



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

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31 August 2020

To: Supervisors / Principals of All Private Schools offering Non-local Curriculum

Dear Supervisor / Principal,

**Arrangements of Resumption of Face-to-Face Classes in Phases for All Schools**

In early August, the Education Bureau (EDB) announced that all schools in Hong Kong should suspend face-to-face teaching upon the commencement of the new school year having regard to the epidemic situation of the Coronavirus Disease 2019 (COVID-19) at the time. Meanwhile, schools should support students to learn at home through various modes of teaching. As the epidemic has shown signs of easing recently, and having regard to health experts' advice, we have decided to allow schools to resume face-to-face classes in two phases on 23 and 29 September 2020 respectively. Private schools offering non-local curriculum are given the flexibility to make school-based decisions on the detailed arrangements including the levels of students to be involved in each phase having regard to individual circumstances along this time schedule.

We understand that students at some class levels who have to prepare for public examinations may need to return to school for make-up classes the soonest possible. In addition, some activities, such as orientation and counselling, are better conducted face-to-face and are difficult to be run entirely online. In view of this, schools may arrange a small number of students to return to campus for learning activities for not longer than half a day from 16 to 22 September, and the number of students on campus should not exceed about one-sixth of the total school population at any one time.

Schools are required to submit their respective class resumption plans to the EDB. In principle, half-day schooling should be conducted to reduce the risk of infection save for cases as approved by the EDB. The issues to be covered in the class resumption plan are at **Annex 1**.

### **Health Precautionary Measures**

Schools should be well-prepared for resumption of face-to-face classes. For environmental hygiene, schools should thoroughly clean and disinfect the school premises (including the boarding section, if applicable). Schools are reminded to pay special attention to the hygiene of classrooms, special rooms, washrooms and tuck-shops/canteens (if any). Schools should alert school staff and students of the importance of maintaining personal hygiene (especially hand hygiene) and wearing of face masks. In principle, all people entering the school premises including school staff, students, parents and visitors are required to wear face masks, and students should also wear face masks when they are taking school buses. Schools should also request the operators of school buses / nanny vans to enforce the rule of wearing masks in order to reduce the risk of viral transmission.

Schools should also request parents to check the body temperature of students every day before returning to school campus. They should submit the temperature record forms with parents' signatures to schools for checking. School staff should check their body temperature every day before going to work. If school staff and students have fever, or have respiratory symptoms, they should not go to work/school. At school entrances, schools should measure the temperature of staff, students, parents or visitors. If students are found to have fever or develop respiratory symptoms, schools should inform the parents or guardians immediately and urge them to seek medical advice promptly.

### **Lessons and Timetable Arrangement**

To minimise the risk of infection, schools should ensure proper social distancing between students in periods such as recess time, when they are engaging in activities, and when they are queueing up for toilets or at the tuck shop. In classrooms, schools should arrange students to sit in single row 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. In addition, to avoid crowd gathering at school entrances or playgrounds, schools can flexibly arrange their timetables according to their school-based circumstances so as to arrange students to return to/leave schools as well as having their recess time in different batches.

### **Reporting Confirmed Cases of Infection**

If a school staff or student has met any of the conditions listed below, the concerned staff or parent should inform their school immediately to allow the school to make contingency arrangements. The school should inform the EDB under such circumstances:

- (i) Staff or student is being a confirmed case of COVID-19; or
- (ii) Staff or student has been classified as a “close contact of an infected person” with COVID-19

### **Preparation Work**

To assist schools to prepare for class resumption, the EDB is updating the “Guidelines to Schools on Class Resumption”. The updated guidelines will soon be uploaded onto the EDB’s website for schools’ reference:

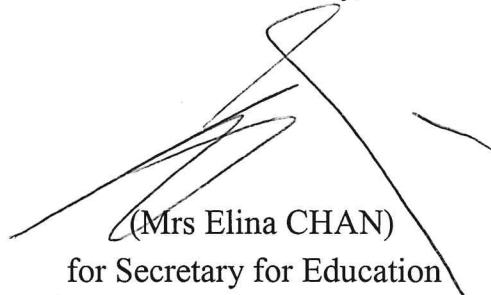
(EDB’s website > School Administration and Management > Administration > About School > Prevention of Communicable Diseases in Schools > Guidelines on Prevention of Communicable Diseases > Guidelines to Schools on Class Resumption.) To protect the health of students, schools should observe the guidelines and put in place the preventive measures properly.

Schools should inform stakeholders (including school staff, school bus operators, tuck shop operators, etc.) of the relevant arrangements prior to resumption of face-to-face classes, as well as remind parents the items they need to pay attention to. Parents are also required to declare the health status of their children. Schools may make reference to the declaration form template at [Annex 2](#).

Schools shall submit their class resumption plans, as endorsed by the authorised person(s) of the schools, to their respective Senior School Development Officers / Senior Services Officers by email, with a copy to the Infrastructure & Research Support Division at [irsd@edb.gov.hk](mailto:irsd@edb.gov.hk) by **8 September 2020**. For enquiries about the school resumption arrangements, please contact your respective Senior School

Development Officers / Senior Services Officers or the Infrastructure & Research Support Division.

Yours sincerely,

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

(Mrs Elina CHAN)  
for Secretary for Education



## **Resumption of Face-to-Face Classes in Phases for Private Schools Offering Non-local Curriculum**

Private schools offering non-local curriculum should follow all the precautionary measures for class resumption as set out in the Guidelines on Class Resumption under the COVID-19 issued in June and the updates to be issued. These schools will be allowed the flexibility to resume face-to-face classes in two phases starting from 23 and 29 September respectively. Schools are required to submit class resumption plan to the EDB covering the aspects set out below:-

### **A. Face-to-face class resumption timetable**

Face-to-face class resumption for all levels (including pre-primary levels where applicable) may start from 23 September 2020 in two phases, i.e. beginning on 23 and 29 September 2020 respectively. In addition, if schools wish to arrange certain special on-campus activities such as orientations for newly admitted students, they may do so between 16 to 22 September 2020, but such activities should not last longer than half a day. The upper limit of students returning to school is about one sixth of its total school population.

### **B. Application for full-day class resumption**

In general, schools may only resume half-day sessions until further notice. This is to avoid students from meal gatherings at school, thereby mingling at close proximity to each other without wearing face masks. However, if schools have their own canteen(s) or specified area(s) designated for meal purposes that can provide sufficient space for implementation of precautionary measures to ensure adequate distancing of students during lunchtime, flexibility may be granted for such schools to operate full-day sessions. Schools which wish to do so must seek the EDB's approval by indicating in their face-to-face class resumption plans and clearly set out their proposed luncheon arrangements, including but not limited to –

- (i) approximate floor space of canteen(s) or designated area(s) available for use by students;
- (ii) number of students to be using the canteen(s) or designated area(s);
- (iii) proposed distancing and precautionary measures to be adopted; and

- (iv) cleaning and disinfection arrangements of catering facilities and utensils.

For the avoidance of doubt, schools with approval to run full-day sessions in May but have updates to the luncheon arrangements after class resumption in September should also put forth the revised plans to their respective Regional Education Offices for approval.

**C. Any other precautionary measures to be adopted after school resumption**

If schools plan to adopt measures other than those set out in Guidelines on Class Resumption under the COVID-19 to further facilitate a smooth and safe class resumption, please set out such arrangements in the school resumption plan.

2. Schools shall submit their class resumption plans, as endorsed by the authorised person(s) of the schools, to their respective Senior School Development Officers / Senior Services Officers by email, with a copy to the Infrastructure & Research Support Division at [irsd@edb.gov.hk](mailto:irsd@edb.gov.hk), by **8 September 2020**.

2019 Coronavirus Disease (COVID-19)  
Declaration form for travel history and health status of students

Name of School \_\_\_\_\_

Name of Student : \_\_\_\_\_ Class : \_\_\_\_\_ Sex : M/F

*Please complete the below form and return to schools (Please put a "✓" in the appropriate box)*

**Part A – Travel history of your child outside Hong Kong in the past 14 days**

☐ My child has not been away from Hong Kong in the past 14 days prior returning to school premises

☐ My child has paid visit outside Hong Kong in the past 14 days prior returning to school premises

Duration: From \_\_\_\_\_ (Month) \_\_\_\_ (Day) (Departure date)

To \_\_\_\_\_ (Month) \_\_\_\_ (Day) (Arrival date)

Destination (Please specify countries and cities) : \_\_\_\_\_

**Part B – Whether your child has confirmed infection of COVID-19**

☐ My child has not confirmed infection for COVID-19.

☐ My child has confirmed of COVID-19 infection and has already recovered. Hospitalization Period : From \_\_\_\_\_ (Month) \_\_\_\_ (Day)  
To \_\_\_\_\_ (Month) \_\_\_\_ (Day)

**Part C – Health status of those taking care of your child, or those living with your child**

☐ Person taking care of or living together with my child has not confirmed infection for COVID-19

☐ Person taking care of or living together with my child has confirmed infection for COVID-19, the person has recovered / is still receiving treatment in hospital / has been discharged from hospitals and taking medicine. (please delete as appropriate)

Relation with my child (please specify) \_\_\_\_\_

☐ Person taking care of or living together with my child, has not been classified as "close contact of an infected person"\* of COVID-19.

**Part D – Current health status of your child**

☐ My child has no symptoms of cough, shortness of breath, breathing difficulty and sore throat.

Name of Parent/Guardian (in Block Letter) : \_\_\_\_\_

Signature of Parent/Guardian : \_\_\_\_\_

Date : \_\_\_\_\_

\* In general, close contact means having cared for, having lived with, or having had direct contact with respiratory secretions and body fluids of a confirmed patient.