



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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28 February 2022

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,

COVID-19 Vaccination Programme Facilitation Arrangements for Students Vaccination

As the recent epidemic situation remains severe, and vaccination is highly effective in preventing severe cases and fatalities from COVID-19, the Government has all along been striving to provide various measures to facilitate students, parents and the school staff to receive vaccination as early as possible.

Currently, schools can arrange COVID-19 vaccination for students through various means including arranging doctors on their own or through the Education Bureau (EDB) to match a doctor under the “Vaccination Subsidy Scheme (VSS) School Outreach” to provide outreach Sinovac vaccination services. For children aged 5 to 11 who choose to receive BioNTech vaccine, they have to receive vaccination at the Children Community Vaccination Centres, which have already been in operation. The Government also provides schools with booking and transportation services in order to arrange students to different Community Vaccination Centres (CVCs) or the designated Student Health Service Centres of the Department of Health; or arranges on-site vaccination through COVID-19 Mobile Vaccination Station etc. In addition, parents/guardians can also make appointments for their children for Sinovac vaccine through more than 1 000 private doctors or clinics that participate in the COVID-19 Vaccination Programme. For details, please refer to the letters to schools issued by

the EDB on 24 January 2022 and by the Civil Service Bureau (CSB) on 18 February 2022.

Besides, to further facilitate schools to arrange students to receive COVID-19 vaccines at CVCs through group booking, the Government decides to reserve quotas at the following three designated CVCs for group booking by schools so that schools can expedite the arrangement of vaccination for students. There will be 20 to 30 quotas for each time slot and schools can reserve more than one time slot. If there are many students to get vaccinated, schools may consider using other measures as mentioned above including the VSS School Outreach. At present, the CVCs which have reserved quotas for group booking by schools are listed as follows:

Name of the CVC	Vaccines provided	Target Group
Yuen Chau Kok Sports Centre in Sha Tin	BioNTech	Age 5-11
Tsuen Wan Sports Centre		
Hong Kong Central Library	Sinovac	Age 3 or above (may include students' parents and family members)

If schools plan to make group booking for vaccination at the above-mentioned CVCs from 9 March 2022 to 31 March 2022, please refer to the following procedures to make applications to CSB:

- a) Schools should adequately communicate with their stakeholders, including teachers and school staff, students, parents/guardians, and estimate the approximate number of participants to receive vaccination.
- b) After getting the estimated number of participants, schools should complete the school reply form (**Form A**) and return to “COVID-19 Vaccination Programme” at least 7 working days before the earliest proposed vaccination date of the first dose by email (cvp_school@csb.gov.hk). Schools should pay particular attention to the “Part C – Preference of vaccination dates of the first dose”, they can choose to accept the earliest vaccination dates assigned by CSB or indicate three choices of vaccination dates out of their preference for CSB’s arrangements. In case the preference date cannot be arranged and schools choose not to accept other assigned dates, schools are required to submit another application with three other choices.
- c) CSB will inform schools of the confirmed dates (not less than 7 working days from the date of notification to schools), time slots, the assigned CVC and the government contractors of coaches by e-mail. Schools have to

book coaches with the contractors on their own and provide the dates, time, routing and numbers of passengers. For details, please refer to following: https://www.edb.gov.hk/attachment/en/sch-admin/admin/about-sch/diseases-prevention/hiring%20of%20coaches_Eng.pdf .

- d) Schools should obtain the consent forms of the parents at least two working days before the confirmed vaccination date, and send the list of participants (**Form B**) to “COVID-19 Vaccination Programme” by email (cvp_school@csb.gov.hk) to confirm the number of participants.
- e) If schools fail to confirm the number of participants at least 2 working days before the vaccination date as given by the CSB, the quotas will be released for public use without further notification so as to maximise the use of public resources.
- f) Your attention is drawn that on the day of vaccination, students must have the original copies of consent forms signed by parents/guardians in order to receive vaccination.

Information such as the email template and consent forms of parents/guardians can be downloaded from the EDB website: (<https://www.edb.gov.hk/en/sch-admin/admin/about-sch/diseases-prevention/early-vaccination.html>).

For enquiries, please contact the respective Senior School Development Officers / Senior Services Officers (Joint Office for Kindergartens and Child Care Centres).

Yours sincerely,



(Dr Verena LAU)
for Secretary for Education