



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(SD/CT)/ADM/20/05/1(1)
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13 March 2008

To: Supervisors / Principals of all Kindergartens,
Kindergarten cum Child Care Centres, Primary and Special Schools

Dear Supervisor / Principal,

**Prevention of Spread of Influenza in Schools –
Advancement of Easter Holidays**

In order to prevent the spread of influenza in schools, the Education Bureau announced yesterday that all kindergartens, kindergarten cum child care centres, primary and special schools would have Easter Holiday from 13 to 28 March. Attached please find a sample letter for your delivery to parents.

The decision to advance the Easter Holiday is for prevention purpose. During the holidays, schools should implement the following arrangements:

- (i) to call off the activities scheduled to be held during the holidays;
- (ii) to keep the school premises open during the advancement period of school holidays, arrange teachers to handle school affairs and answer parents' enquiries, and look after students who have the need to return to schools;
- (iii) to clean and disinfect the whole school premises thoroughly;
- (iv) to set up an ad hoc crisis management team to establish measures and to coordinate and tackle all necessary arrangements;
- (v) to make appropriate arrangements for any examinations, tests, activities, school bus services, lunch provision, etc based on the own situation of individual schools;
- (vi) to provide learning support for students so as not to affect their learning progress; and
- (vii) to maintain close communication with parents. Parents should report to schools at once in case their children are confirmed to have been infected with influenza. Schools should immediately report the case to the Department of Health and the Education Bureau.

Principals of primary and special schools please note that except public holidays, the

holidays mentioned above should be deducted from the 90 holidays your schools originally planned. To ensure adequate learning time for students, schools should adjust their arrangement of summer holidays or other holidays so as to maintain no less than 190 active schools days for whole-day schools and 209 days for half-day schools. As for the arrangement details of the holiday adjustment, schools should consult with teachers and parents and obtain the consent of the School Management Committee / Incorporation Management Committee.

Schools should clean the premises thoroughly during the holidays. To keep the premises in a good hygienic condition, schools should use diluted household bleach (ratio of 1:99, i.e. 1 part of 5.25% hypochlorite solution to 99 parts of water) to clean all objects and equipment, door handles and lift buttons. Doors and windows should be washed regularly. Equipment in toilet and underground water pipe should be kept in good condition. Cleansing soap, disposable towel and hand dryer should be provided. To maintain good ventilation, windows should be kept open and/or the air-conditioning system well maintained, and the exhaust fans should always be turned on.

Schools are required to follow the guidelines from the Department of Health and the Circular Memorandum issued by the Education Bureau on 6 March 2008 to take appropriate preventive measures. Schools should also keep close communication with their respective Senior School Development Officers / Pre-primary Services Officers.

For enquiries or assistance, please contact our Regional Education Offices / Joint Office for Pre-primary Services.

Yours sincerely,

Mrs Michelle WONG
for Secretary for Education

Letter to Parents**(Schools may adapt the contents according to own situations)**

Dear Parents,

To minimize the spread of influenza within schools, the Education Bureau announced that the Easter Holiday for all primary schools, kindergartens and kindergarten cum child care centres would be advanced to start from 13 March. The arrangements of our school are as follows:

1. The Easter Holiday for our school is from 13 March (Thursday) to 28 March (Friday) 2008. Public Holiday is also included in the period mentioned.
2. To meet practical needs during the holidays, we will arrange staff to administer school affairs and answer parents' enquiries, as well as clean up and disinfect the school premises. For parents who would arrange their children to be looked after in school, please let your children wear face-mask and proper uniform. As the school bus service and lunch provision will be suspended, parents have to make their own proper arrangement in this respect.
3. During the holidays, parents should note the following measures to prevent your children from being infected as far as possible:
 - To maintain good personal hygiene and wash hands after sneezing or coughing;
 - To maintain good household ventilation;
 - To build up good body immunity by having a proper diet, regular exercise and adequate rest;
 - To avoid visiting crowded places with poor ventilation
4. The examination/quiz/activities originally scheduled to be held during this period will be rearranged. Details will be announced in due course.
5. To alleviate the impact on the learning of students, we have already prepared learning and reading materials for them during this period. For details, please visit our school website (<http://XXXXXXXXXXXXXXXXXX>).
6. During the holidays, parents are requested to report to our teacher, Mr/Ms xxx (Tel no. xxxx xxxx), immediately in case their children are suspected to have been infected by influenza. We will then notify the Department of Health and the Education Bureau.
7. We enclose herewith the telephone list of our school and relevant Government Departments for your easy reference. If you have any enquiries, please feel free to contact us.

Yours sincerely,

*(Signature)**School Supervisor/Principal*