

20th May, 2020

Dear Parents / Guardians,

Coronavirus Disease 2019
Arrangement for Class Resumption

1. On 5th May, the Education Bureau (EDB) announced that schools in Hong Kong can resume classes in a gradual and orderly manner. Classes in our school will resume according to the following schedule:

1.1

| Class Level | Date of class resumption | Start time | Leave Time |
|-------------|--------------------------|------------|------------|
| S.3 – S.5 | 27-5-2020 (Wed) | 8:05 am | 1:20 pm |
| S.1 – S.2 | 8-6-2020 (Mon) | 8:05 am | 1:20 pm |

- 1.2 Classes will be scheduled according to the special timetable (please refer to the timetable of the student handbook)
- 1.3 Students must wear neat and tidy summer uniform when they return to school.
2. During the class suspension period, our school has thoroughly cleaned and disinfected the school premises. We have urged all staff members, tuck shop workers, school bus 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 the school bus, to take their temperature before going to school. If any staff have 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 see Appendix A for more information on campus pandemic precautionary measures. Parents should pay close attention to any latest announcements of our school as well as the EDB.
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. Fill in the record sheet (Form A) and sign your name. Your child should return the completed sheet to us daily.
- 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:
- travel history of your child outside Hong Kong in the past 14 days;
 - whether your child has confirmed infection of COVID-19;
 - the health status of those taking care of your child, or those living with your child;
 - 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 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:
- your child has been **confirmed infection** of COVID-19; or
 - your child has been classified as "close contact of an infected person" with COVID-19
5. The current online "Lock Tao Learning Platform" for S.3 to S.5 will end on May 26th (Tuesday) and for S.1 to S.2 will end on June 5th (Friday). Students should continue to follow the online schedule until they return to school.

6. Staff Development Day, originally scheduled for May 29th, will be cancelled. Students of S.3 to S.5 will return to school as usual.
7. The Graduation Ceremony is scheduled for June 5th (Friday). Students of S.3 to S.5 do not need to go back to school on that day. “Lock Tao Learning Platform” for S.1 to S.2 will be suspended for one day.
8. The second semester examinations will be postponed. The examination dates are as follows:

| Class Level | Date of examination |
|-------------|-----------------------|
| S.1 to S.3 | 26-6-2020 to 3-7-2020 |
| S.4 to S.5 | 23-6-2020 to 3-7-2020 |

The school will issue a separate notice regarding the details and arrangements of the second semester examination.

9. The Yearly School Closing Ceremony will be held on 24th July, 2020 and the summer vacation will start on 27th July, 2020.
10. I hope that with all the efforts of all parties, we will get out of the dark could of the epidemic as soon as possible, and teachers, students and parents will resume as normal as soon as possible.

Thank you for your attention.

Yours faithfully,

Principal
Lock Tao Secondary School

✕.....

Reference No.: 113/19-20

To Principal,

Coronavirus Disease 2019
Arrangement 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 “Coronavirus Disease 2019 – Arrangement for Class Resumption”.

Name of parent / guardian : _____

Signature of parent / guardian : _____

Date : _____

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, door knobs, handrails and staffroom intercoms).
- 1.3 Provide alcohol-based handrub 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 up pandemic precautionary information or posters in classrooms, corridors, and toilets so to enhance students' awareness of pandemic prevention.
- 1.7 Post up the 2019 Coronavirus information to keep students updated on the epidemic situation.
- 1.8 Students can only use 'goose neck 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 water bottles and not to drink directly from the tap using their mouth. 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 between 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 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 wears masks at all times except when eating meals.
- 1.18 The school will hire a professional cleaning service company to provide deep cleaning such as, applying self-disinfecting coating.
- 1.19 After class resumption, the school will give away 30 masks to each student.
- 1.20 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 Arrangement of classes and classrooms after class resumption

- 2.1 At the initial stage of class resumption,
 - a. The class teacher will ask the students about their living and learning situations during the class suspension period and will pay attention to the health of the student and his/her family. Students will also be reminded to always pay attention to personal hygiene, especially the correct way to wear masks and wash hands. By no means should anyone take COVID-19 pandemic lightly;
 - b. Class teachers, tutors and social workers will pay attention to the mental condition of the students and provide appropriate emotional counseling.
- 2.2 Parents should take your child's temperature before he/she goes to school every day. Fill in the temperature record sheet and sign your name on it. Your child should return the completed sheet to school daily.
- 2.3 Students who take school bus should wear masks when on board.
- 2.4 Teacher-on-duty at the entrance will remind the students not to gather at the entrance before - / after-school. Students should return home immediately after school.
- 2.5 Classroom seating arrangement has been changed to 'traditional rows' where students face the teacher with their backs to one another.
- 2.6 Some tables of the classrooms and special rooms are suspended for increasing seat spacing.
- 2.7 When using air-conditioners in the classroom, some windows will be open in conjunction with fans and exhaust fans turned on so to enhance air flow.
- 2.8 Students should cover mouth and nose with tissue paper when sneezing or coughing. Wash hands with liquid soap and water afterwards.
- 2.9 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.
- 2.10 During recesses, students are prohibited from conducting activities that involve physical contact or where social distancing cannot be maintained such as, basketball and volleyball.
- 2.11 In the classroom, teachers will minimise group activities for students so to maintain distance between 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 regularly.

Reference:

Guidelines to schools on Class Resumption

<https://www.edb.gov.hk/tc/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_class_resumption_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 pro 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.