

15th September 2020

Dear Parents / Guardians,

Arrangements for Class Resumption

1. On 31th August, the Education Bureau (EDB) announced that schools in Hong Kong can resume classes gradually. Classes in our school will resume according to the following schedule:

1.1

Class Level	Date of class resumption	Start time	Leave Time
S.1, S.5, S.6	23-9-2020 (Wed)	8:05 am	1:20 pm
S.2 – S.4	29-9-2020 (Tue)	8:05 am	1:20 pm

- 1.2 Starting from 23rd September, classes will be scheduled according to the special timetable (Appendix A). The current online class schedule ends on the 22nd of September (Tuesday). From 23rd to 28th of September, S.2 to S.4 will start the 9-lessons online timetable.
- 1.3 Students must wear neat and tidy summer uniform when they return to school.
2. Our school has thoroughly cleaned and disinfected the school premises. We have urged all staff members, including tuck shop workers, school bus drivers to step up precautionary measures to maintain a sound personal and environmental hygiene. Besides, we will also request all the staff who have contacts with our students, including drivers and workers of the school bus, to take their temperature before going to school. If any staff have a fever, they must not return to school.
3. We will maintain the environmental hygiene of our school premises 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. Please refer to appendix B for more information on campus pandemic precautionary measures.
4. Parents and students should cooperate with the school to maintain a clean and safe environment. We hope parents can implement the following measures:
- 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. Complete and sign the record from student handbook of the page of 'Temperature Record Sheet' (Form A). In order to teach our students self-discipline, students will get a demerit if they fail to take the temperature and or record sheet with signature accumulated for 5 times.
 - 4.3 To prevent infection, please ask your child to wear a mask (when taking school busses or other transportations) and bring tissue paper to school every day.
 - 4.4 To keep teachers informed of the health conditions of the students, please complete Form 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 Form B 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 back to school.

4.5 After the resumption of class, you are requested to notify the school at 26021000 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. I hope that with all the efforts from different parties, we will get out of the dark cloud of the epidemic, teachers, students, and parents could resume our normal life soon.

Thank you for your attention.

Yours faithfully,

Principal
Lock Tao Secondary School

✂.....

Reference No.: 022/20-21

To Principal,

Arrangements for Class Resumption

I am the parent/guardian of _____ (Name) of Class _____ (Class No.: ____).

I acknowledge that I have read and understood the contents of the matter regarding “Arrangements for Class Resumption”.

Name of parent / guardian : _____

Signature of parent / guardian : _____

Date : _____

Special Timetable

Special Time	Monday	Tuesday	Wednesday	Thursday	Friday
08:05-08:10	Roll Call				
08:10-08:40		Morning Assembly		Morning Assembly	
08:40-09:10					
09:10-09:25	Recess				
09:25-09:55			Hall Assembly/ Class Period		
09:55-10:25			Hall Assembly/ Class Period		
10:25-10:35	Recess				
10:35-11:05					
11:05-11:35					
11:35-11:50	Recess				
11:50-12:20					
12:20-12:50					
12:50-13:20					

Lock Tao Secondary School**Campus Pandemic Precautionary Measures (After Class Resumption)****1. Campus cleaning and precautionary measures**

- 1.1 Clean and disinfect all classrooms, special rooms, furniture and equipment with 1:99 diluted household bleach every day.
- 1.2 Clean and disinfect high-touch surfaces every 2 hours with 1:99 diluted household bleach (such as washrooms, doorknobs, handrails and staffroom intercoms).
- 1.3 Provide alcohol-based hand rub in classrooms, special rooms, hall, library, covered playground and staff room.
- 1.4 Provide sufficient liquid soap and disposable paper towels at the toilet.
- 1.5 Lidded rubbish bins will be placed in the campus.
- 1.6 Post the pandemic precautionary information or posters in classrooms, corridors, and toilets so to enhance students' awareness of pandemic prevention.
- 1.7 Post the 2019 Coronavirus information to keep students updated on the epidemic situation.
- 1.8 Students can only use gooseneck tap/bent faucet' to fill their water bottles. Bubbler tap has been closed.
- 1.9 Instructions will also be posted next to the drinking fountain to remind the students to only refill water bottles or drink from the tap directly. Also, students should avoid the bottle mouth to come in contact with the fountain. Teacher-on-duty will remind the students.
- 1.10 The chairs at the tuck shop will be spaced out so to maintain social distance amongst students.
- 1.11 Students should not talk when they take their mask off. Furthermore, they shouldn't share eating utensils, food or drinks.
- 1.12 Pour 1:99 diluted household bleach into the drain pipes.
- 1.13 The sickroom can be used by only one person at a time. If more than one person is unwell, the school will make appropriate arrangements.
- 1.14 Teachers or students who have a fever or suffer symptoms of respiratory infection should not return to school.
- 1.15 If staff and students suffer symptoms of fever or respiratory tract infection while at school, they should take early leave immediately and seek medical treatment.
- 1.16 All people entering the school including teachers and students should have their temperature checked and wear face masks. Fever sensing system has been installed at the entrance and the staff on duty will supervise it. If the temperature of the person entering the school reaches 38 degrees or above, he/she will be asked to leave the school.
- 1.17 All people at school must wear masks at all times except when eating meals.
- 1.18 Students are advised not to use N95 respirators as COVID-19 is mainly transmitted by droplets and contact route. Wearing a surgical face mask can provide sufficient protection. Special training is required for proper wearing and removal of N95 respirator. Otherwise, the infective risk due to inadequate protection and contamination may be increased.

2 Arrangements for class resumption

- 2.1 Parents should take your child's temperature before he/she goes to school every day. Fill in the temperature record sheet from the student handbook and sign your name.
- 2.2 Students who take the school bus should wear masks when on board.
- 2.3 Teacher-on-duty at the entrance will remind students not to gather at the entrance before / after-school. Students should return home immediately after school.
- 2.4 The classroom seating arrangement has been changed to the 'traditional rows' arrangement, where students face to the teachers with their backs to one another.
- 2.5 Some classrooms and special rooms are suspended for increasing seat spacing.
- 2.6 When using air-conditioners in the classroom, some windows will be open in conjunction with fans and exhaust fans turned on so to enhance airflow.
- 2.7 Students should cover mouth and nose with tissue paper when sneezing or coughing. Wash hands with liquid soap and water afterwards.
- 2.8 Hall assemblies will be cancelled. Morning assemblies will be conducted in the classroom via centralised broadcasting. Students do not need to gather in the playground for morning assemblies.
- 2.9 During recesses, students are prohibited from conducting activities that involve physical contact or where social distancing cannot be maintained such as, basketball and volleyball.
- 2.10 In the classroom, teachers will minimise group activities for students so to maintain social distancing amongst our students.

3 In case of suspected/confirmed COVID-19 cases in the school

After class resumption, if a student **has been confirmed infection of COVID-19** or if the **Department of Health has classified the student as "close contact of an infected person" with COVID-19**

- 3.1 Parents or the student should immediately notify the school and the school will notify the Education Bureau.
- 3.2 The school will immediately form a crisis team to facilitate prompt action in taking contingency measures, including consideration of the possibility of school closure.
- 3.3 Notify the teachers, students and parents of the relevant cases.
- 3.4 The school will closely track relevant cases and will report to parents and students with the updates.

Reference:

Health Protection Measures for School (for the resumption of face-to-face classes in September 2020)
<https://www.edb.gov.hk/en/sch-admin/admin/about-sch/diseases-prevention/guidelines-covid19.html>

Centre for Health Protection – Health Advice to Schools for the Prevention of Coronavirus disease after class resumption
https://www.chp.gov.hk/files/pdf/advice_to_school_on_prevention_of_nid_eng.pdf

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 school (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 an 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 – The health status of those taking care of your child, or those living with your child

- The person taking care of or living together with my child has not confirmed infection for COVID-19
- The 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 the hospital / has been discharged from hospital and taking medicine. (please delete as appropriate)

Relation with my child (please specify) _____

- The 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.