



中華人民共和國香港特別行政區政府總部教育局
Education Bureau

Government Secretariat, The Government of the Hong Kong Special Administrative Region
The People's Republic of China

本局檔號 Our Ref.: EDB(SDCT)3/PRO/10/1/1(2)

電話 Telephone:

來函檔號 Your Ref.:

傳真 Fax Line:

7 February 2018

To: Supervisors / Principals of all Kindergartens,
Kindergarten cum Child Care Centres, Primary and Special Schools
(including Private Schools, ESF Schools and International Schools)

Dear Supervisor / Principal,

**Prevention of Spread of Seasonal Influenza in Schools –
Advancement of Chinese New Year Holidays**

To prevent the spread of influenza in schools, the Education Bureau announced today that all kindergartens, kindergarten cum child care centres, primary and special schools (excluding Schools for Social Development with secondary section only) would have Chinese New Year Holiday from 8 February till the end of the original scheduled Chinese New Year Holiday of the school. Please make reference to the sample letter attached and issue a letter to parents to explain the arrangements for class suspension, including the school will remain open as usual during the non-scheduled school holidays till the start of the school's original scheduled Chinese New Year Holiday, the preventive measures to be taken by parents against influenza while paying attention to the health conditions of their children.

The advancement of the Chinese New Year Holiday is a preventive measure. During the holidays, schools should implement the following administrative arrangements:

- (i) to cope with the advancement of holidays, schools should keep the school premises and boarding section open, and arrange staff to be on duty to handle school affairs and to answer parents' enquiries during non-scheduled school holidays. In case of practical needs, schools should take care of those students who would be unattended at home and hence have to return to school and those boarders whom could not be arranged to return home, and make necessary arrangements to minimize the risk of disease transmission such as strengthening measures to ensure environmental hygiene and avoiding overcrowding of students and boarders. In the meantime, schools should provide students with appropriate learning activities, such as reading, watching educational videos, etc. for the students concerned;
- (ii) to clean and disinfect the whole school premises thoroughly;
- (iii) to activate the established school-based contingency plans (please refer to EDBC No. 9/2015 for details), adopt contingency measures during class suspension and make arrangements, including examination, tests, activities inside and outside school, school bus services, lunch provision, etc.;
- (iv) to provide learning support for students where as appropriate so that they can make good use of their time during non-scheduled school holidays;
- (v) to remind parents that students should stay at home during school holidays. Parents should avoid letting their children go to crowded places or poorly ventilated public places, etc., and to maintain a balanced diet, exercise regularly, take adequate rest.

Having considered that only a few extra holidays is involved in the advancement of the Chinese New Year Holiday, schools are in general not required to adjust their original scheduled holidays. In case of genuine needs, schools can consult teachers and parents and seek endorsement from the School Management Committee / Incorporation Management Committee on deducting the number of relevant days from the original scheduled school holidays. Schools then have to inform respective Senior School Development Officers / Senior Services Officers of the updated holiday arrangement.

Schools should clean the premises thoroughly during the holidays. To keep the premises in a good hygienic condition, schools should use diluted household bleach (ratio of 1:99, i.e. 1 part of 5.25% hypochlorite solution to 99 parts of water) to clean all objects and equipment, door handles and lift buttons. Doors and windows should be washed regularly. Equipment in toilet and underground water pipe should be kept in good condition. Cleansing soap, disposable towel and hand dryer should be provided. To maintain good ventilation, windows should be kept open and/or the air-conditioning system should be well maintained, and the exhaust fans should always be turned on.

Schools are urged to follow the guidelines from the Department of Health and the circular letter issued by the Education Bureau on 30 January 2018 to take preventive measures against influenza. Schools should also keep close contact with their respective Senior School Development Officers / Senior Services Officers.

Yours sincerely,



(K K LEE)

for Secretary for Education

Letter to Parents

(Schools may adapt the contents according to own situations)

__ February 2018

Dear Parents,

In view of the latest development of seasonal influenza and to minimize the spread of influenza within schools, the Education Bureau announced that the Chinese New Year Holiday for all kindergartens, kindergarten cum child care centres, primary schools and special schools (excluding Schools for Social Development with secondary section only) would be advanced to start from 8 February. The arrangements of our school are as follows:

1. The Chinese New Year Holiday for our school is from 8 February (Thursday) to _____ (*End date of original scheduled Chinese New Year Holiday of the school*). Lunar New Year Holiday is also included in the period mentioned.
2. To meet practical needs during the non-scheduled school holidays, we will arrange an adequate staff to handle school affairs / boarding services and answer parents' enquiries, and clean and disinfect the school premises. If necessary, the school premises (including the boarding section) will remain open to take care of those students who would be unattended at home and have to return to school/stay in the boarding section. If parents are unable to arrange their relatives or friends to take care of their children, please contact our teacher Mr/Ms XXX (Tel. No. xxxx xxxx) for the arrangement of sending their children back to school. *As the school bus service and lunch provision, _____.* (*Schools please maintain normal services as far as possible according to own situation.*)
3. During the holidays, parents should note the following measures to prevent your children from being infected as far as possible:
 - To maintain good personal hygiene and cover nose and mouth while sneezing or coughing and wash hands thoroughly afterwards;
 - To maintain good indoor ventilation;
 - To build up good body immunity by maintaining a balanced diet, exercising regularly and taking adequate rest; and
 - To avoid going to crowded or poorly ventilated public places.
4. The original scheduled examinations/tests/activities during this period will be rearranged. Details will be announced in due course.

5. During the holidays, we will provide appropriate learning support to students for them to make good use of time. For details, please visit our school website (<http://XXXXXXXXXXXXXXXXXX>).
6. If you have any enquiries, please contact Mr/Ms xxx (Tel no. xxxx xxxx).

Yours sincerely,

(Signature)
School Supervisor/Principal