



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:

29 March 2021

To: Supervisors / Principals of all Secondary Schools, Primary Schools, Special Schools, Schools offering Non-Local Curriculum, Kindergartens and Kindergarten-cum-Child Care Centres and Private Schools offering Non-Formal Curriculum

Dear Supervisor / Principal,

Class Arrangements for Schools after Easter Holidays

The Education Bureau (EDB) has been, as far as the epidemic situation allows, progressively increasing the time for face-to-face classes in a pragmatic, gradual and orderly manner. We strive to strike a balance between meeting the learning needs of students and preventing and fighting the epidemic, with a view to providing students with as many opportunities for on-campus learning as possible. In this regard, after taking into account the latest development of the epidemic, advice of health experts and the preparedness of schools, the EDB announced on 26 March 2021 that all kindergartens (KGs), primary and secondary schools (including special schools and schools offering non-local curriculum) as well as schools offering non-formal curriculum (commonly known as 'tutorial schools') (PSNFCs) should be allowed to arrange more students to return to campuses on a half-day basis in accordance with school-based circumstances after the schools' Easter holidays, with the number of students capped at two-thirds of the schools' total number of students.

Overall Face-to-Face Class Arrangements

We hope that schools would arrange students of different levels to take turns to return to campuses for face-to-face classes as far as possible. This way all students will have the opportunity to have on-campus schooling, receive education through face-

to-face classes, and have interaction with other students to benefit their physical and psychosocial development. The related class arrangements are as follows:

- (i) secondary schools can arrange students from any individual level (including students from Secondary 1 to Secondary 6) to return to schools to attend face-to-face classes or take examinations for no more than half a day (either in the morning or in the afternoon). The upper population limit of students to return to a school for each session is capped at two-thirds of the school's total number of students. To avoid infection risk that will arise if students eat out, schools cannot arrange the same class level of students to attend face-to-face classes or take examinations for an entire day. In other words, students attending morning and afternoon sessions must be from different class levels;
- (ii) primary schools can arrange students from any individual level (including students from Primary 1 to Primary 6) to return to schools in the morning to attend face-to-face classes or take examinations for no more than half a day. Schools should not arrange learning or other activities for students of any level for the rest of the day. The upper population limit of students to return to a school each session should be capped at two-thirds of the school's total number of students;
- (iii) KGs with morning or afternoon sessions can arrange students to return to schools in the morning or in the afternoon respectively. For KGs whole-day sessions, they can arrange students to return to schools in the morning or in the afternoon to attend face-to-face classes for no more than half a day. KGs should not arrange learning or other activities for the same batch of students for the other half of the day outside the school time. The upper population limit of students to return to a school for each session should be capped at two-thirds of the total number of students of each session in the school;
- (iv) special schools should, in principle, make reference to the arrangements of ordinary schools. The diverse needs and situations of individual students will be taken into account in deciding the detailed arrangements; and
- (v) PSNFCs can arrange a certain number of students to return to schools to attend face-to-face classes for not more than half a day. The upper population limit of students to return to a school for face-to-face classes at the same time slot should be capped at two-thirds of the school's maximum permitted capacity.

Further Option for Individual Schools

In accordance with the existing arrangements, for an individual school that can arrange for all its teachers and staff to take regular virus tests, the EDB will, taking into account the school's actual situation, consider allowing the school to arrange whole-school resumption of half-day face-to-face classes. This scheme will continue and schools can refer to the letter issued on 5 February 2021 for details. In addition, the Government has launched the COVID-19 Vaccination Programme and we consider

that vaccination can provide effective protection to guard against the infection of COVID-19. To encourage members of the public to get vaccinated as early as possible, the Government will gradually take into account the completion of vaccination (i.e. 14 days after receiving the second dose of COVID-19 vaccine) in the consideration of the various anti-epidemic policies. In accordance with this, regarding teachers and school staff of an individual school who have received two doses of COVID-19 vaccine, after 14 days of their receiving the second dose of COVID-19 vaccine, these teachers and school staff concerned could be exempted from the regular virus tests under the aforementioned further option scheme (i.e. the virus test that has to be completed 14 days before the full resumption of half-day face-to-face classes and the regular virus tests to be conducted once in every 14-day cycle). A school that wishes to participate in the further option scheme should complete the enclosed Annex and return the same to the respective School Development Section / Joint Office for Kindergartens and Child Care Centres. Schools that have already submitted applications are not required to submit fresh applications. Schools are reminded to properly maintain the related records of virus tests / vaccinations.

The Government is providing multiple locations and modes to facilitate members of the public to take virus tests, and the fees for testing services at the Community Testing Centres for teachers and staff are waived. For details, please refer to the letter issued by the EDB on 11 February 2021. Any school (including schools that have already participated in or intend to participate in the further option scheme) which encounters genuine difficulties in obtaining adequate COVID-19 testing kits for its teachers and school staff can contact the respective School Development Section / Joint Office for Kindergartens and Child Care Centre. The EDB will offer assistance to these schools as far as practicable.

Activity Arrangements during Easter Holidays

The EDB strongly advises that teachers, staff and students should avoid going out, having crowd gatherings and social contacts as well as dining out during the Easter holidays. Given that the epidemic situation of COVID-19 remains unstable around the world, teachers, staff and students should avoid all non-essential trips outside Hong Kong. In this connection, we remind schools that they should explain their school-based arrangements regarding overseas trips during the school's Easter holidays to their teachers and staff (including the situation if a teacher or staff member is unable to return to Hong Kong to perform duties after the scheduled Easter holidays). Such arrangements should be in compliance with the Education Ordinance, Education Regulations, Employment Ordinance as well as provisions and procedures set out in the Codes of Aid and guidelines issued by the EDB.

COVID-19 Vaccination Programme Arrangements

The EDB issued a letter titled "COVID-19 Vaccination Programme Arrangements for Teachers and School Staff" on 10 March 2021, stipulating that teachers and school staff are included as priority groups to receive COVID-19 vaccines. Schools are invited to remind all teachers and school staff of their eligibility for priority

vaccination, and encourage them to get vaccinated to protect themselves, their families and the Hong Kong community as a whole.

Schools should make flexible arrangements for their teachers and school staff to take vaccines as long as school operation is not affected. For example, schools can put in place flexible working hours, or allow teachers and school staff to be absent from the schools for vaccination during non-teaching hours. If teachers and school staff are feeling unwell after vaccination and are unable to work, the Incorporated Management Committees / School Management Committees concerned should, in accordance with the requirements under the Codes of Aid, Employment Ordinance, as well as the guidelines promulgated by the EDB from time to time, allow the teachers and school staff to take leave (including sick leave).

On-campus Health Measures

We urge schools to continue to put in place the preventive measures stipulated in the “Health Protection Measures for Schools” issued and updated from time to time by the EDB and the “Health Advice to Schools for the Prevention of COVID-19” issued by the Centre for Health Protection. Such measures include wearing masks all the time within school campuses, maintaining appropriate social distances, measuring temperatures of teachers and students at school entrances, etc. They are to safeguard the health of the teachers and students. Schools should also always keep the school environment clean and hygienic.

Administrative Arrangements

Schools should put in place the following administrative arrangements during the period before the full resumption of face-to-face classes and school activities:

- (i) Schools and boarding sections (if applicable) should remain open to take care of those students who have to go back to schools or boarding sections (if applicable) because of the lack of carers at home, and schools should maintain adequate social distances amongst students on campus. Schools should arrange staff to be on duty to handle school affairs, answer parents’ enquiries and take care of those students who have returned to schools. Schools should ensure that adequate and appropriate manpower is made available. Teachers and staff going back to schools should maintain adequate social distances and put in place all preventive measures. If more than one student has returned to a school, then the school should ensure the maintenance of appropriate social distances amongst the students;
- (ii) In order to minimise social contact and avoid crowd gatherings, schools at this stage should not organise mass events such as parents’ days, open days, campus visits, or speech days etc.; and
- (iii) Schools should activate the established school-based contingency plans (refer to EDBC No. 9/2015 for details), adopt contingency measures and make respective arrangements (including adjustments to activities inside and

outside schools, school bus services, etc.) before full resumption of face-to-face classes and school activities, and should keep close contact with the parents.

Yours sincerely,

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

(Dr Verena LAU)
for Secretary for Education

**Further Option for Resumption of
Face-to-Face Classes for Individual Schools**

To: _____ District School Development Section / Joint Office for Kindergartens
and Child Care Centres
[Fax no. : _____]

In accordance with the letter issued by the Education Bureau (EDB) on 29 March 2021, we hereby certify that all of our teachers and staff have fulfilled the requirements for full resumption of half-day face-to-face classes, including that all teachers and school staff have:

- (a) received two doses of COVID-19 vaccine, and such staff members have received the second doses of the vaccine for more than 14 days; or
- (b) undergone COVID-19 tests during the period between _____ (day) _____ (month) 2021 and _____ (day) _____ (month) 2021 (i.e., within 14 days before the target date for full resumption of half-day face-to-face classes) and obtained negative testing results. Thereafter, if teachers and staff are required to undergo and complete virus tests once in every 14-day cycle, the personnel concerned will duly observe this requirement. If the arrangements could not be made timely, our school will notify the EDB

With the endorsement of our Incorporated Management Committee (IMC)/School Management Committee (SMC)/KG Operator, our school plans to start whole-school resumption of half-day face-to-face classes from _____ (day) _____ (month) 2021 (_____) (day of the week (e.g. Mon)) in accordance with the requirements set out in the letter issued by the EDB on 29 March 2021. We have strictly observed the relevant health guidelines and put in place all necessary health protection measures to keep the school environment clean and hygienic. We have also been keeping parents and other stakeholders informed of the related arrangements.

All the contents of this document are true and complete to the best of my knowledge.

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|--|-------------------------|
| School Name: | School Chop (if any) |
| Name of Supervisor / Principal (in BLOCK letters): | |
| Signature of Supervisor / Principal: | |
| Date: | |
| Fax No.: | |

===== Reply Slip (For completion by the EDB) =====

**Further Option for Resumption of
Face-to-Face Classes for Individual Schools**

Dear Supervisor / Principal,

This is to acknowledge that the EDB has received your notification about the whole-school resumption of face-to-face classes on a half-day basis on the above-mentioned date.

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| [_____] District School Development Section/ Joint Office for Kindergartens and Child Care Centres |
| Name of School Development Officer / Services Officer (in BLOCK letters): |
| Signature of School Development Officer / Services Officer: |
| Date: |