



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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5 May 2020

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

Dear Supervisor / Principal,

**Arrangements of Class Resumption in Phases for All Schools**

In light of the outbreak of Coronavirus Disease 2019 (COVID-19), all schools (including kindergartens, primary schools, secondary schools, special schools and private schools offering non-formal curriculum) have not had formal classes since the Chinese New Year holidays. Recently, the epidemic situation has shown signs of easing. Having regard to the advice of health experts and views of schools, the Education Bureau (EDB) considers that schools in Hong Kong can resume classes by phases in a gradual and orderly manner. To minimise the risk of infection and facilitate schools' cleaning of their premises, all schools, in principle, should only provide half-day classes. Private schools offering non-local curriculum may start resuming their primary and secondary classes by phases starting from 20 May 2020. These schools are required to submit their respective class resumption plans to the Education Bureau (EDB) and issues to be covered in the plan are at Annex 1.

**Precautionary Measures**

Schools should ensure that adequate preventive measures have been

implemented before resumption of classes. For environmental hygiene, schools should thoroughly clean and disinfect the school premises and, in particular, pay attention to the sanitary condition of classrooms, special rooms, toilets and tuck shop/canteen (if any). Schools should remind staff and students to maintain good personal hygiene, including reminding them of the importance of proper hand washing and wearing of masks. School should post health education information and teaching materials of COVID-19 (e.g., hand hygiene, cough etiquette) in conspicuous places to heighten the vigilance of staff and students. These publicity materials can be obtained from the website of the Centre for Health Protection (CHP) of the Department of Health (DH) (CHP's website>resources>e-Resources>Communicable Diseases>Coronavirus Disease 2019).

Schools should request parents to check their children's temperature before going to school. Temperature record sheets should be signed and returned to school. Schools should also request all staff to check temperature before going to school. If they have a fever or respiratory symptoms, they must not return to school. At the school entrance, schools should check the body temperature of staff, students, parents, and visitors. If students are found having fever or respiratory symptoms, schools should inform their parents or guardians as soon as possible so the students can receive medical treatment at once. Schools should also remind parents to prepare masks for their own children. All personnel, including staff, students, parents and visitors, must wear masks when they are in the school premises or taking school buses, school private light bus or other public transport vehicles. Schools should seek the assistance of school bus and school private light bus operators to enforce the mask-wearing requirement on board the vehicles.

### **Lessons and Timetable Arrangement**

To minimise the risk of infection, schools should ensure a proper social distance between students in periods such as their 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 a 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 a proper physical distance among students. In addition, to avoid crowd gathering at school entrance or playground, 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 have their recess time in different batches.



## **Care for Students**

On the first day of class resumption, it is advisable for class teachers to obtain from their students information on how the latter had spent the class suspension period and pay attention to the health of students as well as that of their family members. Class teachers can draw up class health rules together with their students and remind students to observe personal hygiene. Students should also be taught how to wear a mask correctly and wash their hands properly, and be reminded that they should not go to school if they are feeling unwell. Besides, as students are mostly home bound during the class suspension and have had few social activities, it will take time to rebuild their daily routine. Some students maybe more vulnerable to negative emotion and stress during such period. As such, counselling teachers, school social workers and class teachers should pay attention to emotional and behavior changes of their students, and provide suitable emotional support when necessary.

## **Reporting Confirmed Cases of Infection**

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

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

## **Preparation Works**

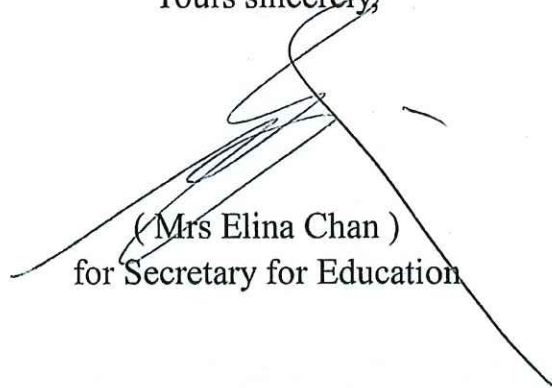
To assist schools to prepare for class resumption, the EDB is formulating “Guidelines on Class Resumption under the COVID-19”. These guidelines will soon be uploaded to the EDB’s website for school reference: EDB’s website > School Administration and Management > Administration > About School > Prevention of Communicable Diseases in Schools > Guidelines on Prevention of Communicable Diseases > Guidelines on Class Resumption under the COVID-19. For the sake of safeguarding the health of students, schools should follow the guidelines.

Schools should issue a letter to parents informing them of the relevant arrangements prior to class resumption, as well as reminding them to pay close attention to the health condition of their children. Parents are also required to

declare the health status of their children. Schools may make reference to the letter 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). Submission of the plan should be made by **15 May 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,



(Mrs Elina Chan )  
for Secretary for Education

## Class Resumption Arrangements 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 to be issued. These schools will be allowed the flexibility to resume class from 20 May onwards, and are required to submit class resumption plan to the Education Bureau (EDB) covering the aspects set out below:-

### A. Class resumption timetable

Class resumption may start from 20 May 2020 in two to three phases. Schools operating both primary and secondary levels may resume classes in three batches, whilst those operating primary or secondary level only may resume classes in two batches. Each phase should be reasonably spaced out by at least a few school days apart. Schools may customise class resumption timetable having regard to individual circumstances and school-based considerations. The following timetables are provided as examples –

#### Schools operating both primary and secondary levels

Phase 1	–	20 May
Phase 2	–	25/27 May
Phase 3	–	1 June

#### Schools with only primary / secondary levels

Phase 1	–	20 May
Phase 2	–	25/27 May

As for pre-primary classes, in view of a higher risk of cross infection due to the very young age of the students and their relatively weak ability in self-care, classes shall continue to be suspended until further notice.

### 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) 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 EDB's approval by indicating in their class resumption plans and clearly set out their proposed luncheon arrangements, including but not limited to –

- (i) approximate floor space of canteen(s) available for use by students;
- (ii) number of students to be using the canteen(s);
- (iii) proposed distancing and precautionary measures to be adopted; and
- (iv) cleaning and disinfection arrangements of catering facilities and utensils.

**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). Submission of the plan should be made by **15 May 2020**.

(School Name)  
**Coronavirus Disease 2019**  
**Arrangement for Class Resumption**  
 (Schools may adapt the content according to the school situation)

<Date>

Dear Parents,

1. The Education Bureau (EDB) announced that school in Hong Kong can resume classes in a gradual and orderly manner. Classes in our school will resume according to the following schedule:

<u>Class Level</u>	<u>Date of class resumption</u>	<u>Start Time</u>	<u>Leave Time</u>
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2. During the class suspension period, our school has thoroughly cleaned and disinfected the school premises. We have urged all staff members, including tuck shop workers, school bus drivers, nanny and nanny van drivers to step up precautionary measures to maintain personal hygiene and environmental hygiene of the school. Besides, we will also request all the staff who have contacts with our students, including drivers and workers of school bus and nanny vans, to take their temperature before going to school. If they have fever, they must not return to school.
3. We will maintain the environmental hygiene of our school premises as far as we can to safeguard the health of our students. We hope that, after class resumption, students can return to the school and enjoy their learning in a safe environment. However, we are mindful of the rapidly changing nature of the COVID-19 pandemic, schools will keep in view the latest development, and parents should pay close attention to any latest announcements of our school as well as the EDB.
4. Cooperation from parents and students are important for us to maintain a clean and safe environment. We call on your support to step up environmental hygiene in the household, and, on top of that, implement the following measures strictly:
  - 4.1 Pay attention to the health condition of your child. He/She should stay away from school and see a doctor immediately if symptom, especially fever, is detected.
  - 4.2 Take your child's temperature before he/ she goes to school every day. Fill in the record sheet (Proforma A) and sign your name on it. Your child should return the completed sheet to us daily.
  - 4.3 To prevent infection, please ask your child to wear a mask (also applicable when taking school buses, nanny vans or other transportations) and bring tissue paper to school every day.
  - 4.4 To keep teachers' informed of the health condition of students, please

complete Proforma B to provide us with the following information:

- (a) travel history of your child outside Hong Kong in the past 14 days;
- (b) whether your child has confirmed infection of COVID-19;
- (c) the health status of those taking care of your child, or those living with your child;
- (d) the current health status of your child.

Please return the Proforma on or before the first day of class resumption. For those who have contracted the virus and have recovered, if they are still within the 14-day quarantine period, they must not go to school.

4.5 After the resumption of classes, you are requested to notify our teacher, Mr/Ms <Name of Teacher> at <Telephone number> immediately in case of any of the following situations, to facilitate our prompt action in taking contingency measures and informing the EDB:

- (a) your child has been confirmed infection of COVID-19; or
- (b) your child has been classified as “close contact of an infected person” with COVID-19\*

- 5. The examination/ quiz/activities originally scheduled during the class suspension period will be postponed to \_\_\_\_\_(date)/ cancelled.
- 6. With concerted efforts contributed by different parties, we look forward to overcoming the adversities of the pandemic so that students, teachers and parents can resume normal living and healthy life.

(Principal's Signature)  
(Name of Principal)  
Principal

\*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.



1. Parents/Guardians should take their children's temperature before going to school. For normal body temperature range, please refer to the "Reference Range for Temperature Screening" in the "Guidance Note on Monitoring of Body Temperature" by the Centre for Health Protection, Please browse

When the student has fever, he/she should not attend school and should consult a doctor promptly, apply for sick leave, stay at home and take rest.

- Name of student : \_\_\_\_\_ Class : \_\_\_\_\_ Class no. : \_\_\_\_\_ Month : \_\_\_\_\_

[illegible]

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 to class resumption

☐ My child has paid visit outside Hong Kong in the past 14 days prior to class resumption

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.