

**Prevention of Coronavirus Disease 2019 (COVID-19)
Health Protection Measures for Schools
(applicable during periods when face-to-face classes
are held in the 2021/22 school year)**

- 1 Civic Education**
- 2 Parents' Participation**
- 3 Precautionary Measures**
 - 3.1 General Principles**
 - 3.2 Environmental Hygiene**
 - 3.2.1 School Premises**
 - 3.2.2 Hygiene and Seating Arrangements of School Buses and School Private Light Buses**
 - 3.3 Personal Hygiene**
 - 3.3.1 Proper Hand Hygiene**
 - 3.3.2 Proper Use of Masks**
 - 3.3.3 Monitoring Body Temperature**
- 4 Learning Arrangements for Face-to-Face Classes**
 - 4.1 Arrangements concerning Timetables and Seats**
 - 4.2 Arrangements of Recess, Snacks and Luncheons**
 - 4.3 Nap Arrangements for Kindergartens**
 - 4.4 Points to Note for Specific Subjects in Secondary and Primary Schools**
 - 4.5 Arrangements of Assemblies/ Activities**

- 4.6 Arrangements of Examinations, Tests and Assessments**
- 5 Identification and Reporting of Suspected Cases of COVID-19**
 - 5.1 Early Identification**
 - 5.2 Reporting of Cases**
 - 5.3 When a Confirmed Case /a Preliminary Tested Positive Case of COVID-19 is Found in Schools**
 - 5.3.1 Contingency Measures for Schools**
 - 5.3.2 Cleansing and Disinfection of School Premises**
 - 5.3.3 Leave Arrangements for Staff**
 - 5.4 When a Close Contact of an Infected Person with COVID-19 or a Household Member of a Close Contact is Found in Schools**
 - 5.4.1 Contingency Measures for Schools**
 - 5.4.2 Leave Arrangements for Staff**
 - 5.4.3 Informing Parents**
 - 5.5 When a “Person Subject to Compulsory Testing” is Found in Schools**
 - 5.6 Emotional Support**
 - 5.7 Centre for Health Protection’s Advice and Guidelines on Individual Cases**
- 6 Support and Enquiries**
 - 6.1 Department of Health**
 - 6.2 Education Bureau**

Annex

- 1 Health Advice to Schools for the Prevention of Coronavirus Disease (COVID-19)**
- 2 Health Advice on Prevention of Coronavirus Disease (COVID-19) for Drivers, Crews and Operational Staff of Public Transport**
- 3 Proper Hand Hygiene**
- 4 Proper Use of Mask**
- 5 Temperature Record Sheet**
- 6 Guidance Note on Monitoring of Body Temperature**
- 7 Food Safety and Hygiene Advisory for Food Premises on the Prevention of COVID-19**
- 8 Precautions for Food Delivery Agents on the Prevention of COVID-19**
- 9 Notification for Confirmed Cases / Preliminary Tested Positive Cases of COVID-19 / Close Contacts of COVID-19 (Sample letter to all parents)**
- 10 Providing Emotional Support to Students amid the Epidemic**

1. Civic Education

- Schools should explain to all staff (including staff of boarding section, if applicable) and students the importance of personal hygiene in preventing the spread of Coronavirus disease 2019 (COVID-19), stating the serious consequences of the spread of COVID-19 to the community and the whole territory. Also, schools should emphasise that everyone in the community has a responsibility for preventing the epidemic, and one should seek medical advice immediately when he/she feels physically unwell or detects suspected symptoms. In case of any confirmed infection of COVID-19, the concerned staff, students and/or their parents / persons living in the same household should NOT return to schools (including boarding section, applies to the text hereafter) and have to notify the schools immediately.
- To enhance students' knowledge and awareness of prevention of communicable diseases / COVID-19, schools could make use of the curriculum resources of the Education Bureau (EDB) (the relevant teaching materials can be downloaded from the webpage of Curriculum Development Institute (CDI) <https://www.edb.gov.hk/en/curriculum-development/resource-support/learning-teaching-resource-list/covid-19-klā-resource-lists/index.html>), school-based teaching materials, or resources provided by other organisations / online resources and suitably include the relevant topics in the related curriculum. Teachers could, based on their observation and understanding of actual situations and real cases, guide students to review and analyse the related issues, help them explore the topic of acceptance of one's social responsibility in adversities, and cultivate in them a positive attitude towards life and learning through diversified learning activities and modes. Schools can encourage students to embrace challenges and changes with courage and resilience, and remain positive and strong amid adversities.
- Besides, schools can make use of the chance to nurture students' spirit

of caring about oneself and others. Students should pay attention to personal hygiene to prevent infection in the epidemic. At the same time, they should try their best to help, care about and provide support to people who need assistance from others, for example, by sharing their surplus masks to those who have urgent needs, avoiding going to crowded places to protect the health of themselves and others, and supporting those emotionally affected by the epidemic, etc.

- Schools can exhibit health education materials on hand hygiene, cough etiquette and prevention of COVID-19 in conspicuous places. Relevant information can be downloaded from the website of the Centre for Health Protection (CHP) <https://www.chp.gov.hk/en/resources/464/102466.html#3>. Schools can set up notice boards for displaying information about local and global situations as well as statistics about COVID-19. On top of information and data, messages to encourage students to cope with the epidemic positively can be included. Inspiring stories and cases can be shared, and schools can offer opportunities for students to express their feelings and thoughts on the issue.

2. Parents' Participation

- Schools can share relevant information to parents via parent letters and electronic channels (e.g. school websites, Short Message Service (SMS), mobile applications and other online platforms). Schools may also distribute to parents leaflets or information provided by the Education Bureau (EDB) or other organisations, such as that about the hotlines and websites of Department of Health (DH) and EDB, and remind parents to stay vigilant to household and personal hygiene.
- Parents should urge their children to bring tissue paper and masks to schools, and take their children's body temperatures before they go to school every day. If parents would accompany their children to schools, parents should also take their own temperatures before leaving home.

Schools would request parents to provide information on students' health condition, including history of illness during the class suspension period, and to confirm if they have taken their children's body temperatures before they go to school.

- Schools should make an effort to explain to parents the symptoms of COVID-19 and urge them to be vigilant on their children's health conditions. If their children have fever, respiratory symptoms or sudden loss of taste or smell, etc., they should seek medical advice immediately and should not go to school. If their children are confirmed with COVID-19, parents should inform the school immediately. If the children are defined as close contacts of confirmed cases / preliminary tested positive cases or household members of close contacts, they should be put under quarantine / take COVID-19 tests as instructed by CHP, and should not return to schools and have to inform the schools immediately. If their children are defined as "persons subject to compulsory testing"¹, they must undergo virus tests during the specified period as instructed by CHP, and obtain a negative test result before returning to schools. For further information of "Compulsory Testing for Certain Persons", please visit the following website:

<https://www.coronavirus.gov.hk/eng/compulsory-testing.html>

- Schools should seriously advise parents not to allow their children to go to crowded places as far as possible. If students have been away from Hong Kong to overseas countries/regions, they should report to schools the time and places of their trips, and strictly follow the

¹ "Persons subject to compulsory testing" refer to persons in a situation in which the Government exercises the power under the Prevention and Control of Disease (Compulsory Testing for Certain Persons) Regulation (Cap. 599J) and publishes in the Gazette a compulsory testing notice, which requires those persons who have stayed in the specified areas to receive COVID-19 nucleic acid testing, including those staff and students who are residing in the restricted areas or specified premises, and those staff or students who have been present in the restricted areas/specified premises for more than two hours during the past 14 days.

quarantine instructions of DH. Schools should also pay particular attention to the health conditions of these students.

3. Precautionary Measures

3.1 General Principles

- Maintain appropriate social distance with other people, avoid going to crowded **or staying in poorly ventilated** places;
- Maintain good personal hygiene, perform hand hygiene properly and avoid touching eyes, noses and mouths;
- Maintain good environmental hygiene by frequent cleaning and disinfection;
- Maintain healthy life style, keep strong, and strengthen the immune system;
- If having fever or respiratory symptoms, avoid going to crowded places and seek medical advice immediately.

3.2 Environmental Hygiene

3.2.1 School Premises

- School premises (including boarding section, if applicable) including frequently used classrooms, special rooms, tuck shops/canteens (if any), toilets, etc., should be frequently cleaned and disinfected to ensure their cleanliness and hygiene. To disinfect the school premises, first use 1 in 99 diluted household bleach (mixing 1 part of household bleach containing 5.25% sodium hypochlorite with 99 parts of water) to wipe, leave for 15-30 minutes, and then rinse with water and wipe dry. For metallic surfaces, disinfect with 70% alcohol. For schools with boarding section, a cleansing timetable should be prepared and staff should pay special attention to frequently touched utilities such as door handles, elevator buttons etc. Schools should ensure that there are

sufficient masks, gloves, 70-80% alcohol-based hand sanitisers, household bleaches and thermometers in the dormitory.

- To prevent the spread of COVID-19 in schools, CHP advises schools not to use drinking fountains. Schools should close all drinking fountains on campuses.
- Schools should maintain good indoor ventilation. Doors/windows of school halls, classrooms and special rooms should be kept open as appropriate to increase flow of fresh air. If fans (e.g. wall, circulating or exhaust fans) are used in indoor areas, exchange of outdoor air should be increased at the same time by, say, opening windows or maximizing fresh air intake of air conditioners. Schools should minimise as far as possible having air blowing directly from one person (or a group of people) to another. If air-conditioning systems are used, schools should open windows from time to time to ensure there is sufficient fresh air supply, and should ensure that the air-conditioning systems function normally. The dust-filters should be cleaned regularly. School should also ensure that exhaust fans are located on the different walls / far from the air conditioners to reduce the risk of drawing back the exhausted air into the indoor areas. The ventilation inlets or outlets must not be obstructed.
- Objects and equipment frequently touched by students (such as computer keyboards, mouse devices and mobile computing devices, etc.), toys, shared objects and floor surfaces, should be cleaned and disinfected at least twice a day with 1 in 99 diluted household bleach, or with 70% alcohol for the metallic surfaces. Objects used by young children should be soaked regularly in diluted household bleach, then rinse with water and wiped dry.
- Liquid soap and disposable paper towels should be provided at places where there are handwashing facilities, e.g. toilets, kitchens, pantries, tuck shops, canteens, art rooms, home economics rooms and other

activity rooms. 70-80% alcohol-based hand sanitisers should be provided in places where handwashing facilities are not available, e.g. entrances of school and individual floor of school buildings.

- Schools should keep toilets clean and dry and provide adequate hand washing facilities including liquid soap, disposable paper towels and lidded rubbish bins. Besides, schools should ensure that the flushing system of the toilets are in proper function at all times, and that users keep toilet lids closed when flushing. For cases where there are no lids for the toilets (such as squat toilets), it is suggested that schools should reduce the amount of objects stored inside the concerned toilet compartments **to ensure that the ventilation facilities (e.g. exhaust fans) function normally and to maintain good ventilation.** Schools should also disinfect such toilets with 1 in 49 diluted household bleach regularly, and consider installing lids for the toilets or replace the squat toilets with seating toilets. Students should avoid using toilets without lids for defecation. Schools should not alter the drains and pipes without prior authorization, and should pour about half a liter of water into each drain outlet once a week.
- Schools can make reference to CHP’s guidelines, **“Health Advice to Schools for the Prevention of Coronavirus Disease (COVID-19)” (Annex 1).**
- When school premises are contaminated by blood, secretions, vomitus or excreta spillage, use forceps to hold strong absorbent disposable paper towels to wipe them away, then disinfect the surface and the neighbouring area with 1 in 4 diluted household bleach (mixing 1 part of household bleach containing 5.25% sodium hypochlorite with 4 parts of water), leave for 10 minutes, rinse with water and wipe dry afterwards. For metallic surfaces, disinfect with 70% alcohol. Each cleaning staff should wear appropriate Personal Protective Equipment (PPE), including a mask, gloves, a disposable gown, eye protection and

a cap (used when necessary). After the cleansing procedure, staff should carefully dispose the wastes, take off and handle the PPE and perform hand hygiene procedures. Schools can make reference to CHP's guidelines, "**Health Advice to Schools for the Prevention of Coronavirus Disease (COVID-19)**" (Annex 1).

3.2.2 Hygiene and Seating Arrangements of School Buses and School Private Light Buses

- Schools should also ensure that school bus compartments are clean and disinfected. The procedure is: first use 1 to 99 diluted household bleach to wipe, leave for 15-30 minutes, and then rinse with water and wipe dry. For metallic surfaces, disinfect with 70% alcohol. Special attention should be paid to the seats, handrails, seat belts and their locks as well as the gas ports.
- Maintain good ventilation in school bus compartments, ensure smooth operation of the air conditioning systems, and wash and check the filtering facilities and pipes regularly so as to ensure their proper operation. Ensure that there is sufficient supply of fresh air in school bus compartments, and open the windows if possible and safe.
- Drivers, nannies and students should wear masks properly before boarding and should not remove the masks during the journey. Schools should seek the assistance of school bus and school private light bus operators to enforce the mask-wearing requirement. Maximise the use of space in the school bus compartment in order to allow students to distance themselves by decentralised seating arrangements if feasible.
- To ensure the hygiene and safety of the school buses and school private light buses, schools should require the drivers and nannies to check their body temperatures before going to work. Anyone having fever should not get on board and drive, and should inform the schools and parents immediately for alternate arrangement. Besides, nannies should take

the body temperatures of students before getting on board as far as practicable.

- When the school bus driver, school private light bus driver or nanny is found to be a confirmed case or a preliminary tested positive case of COVID-19 or a close contact or a household member of a close contact of COVID-19, he/she will receive medical treatments / be put under quarantine / undergo COVID-19 test. He/she must not go to work and should inform the schools in person or through the service providers immediately. If he/she is defined as a “person subject to compulsory testing”, he/she must undergo virus tests during the specified period as instructed by CHP, and obtain a negative test result before returning to work.
- Schools and the school bus service providers can make reference to CHP’s guidelines, **“Health Advice on Prevention of Coronavirus Disease (COVID-19) for Drivers, Crews and Operational Staff for Public Transport” (Annex 2)**, and distribute the document to all school bus drivers, school private light bus drivers and nannies. They should strictly follow the health advice.

3.3 Personal Hygiene

- Schools should remind staff and students to take good care of personal hygiene. Whenever coughing or sneezing, students should use tissue paper to cover their mouth and nose. They should dispose soiled tissue paper in lidded rubbish bins properly and wash hands thoroughly with liquid soap and water. If staff and students have fever, respiratory symptoms, or sudden loss of taste or smell, they must wear masks and should not return to work or school, avoid going to crowded places and seek medical advice immediately.
- Schools should post notices to urge staff and students to wash their

hands with liquid soap. To prevent infection, schools are reminded not to provide shared towels for using. In order to increase the capacity of schools to step up cleaning and disinfection of school premises, and provide students, especially young children, with sufficient time for hand washing, schools may consider adjusting their originally scheduled time-table or extending the recess time whenever necessary.

- Schools may make reference to CHP’s guidelines, “**Health Advice to Schools for the Prevention of Coronavirus Disease (COVID-19)**” (**Annex 1**), and remind the staff and students to pay attention to the following practices of personal hygiene:

3.3.1 Proper Hand Hygiene

- Hand hygiene procedures should be performed properly before touching eyes, noses or mouths, before eating, after using the toilets and touching public facilities such as escalator handrails, elevator control panels, door knobs, or when hands are contaminated by secretion of respiratory tract (e.g. after coughing or sneezing). When hands are visibly soiled, liquid soap with water should be used to wash hands. If hands are not visibly soiled, performing hand hygiene procedures with 70-80% alcohol-based hand sanitisers is also an effective alternative. For methods and steps on performing hand hygiene procedures, schools can make reference to CHP’s guidelines, “**Proper Hand Hygiene**” (**Annex 3**).

3.3.2 Proper Use of Masks

- In general, staff and students must wear masks at all time in school premises, on vehicles and in crowded environments to minimise the risk of viral transmission. Wearing masks is particularly important for those staff and students who are sick, have just undergone quarantine or under observed medical surveillance. If students cannot wear masks due to own physical conditions or other reasons, schools can adopt other preventive measures, such as requiring the students to wear face shields

or “anti-droplet hats with face shield”. Nevertheless, in light of safety reasons, staff and students with breathing difficulties or requiring special assistance to remove masks are not advised to wear masks inside the school campus or when having school activities. For the proper way of using masks, schools can make reference to CHP’s guidelines, **“Proper Use of Mask” (Annex 4)**.

- DH does not recommend the use of N95 respirators, as the major transmission route of COVID-19 is mainly by droplets or contacts which can be protected from wearing masks. Special training is required for proper wearing and removal of N95 respirators. If such respirators are not used properly, the infective risk may increase due to inadequate protection and contamination.

3.3.3 Monitoring Body Temperature

- Schools should require parents to ensure that their children have taken their body temperatures before returning to schools, and to bring the **“Temperature Record Sheet” (Annex 5)** signed by parents back to schools. When students return to schools every day, schools should monitor their body temperature upon entry to the school premises in order to identify students who are having fever.
- Schools can make reference to CHP’s guidelines, **“Health Advice to Schools for the Prevention of Coronavirus Disease (COVID-19)” (Annex 1)**.
- The body temperatures of individuals may vary with age, activity amount and physical conditions. Proper measurement of body temperatures is therefore important to accurately assess whether staff or students are having fever. For parents/schools measuring temperatures for their children/students, and staff measuring temperatures for themselves, they can make reference to CHP’s guidelines, **“Guidelines Note on Monitoring Body Temperature”**

(Annex 6). Schools can distribute the guidelines for parents' reference.

- Staff who take temperatures for students should take all necessary preventive measures and wear masks. Schools should not arrange pregnant staff to take temperature for students. Moreover, schools should require all staff to check their body temperature before returning to schools. If they have fever, they must not return to schools.

4. Learning Arrangements for Face-to-Face Classes

- Taking into account of the epidemic development, the EDB from time to time refines the following precautionary measures and points to note, including luncheon arrangements and the organisation of different large-scale events (for example, swimming galas, sports days, parents' days, or speech days etc.). Schools should observe the instructions set out in the EDB's letters and put in place appropriate learning and administrative arrangements in the light of different circumstances.

4.1 Arrangements concerning Timetables and Seats

(i) Secondary and Primary Schools

- Schools should strictly put in place all the anti-epidemic preventive measures, including checking of body temperature, wearing of masks for staff and students at all times, maintaining appropriate social distance, avoiding crowd gatherings and ensuring the school premises are clean and hygienic. These measures can enable students to learn in a safe environment. For details, please refer to the guidelines issued by the CHP "**Health Advice to Schools for the Prevention of Coronavirus Disease (COVID-19)**" (Annex 1).
- Schools should avoid crowd gathering of students at school entrances. If possible, schools can arrange students to return to and leave schools

by batches, for example, by class or level to reduce the flow of people within the same duration of time.

- Schools should also divide students to use shared facilities, such as special rooms, libraries, chapels, music rooms and computer rooms, etc., by batches in order to prevent crowd gathering of students of various levels.
- For classrooms of primary and secondary schools, in principle, schools should arrange students to sit in single rows with a “face-to-back” setting, and teachers should teach students who are facing one direction. Desks set side-by-side in the classrooms in double rows should be rearranged to single rows. Schools should also maximise the use of space in classrooms to ensure proper physical distances among students. If sitting in groups is unavoidable due to special circumstances, school should maximise the use of space in classrooms, a distance of at least one metre should be kept between any two students. Schools should also consider installing partitions.

(ii) Kindergartens

- Kindergartens (KGs) should avoid crowd gathering of parents or students at school entrances. If possible, schools can arrange students to return to and leave schools by batches.
- During half-day resumption of face-to-face classes, a KG should not arrange whole-school learning or other activities on the half of the day after the half-day class is conducted. This is to avoid the same batch of students to stay at the school for whole day activities.
- If classroom situation allows, students keep a distance of at least one metre from one another. In case of space constraint and KGs cannot make such arrangement, they should fully utilise the classroom space to allow a proper physical distance among students as far as

practicable and to avoid close face-to-face setting.

- To facilitate cleansing and disinfecting work by school and to allow students to have sufficient time for hand-washing, KGs may adjust the originally scheduled school timetable, such as extending the break time or arranging students to have breaks by batches.
- KGs may flexibly arrange students to go to toilets and have snacks by batches under the supervision and assistance of staff. Toys, books, teaching aids, etc. should be regularly disinfected and replaced, and be placed in different corners to scatter the students when conducting learning activities so as to avoid crowd gathering.
- KGs should properly arrange venues and groupings as well as the design of activities according to school-specific circumstances so that students can safely engage in physical activities. During the activities, children should wear masks and maintain a certain distance between one another as far as practicable, and be reminded to avoid touching eyes, noses and mouths. They should wash hands before and after the activities. KGs should avoid activities that require touching a common object or sharing of facilities/equipment. If such activities are unavoidably held, KGs must disinfect the related items with diluted household bleach/alcohol after use.
- Teachers and children should wear masks during music activities, including singing. Children should avoid playing wind musical instruments to reduce the risk of viral transmission through droplets. KGs should also avoid children touching common musical instruments. If it is unavoidable, KGs should disinfect the equipment with diluted household bleach/alcohol in between uses.
- In case some students have to stay at school because of the lack of carers to look after them at home, KGs should arrange these students in other classrooms, put in place the necessary health protection measures, and arrange appropriate staff to take care of them.

4.2 Arrangements of Recesses, Snacks and Luncheons

(i) Secondary and Primary Schools

- Students should wear masks during recess times, and they should keep a proper social distance with other students in periods such as the recess times, when they are engaging in activities and when they are queueing up for toilets or at the tuck shops. Schools should maximise the use of physical space to maintain physical distances between students during recess times. Schools may consider arranging students to have recess by batches by different class levels, so as to avoid overcrowding in playgrounds and common areas.
- During whole-day resumption of face-to-face classes, if schools arrange luncheons for students within the school campus, a better alternative is for schools to make arrangements for students to have individually packed lunchboxes offered by lunch suppliers / operators of catering outlets, and students should have luncheons under the supervision of teachers / staff. Schools should also ensure that the distribution of seats and partition facilities, etc. of the canteens and luncheon venues comply with the health protection requirements.
- Schools should install partitions and students should keep proper distances with one another and face one direction (avoid eating when sitting face-to-face). Schools can, taking into account their school-based circumstances, schedule students to have luncheons by batches so as to reduce the number of students staying in canteens/eating places at the same time. If different batches of students have luncheons in a particular venue at different time slots, schools should thoroughly clean and disinfect the venue in between each use.
- Schools should pay attention to the size of the partitions. The partitions should be large enough to effectively prevent the splash of

respiratory droplets or vomitus when a student eats on his or her own seat. They should be made by materials which can be easily cleaned and disinfected and can withstand 1 in 49 diluted household bleach or 70% alcohol. The partitions should be cleaned and disinfected after each meal. Apart from effectiveness in infection control, schools should make sure that the partitions are installed properly.

- Schools should remind lunch suppliers / operators of catering outlets to observe **“Food Safety and Hygiene Advisory for Food Premises on the Prevention of COVID-19” (Annex 7)** and **“Precautions for Food Delivery Agents on the Prevention of COVID-19” (Annex 8)** issued by the Food and Environmental Hygiene Department.
- In principle, schools should not arrange activities which require students to take off their masks in principle. If it is necessary for students to have snacks or drink water, or luncheons during whole-day resumption of face-to-face classes, schools should remind students to refrain from talking when their masks are taken off. The masks should be kept properly and students should put their masks back on immediately after eating or drinking. Students should not share tableware, food, or drinks.
- Some of the special school students may need intensive medical care. When staff assist children to eat during meals, they should take additional preventive measures by wearing masks and goggles/face shields to protect their mouths, noses and eyes as necessary, in order to avoid contamination by droplets when children sneeze/cough during meals.
- Schools (including boarding sections of special schools) are advised to make reference to **“Food Safety Advice on Prevention of COVID-19 and FAQs”** of the Food and Environmental Hygiene Department when preparing snacks and luncheons for children:

https://www.cfs.gov.hk/english/whatsnew/files/Food_Safety_Advice_on_Prevention_of_COVID-19_and_FAQs_rev_20200228.pdf

- If schools cannot arrange students to have luncheons within the school campuses, they may consider allowing their students to eat out. Students must be reminded to strictly observe the social distancing measures and other health precautionary measures as stipulated in the Prevention and Control of Disease Ordinance.

(ii) Kindergartens

- KGs should flexibly adjust arrangement of toilet time to avoid crowd gathering.
- If some students have to stay at school for the whole day due to the lack of carers at home, parents should prepare snacks and luncheons for their children and provide them with their own tableware. Schools should keep the premises clean and arrange appropriate staff to take care of these students. Schools should provide alcohol-based hand sanitisers and disposable paper towels, pay attention to the storage of food and drinks (such as covering drinks with a lid), etc. Schools should put in place the necessary preventive measures to ensure hygiene and cleanness when students are eating.
- KGs should fully utilise classroom space or arrange children to have snacks by batches to allow proper physical distances between students as far as practicable. Students should be arranged to sit in a line and face one direction to avoid close face-to-face setting. KGs should also consider installing partitions on tables to reduce the risk of infection.
- KGs should pay attention to the size of the partitions. The partitions should be large enough to serve as an effective barrier to prevent the splash of respiratory droplets or vomitus when a child eats on his or her own seat. They should be made by materials which can be easily

cleaned and disinfected and can withstand 1 in 49 diluted household bleach or 70% alcohol. The partitions should be cleaned and disinfected after each meal. Apart from effectiveness in infection control, KGs should make sure that the partitions are installed properly.

- KGs should remind children to refrain from talking when their masks are taken off when having meals, and children should keep a distance with one another other as far as possible. They should not share tableware, food, and drinks. They should put their masks back on immediately after finishing meals. KGs should arrange staff to help children keep their masks properly when children have taken them off to ensure the hygiene of the masks.
- Before and after eating, staff and children must wash their hands properly. After finishing snacks and luncheons, KGs must clean and disinfect the venues thoroughly.
- Individual young children may need to be fed by adults. When staff assist children to eat during meals, they should take additional preventive measures by wearing masks and goggles/face shields to protect their mouths, noses and eyes as necessary, in order to avoid contamination by droplets when children sneeze/cough during meals.
- KGs are advised to make reference to “Food Safety Advice on Prevention of COVID-19 and FAQs” of the Food and Environmental Hygiene Department when preparing snacks and luncheons for children:

https://www.cfs.gov.hk/english/whatsnew/files/Food_Safety_Advice_on_Prevention_of_COVID-19_and_FAQs_rev_20200228.pdf

4.3 Nap Arrangements for Kindergartens

- Some children may have to go back to school and take afternoon nap at school because of a lack of carers at home, KGs should review the

arrangements of venues for children's afternoon nap. The arrangements and locations for afternoon nap should be properly adjusted to maintain proper physical distance between children and to avoid close face-to-face settings during the naps. KGs may also consider installing partitions between beds to reduce the risk of infection.

- From the infection control perspective, children in school should wear masks as far as possible unless under the following conditions (due to safety reasons):
 - (i) people with breathing difficulties;
 - (ii) people requiring special assistance to remove masks.
- KGs may consider whether the children should wear masks taking into account other practical issues. If children would not wear masks during afternoon naps, KGs should ensure children to refrain from talking when their masks are taken off, and children should keep a distance with one another as far as practicable. Children have to put their masks back on immediately afterwards.
- When the afternoon nap sessions are over, KGs must clean and disinfect the venues and beds thoroughly. Bed sheets/quilts should be placed separately from beds. Children's belongings should be stored separately according to individual children and should not be mixed. Bed sheets/quilts must be washed and disinfected frequently to ensure cleanness and hygiene.

4.4 Points to Note for Specific Subjects in Secondary and Primary Schools

- For relevant guidelines related to learning activities of Physical Education, Music, Visual Arts, General Studies for Primary Schools, Science subjects, Home Economics / Technology and Living, Design

and Technology, Information and Communication Technology, please refer to the EDB's websites as follows:

Physical Education

https://www.edb.gov.hk/en/curriculum-development/kla/pe/Guidelines_Physical_Activities_COVID-19/index.html

Music

https://www.edb.gov.hk/attachment/en/curriculum-development/kla/arts-edu/COVID-19_Music_en.pdf

Visual Arts

https://www.edb.gov.hk/attachment/en/curriculum-development/kla/arts-edu/COVID-19_VA_en.pdf

General Studies for Primary Schools

<https://www.edb.gov.hk/en/curriculum-development/cross-kla-studies/gs-primary/new.html>

Science Subjects

https://www.edb.gov.hk/attachment/en/curriculum-development/kla/science-edu/COVID-19_SE.pdf

Home Economics / Technology and Living

https://www.edb.gov.hk/attachment/en/curriculum-development/kla/technology-edu/whats-new/Guideline_HE_T&L.pdf

Design and Technology

https://www.edb.gov.hk/attachment/en/curriculum-development/kla/technology-edu/whats-new/Guideline_D&T.pdf

Information and Communication Technology

<https://www.edb.gov.hk/attachment/en/curriculum->

4.5 Arrangements of Assemblies/ Activities

- According to the advice of CHP, gatherings and social contacts should be minimised during the prevalence of COVID-19. Schools should avoid non-essential gathering of students and consider using public announcement systems to replace assemblies. Schools should also reduce extra-curricular activities within and beyond the campuses in order to reduce the risk of infection.
- If group activities have to be held, schools should ensure the venues are well-ventilated. All attending participants should wear masks, and in principle, a one metre physical distance should be kept between each participant. Participants should be seated to face one direction (avoid face-to-face interactions) as far as possible.
- Before and after participating in activities, participants should perform hand hygiene procedures properly. After an activity, schools should thoroughly clean and disinfect the venue with 1 in 99 diluted household bleach and disinfected metallic surfaces with 70% alcohol.
- In general, schools should not organise mass events such as parents' days, open days, campus visits, sports days or swimming galas, etc. In addition, schools should also avoid organising speech days. That said, if a school considers that it is essential to organise a speech day, it must shorten the time of the ceremony as far as possible, reduce the number of performance activities, follow the requirements of the venues or related stipulations in EDB's guidelines (including imposing a limit on the maximum number of participants entering the venue, etc.).
- For schools on whole-school resumption of face-to-face classes for an entire day, on the condition that these schools continue to strictly

observe the related anti-epidemic measures and guidelines, the EDB will allow them to arrange assemblies, group activities, mass events (including sports days and swimming galas). As mentioned above, the EDB will take into account the latest development of the epidemic and adjust the guidelines from time to time. Schools should refer to the latest letters issued by the EDB to make appropriate arrangements.

- If schools organise sports days and swimming galas, **they should only allow students aged 12 to 17 who have received at least one dose of COVID-19 vaccine for more than 14 days and students aged 18 or above who have received two doses of COVID-19 vaccine for more than 14 days to participate in the competition events (the ages of students are calculated as at the dates of the events).** For seating arrangements of spectators, they should follow the relevant guidelines and requirements of the venues (including imposing a limit on the maximum number of participants entering the venue). In addition, schools must strictly observe the health precautionary measures, including wearing masks before and after physical activities, maintaining appropriate social distances, performing proper hand hygiene, etc.
- Schools should reduce the chances for shared use of books among students. Users should pay attention to their hand hygiene when they use shared books.

4.6 Arrangements of Examinations, Tests and Assessments

- Schools can make reference to CHP's guidelines, "**Health Advice to Schools for the Prevention of Coronavirus Disease (COVID-19)**" (Annex 1).

5. Identification and Reporting of Suspected Cases of COVID-19

5.1 Early Identification

- To strengthen the preventive measures against COVID-19 and heighten the vigilance of staff towards students' health, schools should have full knowledge of whether there are any confirmed cases of COVID-19, or if there are any close contacts of confirmed cases with COVID-19 among staff and students. Schools should stay vigilant if their staff or students have travelled outside Hong Kong.
- Principals and teachers should pay attention to the mental and physical health conditions of their staff and students. In case any peculiar symptoms are observed, schools should take body temperatures for the staff and students. If any staff and students feel unwell, schools should arrange the patients to the medical room to take rest. If the patient is a student, schools should inform the parents to take the student back home and arrange the student to seek medical advice. In case the student has a fever or is seriously ill, but the school cannot contact his/her parents or guardians, the student should be sent to the emergency department of a nearby hospital for medical treatment. The staff who are temporarily taking care of the student should wear mask and gloves and put in place all precautionary measures.
- Schools should remind students to pay attention to the health conditions of themselves and their counterparts. In case anyone feels unwell, one should inform teachers and staff as soon as possible.
- Schools should take the body temperatures of students when they arrive school premises every day, and staff should also take their own body temperatures before going to work. Schools can make reference to "CHP's guidelines, **"Health Advice to Schools for the Prevention of Coronavirus Disease (COVID-19)"** (Annex 1).
- For staff or students who are absent from schools, schools should keep close contact with the staff or parents/ guardians concerned to find out

their reasons for absence and keep proper sick leave records for early identification of illnesses.

5.2 Reporting of Cases

- All people under compulsory quarantine orders are not allowed to leave the designated quarantined places during the period, and they cannot enter school premises. If schools identify any persons breaching compulsory quarantine orders and returning to school, they should report to the law enforcement officers.
- Schools should request staff or parents of students to report to schools immediately if the staff or students are found to be under the **following 3 conditions** to facilitate implementation of contingency measures:
 - (i) Being a confirmed case or a preliminary tested positive case of COVID-19;
 - (ii) Being classified as a close contact of an infected person with COVID-19 by CHP, or household member of a close contact; and
 - (iii) Being classified as a “person subject to compulsory testing” under the Prevention and Control of Disease (Compulsory Testing for Certain Persons) Regulation (Cap. 599J) (hereafter be referred to as “Regulation”).
- For schools with boarding sections, they should maintain close communication with staff, parents and students, keep sickness records of staff and students, and report suspected COVID-19 cases early when necessary. Schools may make reference to CHP’s guidelines, **“Health Advice to Schools for the Prevention of Coronavirus Disease (COVID-19)” (Annex 1)**.

5.3 When a Confirmed Case/a Preliminary Tested Positive Case of COVID-19 is Found in Schools

5.3.1 Contingency Measures for Schools

- **When a staff or student is identified as a confirmed case or a preliminary tested positive case of COVID-19 :**
 - (i) the staff or student concerned will receive medical treatments and will not return to school. CHP will conduct epidemiological investigation and contact tracing. When action is required by the school, CHP will inform the school concerned to discuss the suitable arrangements based on the school's circumstances, including suspension of face-to-face classes and activities, cleaning and disinfection of school premises, and arranging students and staff to conduct COVID-19 testing, etc. Subject to the case nature, generally speaking, CHP will advise a school with a confirmed case to suspend on-campus face-to-face classes and activities for 14 or 21 days. Schools can, taking into account its actual operational needs, arrange a small number of staff to return to schools to handle school affairs, such as answering parents' enquiries, following up on cleaning and disinfection matters, etc. Generally speaking, during the period of suspension of face-to-face classes and on-campus activities, it is inappropriate for schools to open the campus for students. Nonetheless, taking into consideration that some students are required to return to schools due to the lack of carers to look after them at home and hence schools need to arrange manpower to take care of these students, schools can allow the students and staff concerned to return to schools after obtaining negative test results.
 - (ii) Generally speaking, CHP encourages staff and students of schools with the above-mentioned cases appearing to undergo COVID-19 tests. Students and staff should arrange their own tests through different available channels. For details of the various testing avenues, please visit the following website:
<https://www.coronavirus.gov.hk/eng/early-testing.html>

(iii) when a staff or student is identified as a confirmed case or a preliminary tested positive case of COVID-19, the school should issue letters to parents to let them know more about the situation as well as the measures taken by the school to lessen their worries, and remind them to pay attention to their children's health conditions. On the other hand, the school should inform parents of the arrangements of switching to on-line learning or other modes of learning. Schools may make reference to **“Notification for Confirmed Cases / Preliminary Tested Positive Cases of COVID-19 / Close Contacts of COVID-19 (Sample letter to all parents)” (Annex 9).**

● **When a staff or parent of a student has informed the school of a confirmed case or a preliminary tested positive case of COVID-19, but pending instructions by CHP on school measures:**

(i) For safety reason, the EDB recommends that school can suspend on-campus face-to-face teaching and activities for 1 to 2 days, switch to on-line learning or other modes of learning, perform cleaning and disinfection of the school premises after obtaining the approval from the Incorporated Management Committees (IMCs) / School Management Committees (SMCs). The school should inform the parents of the arrangements as soon as practicable. The school can use electronic channels (for example, school webpages, SMS, mobile phone applications, electronic platforms, etc.) to publish announcements in order to allow staff, parents, students and other stakeholders to obtain the latest information. The schools should inform the stakeholders in advance of its information announcement mechanism.

(ii) If the school receives notification of a confirmed case / a preliminary tested positive case of COVID-19 during lesson time, the school can first identify those staff / students who have had close contact with the confirmed case (for example the teachers who teach the concerned classes, the students who join

the same school activities, etc.) and then isolate them from others. The school should also clean and disinfect the affected classrooms. If the confirmed case / preliminary tested positive case of COVID-19 is still inside the school premises, schools should arrange isolation for that person, and inform the Central Notification Office (CENO) of the CHP (Tel 2477 2772). The CHP will investigate and follow up the case accordingly. In general, schools are not required to dismiss the staff and students without symptoms immediately.

- Schools can make reference to CHP’s guidelines, “**Health Advice to Schools for the Prevention of Coronavirus Disease (COVID-19)**” (Annex 1).

5.3.2 Cleansing and Disinfection of School Premises

- Schools should strengthen the disinfection measures of the school premises, and remind all staff and students to step up preventive measures based on the advice provided by CHP. Cleansing staff should wear appropriate PPE including masks, latex gloves, disposable gowns, eye protections (goggles/face shields) and caps (to be used when necessary).
- Schools have to disinfect all possibly soiled areas, surfaces and utilities. They should wipe the affected objects with 1 in 49 diluted household bleach, leave for 15-30 minutes, rinse them with water and wipe them dry afterwards.

5.3.3 Leave Arrangements for Staff

- Schools should, by making reference to the medical certificates so provided, to grant sick leave for teachers when they are confirmed as confirmed cases / preliminary tested positive cases of COVID-19 according to CHP. On the other hand, to minimise the impacts on school operation, schools can follow the stipulations in the “Codes of Aid” to appoint supply teachers to substitute the regular teachers who

have been granted sick leave.

5.4 When a Close Contact of an Infected Person with COVID-19 or a Household Member of a Close Contact is Found in Schools

5.4.1 Contingency Measures for Schools

- CHP will conduct epidemiological investigations and contact tracing to ascertain whether a staff or a student is a close contact of a confirmed case of COVID-19.
- If CHP has ascertained that there are staff or students being close contacts of confirmed cases of COVID-19, CHP will arrange the close contacts with symptoms to undergo COVID-19 tests, undergo quarantine and receive medical treatment. For those asymptomatic close contacts, they will undergo COVID-19 tests and quarantine. Both groups are not allowed to return to schools for work / schooling, and should inform the schools of their statuses immediately. The concerned staff or parents of students should also inform the schools of the COVID-19 test results when available. If the test result of a close contact is positive, schools should follow the procedures stipulated in section 5.3 above. If a school receives during lesson time notification of any person who is a close contact, the close contact should follow the instructions given by CHP to undergo quarantine and COVID-19 test. Generally speaking, it is not necessary for schools to dismiss other staff or students without symptoms immediately.
- Generally speaking, while awaiting the test results of a close contact, CHP will require the schools to suspend face-to-face classes and school activities until CHP informs the schools of the negative results of the close contact. EDB suggests that schools may, after obtaining the approval from the IMCs / SMCs / KG Operators, suspend face-to-face teaching and school activities for around 2 days, switch to online learning or other modes of learning, and perform cleansing and

disinfection of the school premises. During such period, it is inappropriate for the schools to open the campuses for students. Nonetheless, taking into consideration that some students are required to return to schools due to the lack of carers to look after them at home and hence schools need to arrange manpower to take care of these student, schools can allow the students and staff concerned to return to schools after obtaining negative test results. Schools can take into account its actual operational needs to arrange a small number of staff to return to schools to handle school affairs, such as answering parents' enquiries, following up on cleaning and disinfection matters, etc. CHP encourages students and staff on campus to undergo COVID-19 tests. Students and staff on campus can arrange their own tests through different available channels (please refer to Section 5.3.1(ii) for the related hyperlink).

- In addition, the Government requires the household members of close contacts to take compulsory tests. For any person who has lived with a close contact in the same residential unit on or before 21 days when the close contact is put under quarantine, he/she should undergo tests before the deadline (i.e. within two days of his/her knowing about the close contact be put under quarantine). He/she should report to the Government the test results within three days after taking the test. For details, please visit:
<https://www.coronavirus.gov.hk/eng/compulsory-testing.html>
- The household member of a close contact should pay close attention to his/her health condition and undergo COVID-19 tests as early as possible according to the compulsory testing requirement of the CHP. They should only return to schools for work or study after obtaining negative test results.

5.4.2 Leave Arrangements for Staff

- Close contacts with symptoms will undergo tests / undergo quarantine / receive medical treatments. Schools should grant sick leave to such

staff in accordance with the medical certificates so provided.

- Close contacts without symptoms will undergo COVID-19 tests as well as quarantine -
 - (i) Staff under Salaries Grant in aided schools who are required to undergo quarantine as required by the CHP are entitled to Paid Special Leave. The staff should apply for Paid Special Leave to the schools concerned as soon as possible, providing the relevant medical certificates/certification letters issued by the Department of Health/Health Officer. Even if an application cannot be submitted immediately due to special circumstances, the staff concerned must, in any case, submit the application on the day of resumption of work the latest. Schools should process the leave applications submitted by the above-mentioned staff on a case-by-case basis. All applications should be endorsed and recorded by the IMCs / SMCs. To minimise the impacts on school operation, schools can follow the stipulations in “Codes of Aid” to appoint supply teachers to substitute the regular teachers who have been granted paid special leave.
 - (ii) As for contract teachers/staff of aided schools not appointed under Salaries Grant, as well as teachers/staff of Direct Subsidy Scheme Schools and private schools, schools should make appropriate arrangements in accordance with the Employment Ordinance and the contractual terms as stated in the employment contracts. If staff are required to be quarantined according to the requirements of the CHP, the health officers will issue relevant medical certificates/certification letters for the employees. EDB recommends that schools should refer to our above-mentioned arrangements and grant paid leave to the employees.

5.4.3 Informing Parents

- If CHP has ascertained that there are staff or students being close contacts of confirmed cases of COVID-19, schools should issue letters to parents to let them know more about the situation and measures taken by the schools lessen their worries, and at the same time remind them to pay attention to their children’s health conditions. On the other hand, school should inform parents of the e-learning arrangements or other modes of learning so that parents are well-prepared. Schools may make reference to **“Notification for Confirmed Cases / Preliminary Tested Positive Cases of COVID-19 / Close Contacts of COVID-19 (Sample letter to all parents)”** (Annex 9).

5.5 When a “Person Subject to Compulsory Testing” is Found in Schools

- If a staff or student is defined as a “person subject to compulsory testing” in accordance with the Regulation, the staff or student concerned must undergo COVID-19 test during the specified period according to the testing notice, and inform her/his school after obtaining the negative test results before returning to work or study. The schools must require the staff or student concerned to present the related proof (for example, SMS in mobile phones or laboratory testing reports)
- If a school notices any person contravening the “Regulation” and returns to the school, it should prohibit from entering the school premises, remind him/her to undergo COVID-19 test as soon as possible, and report the case to law enforcement officers.
- Schools should remind staff and students that the Government will seriously follow up on whether the testing notice has been strictly observed by individuals concerned. Any person who fails to comply with the testing notices commits an offence and may be fined a fixed penalty of \$5,000. The person would also be issued with a compulsory testing order requiring him or her to undergo test within a specified time-frame. Failure to comply with the order is an offence and the

offender would be liable to a fine at level 4 (\$25,000) and imprisonment for six months.

- Schools can arrange a “person subject to compulsory testing” to work from home in accordance with the school-based circumstances. For staff in aided schools paid under Salaries Grant, if the schools regard that the job nature of the staff is not suitable for work from home arrangements, the staff concerned should provide relevant documentary proof, such as address proof, to the schools and apply for Paid Special Leave. Schools should process the leave applications submitted by the above-mentioned staff on a case-by-case basis. All applications should be endorsed and recorded by the IMCs / SMCs.
- If there is a large number of staff not being able to return to schools and the normal operation of schools is affected, schools can switch to online learning or other modes of learning after obtaining the approval from IMCs / SMCs / KG Operators. During such period, schools should remain open to take care of students who need to return to the schools because of the lack of carers to look after them at home. If the test results of staff or students concerned are positive, schools can make reference to Section 5.3 of this guideline.

5.6 Emotional Support

- Facing the continuous occurrence of COVID-19 in Hong Kong and its impact on students’ everyday life and learning, some students may display negative emotion and stress. As such, we advise schools to make reference to the EDB’s guidelines on “**Providing Emotional Support for Students amid the Epidemic**” (Annex 10), when helping students cope with emotions and adjust to school life.
- For staff and students receiving treatments, undergoing compulsory quarantine or having medical surveillance (including confirmed cases /preliminary tested positive cases of COVID-19 / close contacts), in case they have any mental or psychological pressure, schools should provide them with emotional support and counselling. Schools may

seek the school-based educational psychologists' (SBEPs') advice on how to support these students, or if necessary, refer the students to the SBEPs for psychological services. Teachers may also make use of the services provided by the "Teacher Helplines". To alleviate the impact on the learning of the students concerned, schools need to provide learning support, such as arranging classmates or teachers to provide learning materials and advice through phone calls, emails, facsimiles and school websites

5.7 Centre for Health Protection's Advice and Guidelines on Individual Cases

- As each case may have its own peculiarities, schools should adhere to the advice and instructions given by the CHP to draw up its arrangements. When actions are needed to be taken by schools, CHP will proactively contact the schools, and will make clear suggestions and guidelines according to the characteristics of each individual case, for example, whether the school needs to suspend on-campus activities, the duration of such suspension, advice on cleansing and disinfection of school premises, arranging students and staff to conduct COVID-19 tests, etc. Schools should inform EDB and parents of such arrangements as early as possible.

6. Support and Enquiries

6.1 Department of Health

- DH Hotline : 2961 8968
- CHP Hotline: 2125 1111/ 2125 1122
- Central Notification Office (CENO) of CHP 2477 2772 (Fax 2477 2770)
- 24-hour Health Education Infoline : 2833 0111
- Websites of CHP <https://www.chp.gov.hk/en/index.html>
- Designated website for COVID-19 of The Government of the Hong Kong Special Administrative Region: <https://www.coronavirus.gov.hk/eng/index.html>

6.2 Education Bureau

- Regional Education Office (according to the locations of schools)

Hong Kong Regional Education Office:	2863 4646
Kowloon Regional Education Office:	3698 4108
New Territories East Regional Education Office:	2639 4876
New Territories West Regional Education Office:	2437 7272
Joint Office for Kindergartens and Child Care Centres:	3107 2192
- EDB Hotline : 2891 0088

Service Hour: 8:30 a.m. to 6:00 p.m., Monday to Friday, closed on Saturday, Sunday and public holidays.