



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

電話 Telephone:

來函檔號 Your Ref.:

傳真 Fax Line:

31 August 2020

To: Supervisors / Principals of Other Schools (including Private Schools Offering Non-Formal Curriculum)

Dear Supervisor / Principal,

**Arrangements of Phased Resumption of Face-to-Face Classes
for “Other Schools”**

In view of the then epidemic situation of the Coronavirus Disease 2019 (COVID-19), the Education Bureau (EDB) announced in early August that all schools in Hong Kong should suspend all face-to-face teaching activities, upon the commencement of the new school year. During the period, schools should help students to learn at home through various modes of teaching. As the epidemic has shown signs of subsiding recently, and having regard to the health experts' advice, we have the basis for schools to prepare for the resumption of face-to-face classes in two phases in the second half of September.

“Other schools” (including Private Schools Offering Non-Formal Curriculum) should resume face-to-face classes by phases. Starting from 16 September 2020, as a transitional arrangement, schools can arrange a small number of their students to resume face-to-face classes. The upper limit of students for each school at any time will be one sixth of its maximum permitted capacity. Starting from 23 September 2020, schools can arrange not more than half of their maximum permitted capacity to resume face-to-face classes. Eventually, schools can fully resume face-to-face classes starting from 29 September 2020.

Schools should ensure that adequate health precautionary measures are implemented before resumption of face-to-face classes. For environmental hygiene, schools should thoroughly clean and disinfect the school premises. Schools should alert staff and students of the importance of maintaining personal hygiene (especially

hand hygiene) and that of wearing of face masks. In principle, all personnel, including staff, students, parents and visitors, must wear face masks when they are in the school premises, in order to reduce the risk of viral transmission.

Schools should strictly put in place all the preventive measures. At school entrances, schools should check the body temperature of all personnel, and urge them to disinfect their hands with 70%-80% alcohol-based handrubs before entering the school premises. All personnel, including staff, students, parents and visitors, must wear face masks when they are in the school premises. If any persons are found to have fever or have respiratory symptoms, they must not be allowed to enter the school premises. To minimise the risk of infection, eating or drinking is prohibited inside the school premises. Schools should thoroughly clean the classrooms after the dismissal of each batch of students, in order to ensure students can learn in a hygienic, clean and safe environment. In addition, schools should ensure a proper social distance between students. For seating arrangements, 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. Classrooms with desks set side-by-side in double rows will need to have the setting of the desks re-arranged. Schools should also maximise the use of space in classrooms to ensure proper physical distances among students.

Besides, schools should remind parents/students to avoid gathering at school entrances when waiting to pick up their children/before start of lessons so as to minimise the risk of viral transmission.

For enquiries, please contact your respective Senior School Development Officers.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Verena LAU', with a large, sweeping flourish extending to the left.

(Dr Verena LAU)
for Secretary for Education