

Sample Letter to Parents on Resumption of Classes
(Schools may revise the content according to the school situation)

<Date>

Dear Parents,

1. The ten-day class suspension will be over by < DATE>, counting from the first day the staff member/student of this school confirmed/suspected to have contracted SARS took his/her sick leave.
2. During the class suspension period, our school has thoroughly cleaned and disinfected the school premises. We will urge all staff members, including tuck shop workers and school bus drivers, and students to step up precautionary measures to ensure personal hygiene and environmental hygiene of the school. We will also request our staff, including drivers and workers of school bus and nanny vans, to take their temperature before going to school. If they have fever, they must not return to school. Parents need not worry about sending their children to school. Nevertheless, we understand parents' concern about the development of SARS and will be flexible in handling students' leave applications.
3. It is everybody's responsibility to combat Severe Acute Respiratory Syndrome. We call on you to cooperate with us in providing your child a safe learning environment apart from stepping up hygiene in the household. Please pay attention and follow the following measures strictly:
 - 3.1 Pay attention to the physical health condition of your child. He/She should stay away from school and consult a doctor immediately when sick.
 - 3.2 Take your child's temperature before he/ she goes to school every day. Fill in the record sheet (Form A) and sign your name on it. Your child should return the completed sheet to us daily.
 - 3.3 To prevent infection, please urge your child to wear a facemask and bring tissue paper to school for wiping hands every day.
 - 3.4 To raise teachers' awareness of the physical health condition of students, please complete Form B to provide us the following information :
 - (a) whether your child has paid visit outside Hong Kong during the class suspension period;
 - (b) whether your child has contracted/has been suspected of having contracted Severe Acute Respiratory Syndrome during the class suspension period;
 - (c) whether any person in close contact* with your child has contracted/has been suspected of having contracted Severe Acute Respiratory Syndrome during the class suspension period.

Please sign on the Form and ask your child to bring it back to school on the first day of class resumption.

3.5 After the resumption of classes, you are requested to notify our teacher, Mr/Ms <Name of Teacher> at <Telephone number> immediately in case of any of the following situations to facilitate our prompt action in taking contingency measures and inform the EMB and the Department of Health :

- (a) your child is confirmed/suspected of having contracted Severe Acute Respiratory Syndrome; or
- (b) any person in close contact with your child is confirmed/suspected of having contracted Severe Acute Respiratory Syndrome.

4. On the first day of class resumption, we will arrange special programmes/ activities to increase students' knowledge and concern on the prevention of Severe Acute Respiratory Syndrome. Besides, we will take measures to avoid overcrowding. We will open all windows and turn on exhaust fans to improve ventilation. Staff members and students will be asked to wear facemasks.
5. Starting from the first day of class resumption, lunch provision and school bus service will resume. We have distributed to all school bus and nanny van drivers and workers the " Health Advice for Driver, Crew and Operational Staff of Public Transport on the Prevention of SARS" provided by the Transport Department.
6. The examination/ quiz/activities originally scheduled during the class suspension period will be postponed to _____(date)/ cancelled.
7. In providing your child a safe learning environment, we need the support and cooperation of parents in addition to our efforts. For the sake of your child and others, we hope that you can follow the measures mentioned in paragraph 3 strictly. We also hope that you can support us by taking up voluntary work at our school, such as guiding our students to wear masks, to wash and wipe their hands properly and cleaning the school premises etc. For the safety of students, parent volunteers should be reminded to measure their own temperature and ensure that they have no fever before going to schools. If you are interested, please contact our teacher, Mr/ Ms <Name of teacher> at <Telephone number>.

(Signature)

School Supervisor/Principal

* Close contact means a person having cared for, having lived with, or having had direct contact with respiratory secretions and body fluids of a person with Severe Acute Respiratory Syndrome.