



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 :

4 November 2020

To: Supervisors / Principals of All Schools

Dear Supervisor / Principal,

**Targeted Group Testing Scheme of COVID-19
(Teaching and Non-teaching Staff and
Staff of Boarding Section of Special Schools)**

The Education Bureau (EDB) is thankful to schools for your relentless effort in securing a safe and healthy environment for students to study and learn during the epidemic. Testing is an integral part of the strategy in preventing and fighting the virus. The Government has been enhancing virus testing and continuing to implement the Targeted Group Testing Scheme (TGTS). In line with the Government's epidemic prevention and infection control strategy, the EDB will step up the COVID-19 TGTS for staff of boarding sections of special schools starting from 9 November 2020. In addition, more comprehensive surveillance will also be put in place and we will arrange free-of-charge testing for all teachers and staff in kindergartens (including kindergarten-cum-child care centres) and primary, secondary and special schools by batches, with a view to safeguarding the health of teachers, school staff and students. The participation is entirely on a voluntary basis.

Under the TGTS, as a precautionary measure, the EDB will arrange regular deep throat saliva (DTS) tests for all staff of boarding sections of special schools once every three weeks. Besides, we will sample about 2 per cent of teaching and non-teaching staff in Hong Kong for a DTS test on each school day. The number of schools sampled per day may be adjusted according to the data obtained.

The TGTS mainly targets school staff and staff of boarding sections of special schools who have not had any signs of illness. If any school staff are feeling unwell

(even the symptoms may be very mild), they must not return to the school and should seek medical advice promptly to receive appropriate diagnoses and treatments. For teachers, school staff and students who perceive themselves to have a higher risk of infection and experience mild discomfort, we also encourage them to receive testing at the general out-patient clinics or Accident and Emergency Departments operated by the Hospital Authority. Besides, the EDB urges all parties in schools to continue to observe the “Health Protection Measures for Schools” issued earlier by the EDB and the “Health Advice to Schools for the Prevention of Coronavirus Disease (COVID-19)” issued by the CHP and put in place all the anti-epidemic preventive measures.

As there are frequent close contacts among groups in schools, we strongly appeal to schools to join hands with us and encourage all teachers, school staff and staff of boarding sections of special schools to actively participate in the COVID-19 testing to safeguard the health of individuals, students and other teaching staff, so as to minimise the risk of transmission in schools and the community.

For details of the scheme, schools may visit the website of the EDB (Home >School Administration and Management >Administration >About School >Prevention of Communicable Diseases in Schools). Schools may get prepared for participation in advance, including arranging at least two staff as the designated coordinators and contact persons for this scheme. In addition, schools should prepare adequate health protective equipment, such as disposable gloves and alcohol sanitisers, for the staff who have to handle the specimen bottles. For details, please refer to **Appendix I** “Guideline on Registration and Packaging of Specimen Bottles”.

For the logistic arrangements of individual schools, such as the delivery and collection dates of testing kits, we will separately issue letters to schools in advance. For enquiries, please contact the respective Senior School Development Officer or Senior Services Officers.

Yours sincerely,



(Dr Verena LAU)
for Secretary for Education

**Guideline on Registration and Packaging
of Specimen Bottles**

A. Guidelines on Registration of Specimen Bottles

(I) Schools distribute the Testing Kits

1. Ensure that the following items are included before distributing the testing kits to staff :

- Barcode label x 3
- Ziplock bag x 2
- Specimen bottle with barcode label x 1
- Information sheet on Deep Throat Saliva (DTS) Collection x 1



Important notice: :

- i. Staff should keep the barcode labels properly (there are 3 in total)
- ii. Schools should remind teaching, non-teaching staff and staff of boarding section to register personal information at the government website (www.tgptest.gov.hk) after receiving the testing kit. Staff must return the specimen bottles on the designated date of collection and should not return the bottles before the designated date.

(II) Schools should adhere to the following steps to complete the registration upon receiving specimen bottles returned by each of the staff:

1. Ensure that the specimen bottles are sealed inside the two ziplock bags. (please empty the air inside the bag before packaging)



2. Stick 2 of the barcode labels on each of the “Sample Code Pack List” given by the **testing contractor**. Please ensure that the 2 labels are identical and have the same serial number.

樣品編號總表 Sample Code Pack list		
學校名稱: 嘉田苑幼稚園	採樣日期: 01-01-2020	
1	21	
2	22	
3	23	
4	24	
5	25	
6	26	
7	27	
8	28	
9	29	
10	30	

3. On the designated spaces provided of each page of the “Sample Code Pack List”, fill in the school name (full name in English), the specimen collection date and the contact number of schools.

4. For staff of boarding section of special schools, please put their specimen bottles in a separate collection box. Do not put their specimen bottles in the collection box for teaching and non-teaching staff of the special schools. Please fill in another 2 identical copies of the “Sample Code Pack List” provided by the testing contractor and mark clearly “Boarding Section” right after the “School Name” for easy identification.

5. After completing the registration, schools should confirm that the number of specimen bottles collected is the same as that registered on the “Sample Code Pack List” .

B. Guidelines on Packaging of Specimen Bottles

1. Before placing the specimen bottles into the collection box, schools should check that the serial number on the label and the specimen bottle is identical.



2. Check whether the lid of the specimen bottle is closed tightly.



3. Put the specimen bottles inside the collection box vertically in sequential order. The maximum capacity for each collection box is 30 specimen bottles. Staff should clean their hands with alcohol sanitizer after placing the bottles inside and should handle the specimen bottles by wearing protective gloves. Avoid direct exposure of sunlight and store the box in room with air-conditioning (20 - 25 degree Celsius)







- Seal the 4 sides of the collection box with plastic adhesive tape.



- Fill in the information on the “Collection box label”. All the contents must be identical as in the “Sample Code Pack List”. The information includes:

- Sampling location: School Name (Full in English)
- Quantity of Specimen Bottles: The number of specimen bottles inside the collection box
- Transfer box serial number: N/A
- Specimen collection date: Date of collection of specimen bottles by the testing contractor

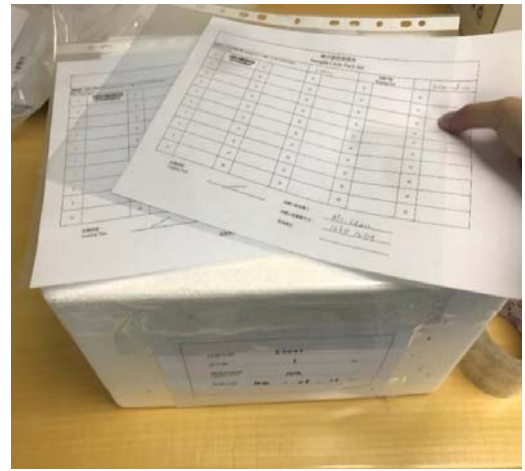
學校名稱: 蒼田花苑學校		採樣日期: 01-01-2020
1	11	
2	12	
3	13	
4	14	
5	15	
6	16	
7	17	
8	18	
9	19	
10	20	

 CAUTION BIOHAZARD	送檢專用   
採樣地點: 蒼田花苑學校	
樣本數: 99	人份
轉運編號: N/A	
採樣日期: 2020 年 01 月 01 日	

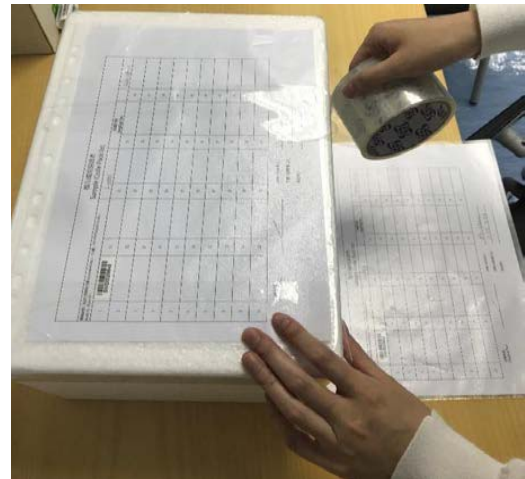
- Tape the “Collection box label” on either side of the collection box.



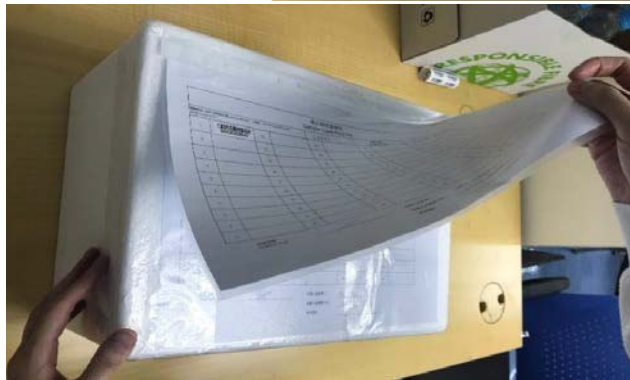
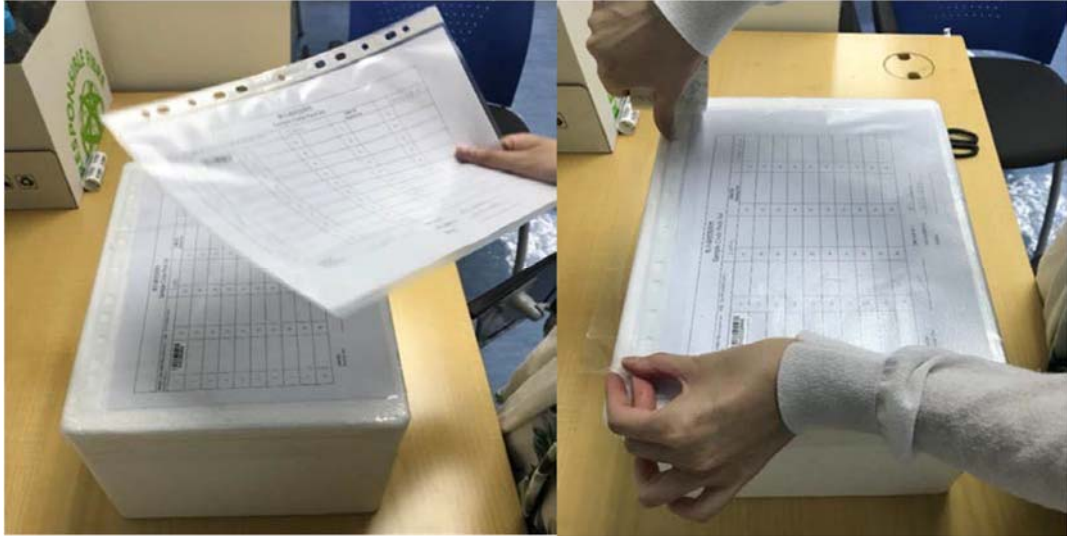
- Put the 2 copies of the “Sample Code Pack List” into 2 separate document folders.



- Tape 1 copy of “Sample Code Pack List” (with document folder) on the top of the collection box.



9. After completing Step 8, tape only one side of the second copy of “Sample Code Pack List” (with document folder) on top of the first copy of “Sample Code Pack List”.



C Handling of the Unused Testing Kits

1. Please do not dispose the testing kits left unused or put them inside the collection box.



2. Place each unused specimen collection testing kit into the large plastic bag provided and return to the testing contractor on the collection date.

