



23<sup>rd</sup> January, 2022

Dear Parents / Guardians,

**Arrangement of Temporary Closure of Premises**

Our school received a notification from Po Leung Kuk’s outsourcing cleaning services dated 22<sup>nd</sup> January, 2022 that a cleaning worker being responsible for our school was initially diagnosed with COVID-19, and the worker last entered our campus on 5<sup>th</sup> January, 2022.

The safety of our staff and students is our top priority. The Education Bureau (EDB) suggested the closure of school premises for two days (January 24<sup>th</sup> to 25<sup>th</sup>) prior to the instructions of the Centre for Health Protection (CHP). The school has hired professional services to carry out deep cleaning and disinfection procedures on the campus. All staff will work from home, students will attend online lessons at home and all on-site cleaning services by Po Leung Kuk will be suspended until further notice.

Please pay attention to the following arrangements:

1. No person shall be granted entry to our school premises from January 24<sup>th</sup> to 25<sup>th</sup>. Students must attend online lessons at home.
2. Parents are reminded to pay close attention to the health conditions of their children and should avoid taking their children to crowded places with poor ventilation. Parents can perform testing if they are in doubt about their children’s health.

If the school receives any updates or guidance from the EDB or CHP, the school will notify parents as soon as possible via school website, e-notice or text message. For further enquiries regarding the above-mentioned arrangements, please contact the school at 26021000 / 68411559 during office hours.

Thank you for your attention.

Yours faithfully,

Principal of Lock Tao Secondary School

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To: Principal

Reference No. : 092/21-22

**Arrangement of Temporary Closure of Premises**

I am the parent/guardian of (Class) \_\_\_\_\_ (Student Name) \_\_\_\_\_ ( ).

I have acknowledged that I have read and understood the contents of the issue regarding the notice of “Arrangement of Temporary Closure of Premises”.

Name of parent / guardian : \_\_\_\_\_

Signature of parent / guardian : \_\_\_\_\_

Date : \_\_\_\_\_