive measures, such as requiring the students to wear face shields or “anti-droplet hats with face shield”. Nevertheless, in light of safety reasons, school staff and students with breathing difficulties or

requiring special assistance to remove masks are not advised to wear masks inside the school campus or when having school activities. For the proper way of using masks, schools can make reference to CHP’s guidelines, **“Proper Use of Mask” (Annex 4)**.

- DH does not recommend the use of N95 respirators, as the major transmission route of COVID-19 is mainly by droplets or contacts which can be protected from wearing masks. Special training is required for proper wearing and removal of N95 respirators. If such respirators are not used properly, the infective risk may increase due to inadequate protection and contamination.

3.3.3 Monitoring Body Temperature

- Schools should require parents to ensure that their children have taken their body temperatures before returning to schools, and to bring the **“Temperature Record Sheet” (Annex 10)** signed by parents back to schools. When students return to schools every day, schools should monitor their body temperature upon entry to the school premises in order to identify students who are having fever.
- Schools can make reference to CHP’s guidelines, **“Health Advice to Schools for the Prevention of Coronavirus Disease (COVID-19)” (Annex 1)**.
- The body temperatures of individuals may vary with age, activity amount and physical conditions. Proper measurement of body temperatures is therefore important to accurately assess whether staff or students are having fever. For parents/schools measuring temperatures for their children/students, and staff measuring temperatures for themselves, they can make reference to CHP’s guidelines, **“Guidelines Note on Monitoring Body Temperature” (Annex 5)**. Schools can distribute the guidelines for parents’ reference.

- Staff who take temperatures for students should take all necessary preventive measures and wear masks. Schools should not arrange pregnant staff to take temperature for students. Moreover, schools should require all staff to check their body temperature before returning to schools. If they have fever, they must not return to schools.

4. Learning Arrangements for Face-to-Face Classes

4.1 Arrangements concerning Timetables and Seats

(i) Secondary and Primary Schools

- Schools should strictly put in place all the anti-epidemic preventive measures, including checking of body temperature, wearing of masks for school staff and students, maintaining appropriate social distance, avoiding crowd gatherings and ensuring the school premises are clean and hygienic. These measures can enable students to learn in a safe environment. For details, please refer to the guidelines issued by the CHP “**Health Advice to Schools for the Prevention of COVID-19**” (Annex 1).
- Schools should avoid crowd gathering of students at school entrances. If possible, schools can arrange students to return to and leave schools by batches, for example, by class or level to reduce the flow of people within the same duration of time.
- Schools should also divide students to use shared facilities, such as special rooms, libraries, chapels, music rooms and computer rooms, etc., by batches in order to prevent crowd gathering of students of various levels.
- For classrooms of primary and secondary schools, in principle, schools should arrange students to sit in single rows with a “face-to-back” setting, and teachers should teach students who are facing one

direction. Desks set side-by-side in the classrooms in double rows should be rearranged to single rows. Schools should also maximise the use of space in classrooms to ensure proper physical distances among students. If sitting in groups is unavoidable due to special circumstances, school should maximise the use of space in classrooms, a distance of at least one metre should be kept between any two students. Schools should also consider installing partitions.

(ii) Kindergartens

- Kindergartens (KGs) should avoid crowd gathering of parents or students at school entrances. If possible, schools can arrange students to return to and leave schools by batches.
- If classroom situation allows, students keep a distance of at least one metre from one another. In case of space constraint and KGs cannot make such arrangement, they should fully utilise the classroom space to allow a proper physical distance among students as far as practicable and to avoid close face-to-face setting.
- KGs should divide students to use shared facilities, such as toilets and reading corners, by batches in order to prevent crowd gathering of students.
- To facilitate cleansing and disinfecting work by school and to allow students to have sufficient time for hand-washing, KGs may adjust the originally scheduled school timetable, such as extending the break time or arranging students to have breaks by batches.
- KGs may flexibly arrange students to go to toilets and have snacks by batches under the supervision and assistance of school staff. Toys, books, teaching aids, etc. should be regularly disinfected and replaced, and be placed in different corners to scatter the students when conducting learning activities so as to avoid crowd gathering.

- KGs should properly arrange venues and groupings as well as the design of activities according to school-specific circumstances so that students can safely engage in physical activities. During the activities, children should wear masks and maintain a certain distance between one another as far as practicable, and be reminded to avoid touching eyes, noses and mouths during exercise. They should wash hands before and after the activities. KGs should avoid activities that require touching a common object or sharing of facilities/equipment. If such activities are unavoidably held, KGs must disinfect the related items after use.
- Teachers and children should wear masks during music activities, including singing. Children should avoid playing wind musical instruments to reduce the risk of viral transmission through droplets. KGs should also avoid children touching common musical instruments. If it is unavoidable, KGs should disinfect the equipment with diluted household bleach/alcohol in between uses.
- In case some students have to stay at school because of the lack of carer at home (such as students of K1 and K2 classes which are yet to be resumed and students who have not yet been picked up by parents after school), KGs should arrange these students in other classrooms, put in place the necessary health protection measures, and arrange appropriate staff to take care of them.

4.2 Arrangements on Recesses, Snacks and Luncheons

(i) Secondary and Primary Schools

- Students should wear masks during recess times, and they should keep a proper social distance with other students in periods such as the recess times, when they are engaging in activities and when they are queueing up for toilets or at the tuck shops. Schools should maximise the use of physical space to maintain physical distances between

students during recess times. Schools may consider arranging students to have recess by batches by different class levels, so as to avoid overcrowding in playgrounds and common areas.

- Face-to-face classes should be held on half-days only. Schools should not arrange whole-school learning or other activities in on the other half of the day when half-day classes are conducted. This is to avoid the gathering of a large number of students on campus for the whole day (some special schools, taking into account the needs and circumstances of students, would make different arrangements of resumption of face-to-face classes). During this period, schools should remain open to accommodate students who have to go back to school because of lack of carers at home.
- If individual students have to return to their campuses on the half days other than the half-day classes or when schools have resumed whole-day learning activities, schools should arrange lunches for the students within the school premises as far as possible. A better alternative is for schools to make arrangements for students to have individually packed lunchboxes offered by lunch suppliers / operators of catering outlets, and students should have luncheons under the supervision of teachers / school staff. Schools should also ensure that the distribution of seats and partition facilities, etc. of the canteens and luncheon venues comply with the health protection requirements.
- Schools should remind lunch suppliers / operators of catering outlets to observe **“Food Safety and Hygiene Advisory for Food Premises on the Prevention of COVID-19” (Annex 8)** and **“Precautions for Food Delivery Agents on the Prevention of COVID-19” (Annex 9)** issued by the Food and Environmental Hygiene Department
- In principle, each student should keep a distance from other students when having meals, and should face one direction (avoid eating when sitting face-to-face). Schools should also install partitions, and the

luncheon sessions should be arranged by batches so as to reduce the number of students staying in canteens/eating places at the same time.

- Schools should pay attention to the size of the partitions. The partitions should be large enough to effectively prevent the splash of respiratory droplets or vomitus when a student eats on his or her own seat. They should be made by materials which can be easily cleaned and disinfected and can withstand 1 in 49 diluted household bleach or 70% alcohol. The partitions should be cleaned and disinfected after each meal. Apart from effectiveness in infection control, schools should make sure that the partitions are installed properly.
- Schools should remind students to refrain from talking when their masks are taken off when having meals, and students should keep a distance with each other as far as possible. They should not share tablewares, food, and drinks. They should store their masks properly and put them back on immediately after finishing meals.
- Some of the special school students may need special care. When staff assist children to eat during meals, they should take additional preventive measures by wearing masks and goggles/face shields to protect their mouths, noses and eyes as necessary, in order to avoid contamination by droplets when children sneeze/cough during meals.
- Schools (including boarding sections of special schools) are advised to make reference to “Food Safety Advice on Prevention of COVID-19 and FAQs” of the Food and Environmental Hygiene Department when preparing snacks and lunches for children: https://www.cfs.gov.hk/english/whatsnew/files/Food_Safety_Advice_on_Prevention_of_COVID-19_and_FAQs_rev_20200228.pdf

(ii) Kindergartens

- Face-to-face classes should be held on a half-day only. KGs should

not arrange whole school learning or other activities in the rest of the day when half-day classes have already been conducted. This is to avoid the gathering of a large number of students on campus for the whole day. However, schools should remain open to accommodate students who have to go back to school because of a lack of care at home.

- KGs should flexibly adjust arrangement of toilet time to avoid crowd gathering.
- If some students have to stay at school for the whole day due to the lack of carer at home, parents should prepare snacks and lunches for their children and provide them with their own tableware. Schools should keep the premises clean and arrange appropriate staff to take care of these students. Schools should provide alcohol-based hand sanitizers and disposable paper towels, pay attention to the storage of food and drinks (such as covering drinks with a lid), etc. Schools should put in place the necessary preventive measures to ensure hygiene and cleanness when students are eating.
- KGs should fully utilise classroom space or arrange children to have snacks by batches to allow proper physical distances between students as far as practicable. Students should be arranged to sit in a line and face one direction to avoid close face-to-face setting. KGs should also consider installing partitions on tables to reduce the risk of infection.
- KGs should pay attention to the size of the partitions. The partitions should be large enough to serve as an effective barrier to prevent the splash of respiratory droplets or vomitus when a child eats on his or her own seat. They should be made by materials which can be easily cleaned and disinfected and can withstand 1 in 49 diluted household bleach or 70% alcohol. The partitions should be cleaned and disinfected after each meal. Apart from effectiveness in infection control, KGs should make sure that the partitions are installed properly.

- KGs should remind children to refrain from talking when their masks are taken off when having meals, and children should keep a distance with one another as far as possible. They should not share tableware, food, and drinks. They should put their masks back on immediately after finishing meals. KGs should arrange staff to help children keep their masks properly when children have taken them off to ensure the hygiene of the masks.
- Before and after eating, staff and children must wash their hands properly. After finishing snacks and lunches, KGs must clean and disinfect the venues thoroughly.
- Individual young children may need to be fed by adults. When staff assist children to eat during meals, they should take additional preventive measures by wearing masks and goggles/face shields to protect their mouths, noses and eyes as necessary, in order to avoid contamination by droplets when children sneeze/cough during meals.
- KGs are advised to make reference to “Food Safety Advice on Prevention of COVID-19 and FAQs” of the Food and Environmental Hygiene Department when preparing snacks and lunches for children: https://www.cfs.gov.hk/english/whatsnew/files/Food_Safety_Advice_on_Prevention_of_COVID-19_and_FAQs_rev_20200228.pdf

4.3 Nap Arrangements for Kindergartens

- Some children may have to go back to school and take afternoon nap at school because of a lack of carer at home, KGs should review the arrangements of venues for children’s afternoon nap. The arrangements and locations for afternoon nap should be properly adjusted to maintain proper physical distance between children and to avoid close face-to-face settings during the naps. KGs may also consider installing partitions between beds to reduce the risk of

infection.

- From the infection control perspective, children in school should wear masks as far as possible unless under the following conditions (due to safety reasons):
 - (i) people with breathing difficulties;
 - (ii) people requiring special assistance to remove masks.
- KGs may consider whether the children should wear masks taking into account other practical issues. If children would not wear masks during afternoon naps, KGs should ensure children to refrain from talking when their masks are taken off, and children should keep a distance with one another as far as practicable. Children have to put their masks back on immediately afterwards.
- When the afternoon nap sessions are over, KGs must clean and disinfect the venues and beds thoroughly. Bed sheets/quilts should be placed separately from beds. Children's belongings should be stored separately according to individual children and should not be mixed. Bed sheets/quilts must be washed and disinfected frequently to ensure cleanness and hygiene.

4.4 Points to Note for Specific Subjects in Secondary and Primary Schools

- For relevant guidelines related to learning activities of Physical Education, Music, Visual Arts, General Studies for Primary Schools, Science, Home Economics / Technology and Living, Design and Technology, Information and Communication Technology, please refer to the EDB's websites as follows:

Physical Education

<https://www.edb.gov.hk/en/curriculum->

[development/kla/pe/Guidelines Physical Activities COVID-19/index.html](https://www.edb.gov.hk/en/curriculum-development/kla/pe/Guidelines_Physical_Activities_COVID-19/index.html)

Music

<https://www.edb.gov.hk/en/curriculum-development/kla/arts-edu/new/index.html>

Visual Arts

<https://www.edb.gov.hk/en/curriculum-development/kla/arts-edu/new/index.html>

General Studies for Primary Schools

<https://www.edb.gov.hk/en/curriculum-development/cross-kla-studies/gs-primary/new.html>

Science Education

https://www.edb.gov.hk/attachment/en/curriculum-development/kla/science-edu/COVID-19_SE.pdf

Home Economics / Technology and Living

https://www.edb.gov.hk/attachment/en/curriculum-development/kla/technology-edu/whats-new/Guideline_HE_T&L.pdf

Design and Technology

https://www.edb.gov.hk/attachment/en/curriculum-development/kla/technology-edu/whats-new/Guideline_D&T.pdf

Information and Communication Technology

https://www.edb.gov.hk/attachment/en/curriculum-development/kla/technology-edu/whats-new/Guideline_ICT.pdf

4.5 Arrangements of Assemblies/ Activities

- According to the advice of CHP, gatherings and social contacts should

be minimised during the prevalence of COVID-19. Schools should avoid non-essential gathering of students and consider using public announcement systems to replace assemblies. Schools should also reduce extra-curricular activities within and beyond the campuses in order to reduce the risk of infection.

- If mass / group activities have to be held, schools should ensure the venues are well-ventilated. All attending staff and students should wear masks, and in principle, a one metre physical distance should be kept between each student. Schools should arrange students to face one direction (avoid face-to-face interactions).
- Before and after participating in activities, staff and students should perform hand hygiene procedures properly. After an activity, schools should thoroughly clean and disinfect the venue with 1 in 99 diluted household bleach and disinfected metallic surfaces with 70% alcohol.
- Schools should reduce the chances for shared use of books among students. Users should pay attention to their hand hygiene when they use shared books.

4.6 Arrangements on Examinations, Tests and Assessments

- Schools can make reference to CHP’s guidelines, **“Health Advice to Schools for the Prevention of Coronavirus Disease (COVID-19)” (Annex 1)**.

4.7 Emotional Support

- Facing the continuous occurrence of COVID-19 in Hong Kong and its impact on students’ everyday life and learning, some students may display negative emotion and stress. As such, we advise schools to make reference to the EDB’s guidelines on **“Providing Emotional Support for Students in the New School Year” (Annex 6)**, when

helping students cope with emotions and adjust to school life.

5. Identification and Reporting of Suspected Cases of COVID-19

5.1 Early Identification

- To strengthen the preventive measures against COVID-19 and heighten the vigilance of staff towards students' health, schools should have full knowledge of whether there are any confirmed cases of COVID-19, or if there are any close contacts of confirmed cases with COVID-19 among staff and students. Schools should stay vigilant if their staff or students have travelled outside Hong Kong.
- Principals and teachers should pay attention to the mental and physical health conditions of their staff and students. In case any peculiar symptoms are observed, schools should take body temperatures for the staff and students. If any staff and students feel unwell, schools should arrange the patients to the medical room to take rest. If the patient is a student, schools should inform the parents to take the student back home and arrange the student to seek medical advice. In case the student has a fever or is seriously ill, but the school cannot contact his/her parents or guardians, the student should be sent to the emergency department of a nearby hospital for medical treatment. The staff who are temporarily taking care of the student should wear mask and gloves and put in place all precautionary measures.
- Schools should remind students to pay attention to the health conditions of themselves and their counterparts. In case anyone feels unwell, one should inform teachers and staff as soon as possible.
- Schools should take the body temperatures of students when they arrive school premises every day, and staff should also take their own body temperatures before going to work. Schools can make reference to “CHP’s guidelines, **“Health Advice to Schools for the Prevention**

of Coronavirus Disease (COVID-19)” (Annex 1).

- For staff or students who are absent from schools, schools should keep close contact with the staff or parents/ guardians concerned to find out their reasons for absence and keep proper sick leave records for early identification of illnesses.

5.2 Reporting of Cases

- All people under compulsory quarantine orders are not allowed to leave the designated quarantined places during the period, and they cannot enter school premises. If schools identify any persons breaching compulsory quarantine orders and returning to school, they should report to the law enforcement officers.
- Schools should request staff or parents of students to report to schools immediately if the staff or students are found to be under the **following 2 conditions** to facilitate implementation of contingency measures:
 - (i) Being a confirmed case of COVID-19;
 - (ii) Being classified as a “close contact” of an infected person with COVID-19 by CHP.
- For schools with boarding sections, they should maintain close communication with staff, parents and students, keep sickness records of staff and students, and report suspected COVID-19 cases early when necessary. Schools may make reference to CHP’s guidelines, **“Health Advice to Schools for the Prevention of Coronavirus Disease (COVID-19)” (Annex 1).**

5.3 When a Confirmed Case or Case of Preliminary Tested Positive of COVID-19 is Found in Schools

5.3.1 Contingency Measures for Schools

- **When a teaching staff or student is identified as a confirmed case or case of preliminary tested positive of COVID-19 :**
 - (i) the teaching staff or student concerned will receive medical treatments and will not return to school. CHP will conduct epidemiological investigation and contact tracing. When action is required by the school, CHP will inform the school concerned to discuss the suitable arrangements based on the school’s circumstances, including suspension of face-to-face classes and activities, cleaning and disinfection of school premises, and arranging students and teaching staff to conduct COVID-19 testing, etc. Generally speaking, CHP will advise a school with a confirmed case to suspend on-campus teaching and activities for 14 days. In addition, CHP will conduct COVID-19 tests for students and staff on a need basis.
 - (ii) when a teaching staff or student is identified as a confirmed case or case of preliminary tested positive of COVID-19, the school should issue letters to parents to let them know more about the situation as well as the measures taken by the school to lessen their worries, and remind them to pay attention to their children’s health conditions. On the other hand, the school should inform parents of the arrangements of switching to on-line learning. Schools may make reference to **“Letter to Parents for Notification for Confirmed Cases /Preliminary Tested Positive of COVID-19/Close Contacts of COVID-19 (Sample letter to all parents)”** (Annex 7).

- When a teaching staff or parent of a student has informed the school of a confirmed case or case of preliminary tested positive of COVID-19, but pending instructions by CHP on school measures:
 - (i) For safety reason, the EDB recommends that school can suspend on-campus face-to-face teaching and activities for 1 to 2 days, switch to on-line learning, perform cleaning and disinfection of the school premises after obtaining the approval from the Incorporated Management Committee (IMC) / School

Management Committee (SMC). The school should inform the parents of the arrangements as soon as practicable. The school can use electronic channels (for example, school webpages, short messaging service (SMS), mobile phone applications, electronic platforms, etc.) to publish announcements in order to allow school staff, parents, students and other stakeholders to obtain the latest information. The schools should inform the stakeholders in advance of its information announcement mechanism.

- (ii) If the school receives notification of confirmed case / case of preliminary tested positive of COVID-19 during lesson time, the school can arrange isolation for those teaching staff/students who have had close contact with the COVID-19 patient. The school should also clean and disinfect the affected classrooms. **If the person who has confirmed infection / preliminary tested positive of COVID-19 is still inside the school premises, schools should arrange isolation for that person, and inform the Central Notification Office (CENO) of the CHP (Tel 2477 2772). The CHP will investigate and follow up the case accordingly. In general, schools are not required to dismiss the teaching staff and students without symptoms immediately. Subject to the individual circumstances of each case, the CHP will arrange COVID-19 tests for the teaching staff and students on a need basis, and will inform the school and distribute the specimen collection bottles before the school dismissal time as far as possible. Teaching staff and students should return the specimen collection bottles to the schools at the time specified by the CHP, the CHP will collect the samples accordingly.**

- Schools can make reference to CHP’s guidelines, **“Health Advice to Schools for the Prevention of Coronavirus Disease (COVID-19)”** (Annex 1).

5.3.2 Cleansing and Disinfection of School Premises

- Schools should strengthen the disinfection measures of the school premises, and remind all staff and students to step up preventive measures based on the advice provided by CHP. Cleansing staff should wear appropriate PPE including masks, latex gloves, disposable gowns, eye protections (goggles/face shields) and caps (to be used when necessary).
- Schools have to disinfect all possibly soiled areas, surfaces and utilities. They should wipe the affected objects with 1 in 49 diluted household bleach, leave for 15-30 minutes, rinse them with water and wipe them dry afterwards.

5.3.3 Leave Arrangements for Teaching Staff

- Schools should, by making reference to the medical certificates so provided, to grant sick leave for teachers when they are confirmed as confirmed cases / cases of preliminary tested positive of COVID-19 according to CHP. On the other hand, to minimise the impacts on school operation, schools can follow the stipulations in the “Codes of Aid” to appoint supply teachers to substitute the regular teachers who have been granted sick leave.

5.4 When a Case of Close Contact of an Infected Person with COVID-19 is Found in Schools

5.4.1 Contingency Measures for Schools

- In general, “Close Contacts” means having cared for, having lived with, or having had direct contact with respiratory secretions and body fluids of a confirmed patient. CHP will conduct epidemiological investigations and contact tracing to ascertain whether a teaching staff or a student is a “Close Contacts” of a confirmed case of COVID-19.
- If CHP has ascertained that there are staff or students being close contacts of confirmed cases of COVID-19, CHP will arrange the “close contacts” with symptoms to undergo COVID-19 tests, undergo

quarantine and receive medical treatment. For those asymptomatic close contacts, they will undergo COVID-19 tests and quarantine. Both groups are not allowed to return to schools for work / schooling, and should inform the schools of their statuses immediately. The concerned staff or parents of students should also inform the schools of the COVID-19 test results when available. If the test result of a “Close Contacts” case is positive, schools should follow the procedures stipulated in section 5.3 above.

- EDB suggests that schools may, after obtaining the approval from the Incorporated Management Committees (IMCs) / School Management Committees (SMCs), suspend face-to-face teaching and on-campus activities for 1 to 2 days, switch to online learning, and perform cleansing and disinfection of the school premises during such period. Generally speaking, schools can resume face-to-face teaching and on-campus activities after cleansing and disinfection of the school premises.
- “Other Contacts” (that is, teaching staff or students with close contact with “Close Contacts”) will receive medical surveillance. If such teaching staff or students do not have symptoms, they can continue to go to school for work or study as usual. However, they are reminded to follow the health advice, i.e. to measure body temperatures every day and observe if they develop any symptoms. Staff / students without close contact with the confirmed cases (e.g. those who are merely living in the same building with the confirmed cases) are not classified as “Contacts”.
- For staff and students under compulsory quarantine/medical surveillance, in case they have any mental or psychological pressure, schools should provide them with emotional support and counselling. Schools may refer their students with genuine needs to the school-based educational psychologists for further support. Teachers may also make use of the services provided by the “Teacher Helpline”. To alleviate the impact on the learning of the students concerned, schools

need to provide learning support, such as arranging classmates or teachers to provide learning materials and advice through phone calls, emails, facsimiles and school websites.

5.4.2 Leave Arrangements for Teaching Staff

- “Close Contacts” with symptoms will undergo tests / undergo quarantine / receive medical treatments. Schools should grant sick leave to such teaching staff in accordance with the medical certificates so provided.
- “Close Contacts” without symptoms will undergo COVID-19 tests as well as quarantine -
 - (i) Teaching staff/non-teaching staff appointed under Salaries Grant in aided schools who are required to undergo quarantine as required by the CHP are entitled to Paid Special Leave. The staff should apply for Paid Special Leave to the schools concerned as soon as possible, providing the relevant medical certificates/certification letters issued by the Department of Health/Health Officer. Even if an application cannot be submitted immediately due to special circumstances, the staff concerned must, in any case, submit the application on the day of resumption of work the latest. Schools should process the leave applications submitted by the above-mentioned staff on a case-by-case basis. All applications should be endorsed and recorded by the School Management Committees/Incorporated Management Committees. To minimise the impacts on school operation, schools can follow the stipulations in “Codes of Aid” to appoint supply teachers to substitute the regular teachers who have been granted paid special leave.
 - (ii) As for contract teachers/staff of aided schools not appointed under Salaries Grant, as well as teachers/staff of Direct Subsidy Scheme Schools and private schools, schools should make

appropriate arrangements in accordance with the Employment Ordinance and the contractual terms as stated in the employment contracts. If teachers/staff are required to be quarantined according to the requirements of the CHP, the health officers will issue relevant medical certificates/certification letters for the employees. EDB recommends that schools should refer to our above-mentioned arrangements and grant paid leave to the employees.

5.4.3 Informing Parents

- If CHP has ascertained that there are staff or students being close contacts of confirmed cases of COVID-19, schools should issue letters to parents to let them know more about the situation and measures taken by the schools lessen their worries, and at the same time remind them to pay attention to their children’s health conditions. On the other hand, school should inform parents of the e-learning arrangements so that parents are well-prepared. Schools may make reference to **“Letter to Parents for Notification for Confirmed Cases /Preliminary Tested Positive of COVID-19/Close Contacts of COVID-19 (Sample letter to all parents)” (Annex 7).**

5.5 CHP’s Advice and Guidelines on Individual Cases

- As each case may have its own peculiarities, schools should adhere to the advice and instructions given by the CHP to draw up its arrangements. When actions are needed to be taken by schools, CHP will proactively contact the schools, and will make clear suggestions and guidelines according to the characteristics of each individual case, for example, whether the school needs to suspend on-campus activities, the duration of such suspension, advice on cleansing and disinfection of school premises, arranging students and teaching staff to conduct COVID-19 tests, etc. Schools should inform EDB and parents of such arrangements as early as possible.

6. Support and Enquiries

6.1 Department of Health

- DH Hotline : 2961 8968
- CHP Hotline: 2125 1111/ 2125 1122
- Central Notification Office (CENO) of CHP 2477 2772 (Fax 2477 2770)
- 24-hour Health Education Infoline : 2833 0111
- Websites of Centre for Health Protection (CHP) www.chp.gov.hk
- Designated website for COVID-19 of The Government of the Hong Kong Special Administrative Region: <https://www.coronavirus.gov.hk>

6.2 Education Bureau

- Regional Education Office (according to the locations of schools)
 - Hong Kong Regional Education Office: 2863 4646
 - Kowloon Regional Education Office: 3698 4108
 - New Territories East Regional Education Office: 2639 4876
 - New Territories West Regional Education Office: 2437 7272
 - Joint Office for Kindergartens and Child Care Centres: 3107 2192
- EDB Hotline : 2891 0088

Service Hour: 8:30 a.m. to 6:00 p.m., Monday to Friday, closed on Saturday, Sunday and public holidays.