

## **Guidelines on Prevention of Coronavirus Disease (COVID-19)**

### **Aim**

Minimize the risk of contracting and spreading COVID-19 in school with the aim of keeping students, teachers and staff safe.

### **Mandatory Measures**

- Entrance requirement: Student, teacher, staff and visitor should not enter the school campus if he / she is
  - confirmed / preliminary confirmed / suspected to be Covid-19 case;
  - undergoing mandatory Covid-19 test / currently under quarantine;
  - living in a building / having access to a premise (e.g. restaurant) with a confirmed / preliminary confirmed case;
  - in close contact with a confirmed/ preliminary confirmed household member or any person of the above category.

*(He/She will be allowed access only until he/she can obtain a negative test result and produce it to the school.)*

- Reporting mechanism: Students, teachers and staff who fall into any of the above category must notify the school (Principal and the Prevention of Contagious Disease Coordinator - Mrs. L. KO) immediately; if they had travelled to overseas countries/regions, they have to report to the school and remain in quarantine.
- Leave arrangement: If leave has to be granted to the infected/affected teachers or staff of the above, the school will make reference to the flexible sick leave approach suggested by the government.
- Body temperature screening test: Every person entering the campus including from the vehicular access will undergo a body temperature screening test. Access will be denied if his / her temperature is over 37 degree Celsius.
- Proper hand hygiene and use of mask: Every person entering the campus should sanitize his/her hands and wear mask properly at all times in the school premise. The school has every right to refuse those without wearing a mask, with a fever or uncooperative visitors from entering the campus.
- To facilitate contact tracing when necessary, visitors are required to use "LeaveHomeSafe" or register their particulars (name, contact number, date, time of the visit) at the Reception Office / the Entry Point.

### **Preventive Measures**

#### Creating a Safe Environment

- There is a Prevention of Contagious Disease Coordinator (PCDC)-Mrs. L Ko, our VP who will ensure that the school has sufficient masks to be provided to students and staff who come back to work and for visitors' use and specific disinfectant materials are in stock to

combat COVID-19. She is also the coordinator for reporting to the Centre for Health Protection (CHP) of any suspected cases after consultation with the Principal and the school Contingency Team.

- Alcohol handrub has been placed at the Reception Office for use. Anyone without a mask will be issued with one at the Reception Office / the Entry Point.
- The school has enhanced the cleaning and disinfecting of the school campus. Carpets at the school entrance are sprayed with disinfectant / sanitizer regularly. An equipment to help in killing germs is purchased, air-conditioner filters are cleaned periodically, air-conditioning plants are well maintained and a specialist company has been employed to apply Germagic thyme 90 coating on a regular basis.
- Social distancing will be practised all the time and non-essential group activities will be avoided.
- Flexi hours / staggering working patterns and special arrangements will be implemented by the school if necessary.
- Students / all staff entering the school campus MUST take their temperature before leaving home. They have to wear face masks in common areas including the staff rooms, and should keep their classroom / staff room well ventilated.
- If a student / teacher/ staff is asked to submit the Health Declaration form, he / she is liable to the declaration made and has to ensure that the information contained in the form is true and correct to his / her best knowledge.

#### Maintaining Good Personal Hygiene

- Perform hand hygiene properly. Wash hands properly, especially before touching your eyes, nose or mouth, and after using the toilets and touching public facilities.
- Practise coughing and sneezing etiquette. Do not sit on the floor or use other people's desk or chair.
- Keep toilets clean and close the toilet lid before flushing.
- Bring own drinking bottle and do not share personal items such as eating utensils and towels.

#### **Additional Measures**

- The quarantine requirements / mandatory Covid-19 test / measures imposed by the government should be strictly followed.
- The School Office will ensure that the residential address and contact details are always kept updated for students, teachers and staff, and the school will inform the parents that this information may be released to the CHP or departments concerned should there be cases of suspected infection in the campus.

- The school will keep track of the developments and follow the health advice from the Centre for Health (CHP) and those published by the Education Bureau (EDB). You may scan the following QR codes for details.

*(CHP) Health Advice to Schools  
for the Prevention of COVID-19*



*(EDB) Prevention of COVID-19  
Health Protection Measures for Schools*



- Other useful information will be shared regularly through Edmodo and the school website.
- The role of the PCDC will be enhanced. She will work closely with the School Safety Committee and the School Contingency Team for enhancing the communications with the parents and staff on the latest information, publicity materials and the precautionary measures implemented.
- Students, parents and all staff are encouraged to familiarize with the guidelines and circulars issued from time to time.

### **Classroom Arrangements**

- In line with the EDB instructions, the School has capped the face-to-face classes to two-thirds of the students in school for each of the morning and afternoon session. Summer time-table will be used. Parents and students will be informed of any upcoming changes timely.
- During this period, the School has enhanced the maintenance of the Networks for full support of the online services. Students will attend real time online classes for learning and the school will record their attendance for monitoring of their learning progress and for assessment.
- Form Teachers will contact students individually to attend to their learning and emotional needs.
- No school assembly and Friday Masses will be held during this critical period.
- All exchange tours and a number of school activities like Inter-class competitions, Diversified Interest Programmes and House Enterprises have been cancelled.

*Revised on 4 May 2021*