



To: All Parents  
From: Dr Agnes Wai, Principal  
Date: 22<sup>nd</sup> May 2020

**Coronavirus Disease 2019**  
**Special Notice (9) – Class Resumption**

G4-G6 and G1-G3 will resume classes on 8<sup>th</sup> and 15<sup>th</sup> June 2020, respectively. We would like to request parents' cooperation to ensure that our students can learn in a safe and healthy environment. **Please read the following arrangements for the class resumption and take relevant steps:**

**1. Precautionary Measures:**

- If students have fever or respiratory symptoms, they should refrain from attending the School and seek medical advice immediately.
- Students' temperature should be taken and noted in the 'Temperature Record Sheet' (*Appendix I*) every day before they come to School. Students must bring along the 'Temperature Record Sheet' signed by their parents.
- The School mandates all staff members, school bus drivers and bus mothers to check their temperature every day before coming to work. Anyone with fever or respiratory symptoms must not report for duty and should seek prompt medical advice.
- Students should wear proper face masks when they are on the School campus and public transportation (including the school bus).
- In addition to the masks worn while coming to the School, students should bring at least two extra face masks, a pocket tissue paper pack and an envelope / compact bag / mask cover for keeping the face masks. Please label these clearly with your child's name and class number.
- Students will sit in a single row with a 'face-to-back' arrangement. The use of space in the classrooms will also be maximized to ensure physical distancing.
- To maintain good ventilation, not only the air-conditioners and window ventilators will be turned on but the doors and windows in the classrooms will also be kept open.
- To maintain physical distancing, during the recesses, different grades will be allocated different areas around the School. Students will have to wear face masks all the time except when they are eating or drinking. Students must not share food, drinks or any personal items such as utensils and hand towels.
- All drinking fountains in the School will be sealed to avoid any kind of infection. Students should bring enough water with them.
- In accordance with the guidelines of the Education Bureau, the learning activities for Music, PE, VA and Computer will be attuned to avoid sharing of learning tools and to maintain physical distancing.
- If a student feels sick during the class, he/she should immediately notify the teachers. The School will promptly contact the parents to take the student home and seek medical advice.
- Students who are still abroad should return to Hong Kong at least 14 days before the class resumption and comply with the quarantine requirements of the Department of Health. Students undergoing compulsory quarantine orders are neither allowed to leave the designated quarantine places during the period, nor return to School.



- Students under medical surveillance may attend School. They should inform the School and follow the health advice given by the Department of Health.
- After school hours, students should avoid crowded places and all non-essential travel outside Hong Kong as far as possible.
- Teachers will explain the special measures and arrangements in detail to the students on the first day of the class resumption. Related information will also be provided to parents for reference.

## **2. Students' Arrival and Dismissal Arrangements / Parents' Access to School:**

- School hours on the class resumption will be from 8:10 am to 12:30 pm (half-day school). For class timetable, please refer to the School website: General Information > Timetable.
- For crowd control and students' temperature measurement, students should try to reach School between 7:30 am to 8:00 am.
- Teachers on-duty will check students' 'Temperature Record Sheet' and also take their temperature at the entrance of each classroom block from 7:30 am onward.
- The School's main gate will be closed at 8:00 am. The students arriving between 8:00 am to 8:10 am will have to enter from the gate of Ho Shung Yuk Building (Block G) near the beach where the teachers on-duty will check students' 'Temperature Record Sheet' and also take their temperature.
- Students arriving after 8:10 am will be recorded as late. They should enter the campus from the main gate and proceed to the General Office to register, get their temperature and the 'Temperature Record Sheet' checked before heading to their classrooms.
- School buses will depart after school dismissal at 12:30 pm. Parents who pick up their children should wait outside the gate of Ho Shung Yuk Building (Block G) near the beach. Students will be led by the teachers to the gate of Block G for dismissal.
- Parents cannot enter the campus at any time. If there is an emergency requiring parents to enter the School campus, they should go directly to the General Office to register via main gate. They have to wear a face mask and have their temperature taken at the gate.

## **3. Sanitation:**

- The School premises have been fully cleaned and disinfected during the suspension period.
- All washrooms will be cleaned and disinfected after each recess.
- All classrooms, special rooms, dormitories, washrooms and facilities will be cleaned and disinfected with '0° Airject' <sup>1</sup> every day.
- Sterilizing hand rub will be available in all classrooms, special rooms and dormitories for students to clean their hands when necessary.

<sup>1</sup> '0° Airject' was developed by Sundial Technology Development Limited, a member of the Hong Kong Science and Technology Parks Corporation Incubation Programme. It is mainly composed of chlorine dioxide (ClO<sub>2</sub>), activating fluid and phytoncide, which can safely kill 99.99% of the pathogenic sources in a certain space as well as the bacteria and viruses in the air and on the surface of all objects by atomization. The concentration of chlorine dioxide (ClO<sub>2</sub>) released by '0° Airject' tested and verified by the accredited laboratory of HKSAR Government absolutely meets the standards of US Environmental Protection Agency, US Occupational Safety and Health Administration, US National Institute for Occupational Safety and Health, and World Health Organization.



#### 4. Declaration Form for Travel History and Health Status of Students (*Appendix II*)

- To keep the School informed about the health condition of your child, please complete the form with the following information:
  - (i) Travel history of your child outside Hong Kong in the past 14 days;
  - (ii) Was your child infected with COVID-19;
  - (iii) Health status of those taking care of your child, or those living with your child
  - (iv) Current health status of your child.
- Please return the signed form (*Appendix II*) to your child's class teacher by email on or before 29<sup>th</sup> May 2020 (next Friday).

#### 5. Reporting Confirmed Cases of Infection

- If a student meets any of the two conditions listed below, the concerned parents should inform the School immediately to allow us to make contingency plans and to inform the Education Bureau:
  - (i) Student is a confirmed case of COVID-19;
  - (ii) Student has been classified as a 'close contact of an infected person' with COVID-19 (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).

#### 6. Instrument Classes

- On class resumption, all string (violin, viola, cello, double bass, harp), percussion and piano lessons will resume normally at School.
- All woodwind, brass and vocal lessons will be held online as real-time teaching after school hours. Instrument instructors will contact parents for lesson arrangements.
- Lessons that were not completed due to the class suspension will be arranged during the summer vacation and before the new term begins. Instrument instructors will contact the parents concerned for arrangements.
- For any queries regarding the instrument classes, please directly contact the music teacher of your child.

#### 7. G6 Boarding Programme

- The School Dormitory will reopen on 8<sup>th</sup> June 2020 (Monday).
- Details of the boarders' return arrangements and precautionary measures will be announced in a separate notice to the parents concerned.

The School will maintain good hygienic standards in the premises through thorough cleaning and disinfecting daily to ensure a safe and healthy learning environment for the students. However, keeping in mind the rapidly changing nature of the COVID-19 pandemic, we will strictly monitor all related latest developments. Parents are requested to pay close attention to the latest updates and announcements by the School as well as the Education Bureau.



聖士提反書院附屬小學

St. Stephen's College Preparatory School

2019 冠狀病毒病

**特別通告 (9) – 復課安排**

四至六年級及一至三年級將分別於 6 月 8 日及 15 日復課。本校期盼與家長合作，以確保學生能在安全健康之環境中學習。請詳閱以下復課安排，並遵守相關措施：

### 1. 防護措施：

- 學生如有發燒或出現呼吸道感染症狀，切勿上學，並立即求醫；
- 學生每天回校前須量度體溫，並帶備已有家長簽署之「量度體溫記錄表」回校（附件一）；
- 本校亦要求所有教職員、校車司機及保姆於每天上班前量度體溫；如有病徵，不可上班。
- 學生在校舍範圍內及交通工具上（包括校車）均須戴上口罩；
- 除回校時戴上之口罩，學生亦須額外自備口罩最少兩個、紙巾及已寫上姓名之信封／密實袋／口罩套，以作儲放口罩之用；
- 學生將被安排以「面對背」方式單行排坐，並盡量使用課室空間，以保持學生之間之距離；
- 為保持室內空氣流通，課室內之空調及抽氣扇將同時開啟，門窗亦會常開；
- 本校將擴大可供學生小息之空間，並分散各級到不同之指定位置小息；小息時，學生除於進食茶點及喝水外，仍須戴上口罩，並切勿共享食物或飲品及共用餐具；
- 校內所有飲水機將暫停使用，學生須自備清水；
- 音樂、體育、視覺藝術及電腦科將按照教育局指引，在教學活動上有所調適，避免共用同一物品及保持學生之間應有之距離；
- 學生在上課途中如感到不適，應盡快通知老師；本校亦會立刻聯絡家長接領學生回家及求診；
- 所有仍在香港以外地方之學生須於復課前最少 14 天返回香港，並遵從衛生署之檢疫要求；任何學生如需接受強制檢疫，期間不得離開指定之檢疫地點，更不能回校上課；
- 如需接受醫學監察之學生仍可照常上課，但必須通知本校並遵守衛生署所有之健康建議；
- 課餘時間，學生應避免到人多擠迫之地方，並取消所有非必要之外遊計劃；
- 老師將於復課後第一天向學生詳細講解各項應注意之事項，有關之資料亦將提供予各家長參考。

### 2. 上、下課及家長到校安排：

- 各級復課後之上課時間為 8:10 am 至 12:30 pm（半日課），各班時間表請見學校網頁：一般資料 > 時間表；
- 為控制人流及量度學生體溫，學生請盡量提早於 7:30 am 至 8:00 am 回校；



- 每早 7:30 am 起將有當值老師在校園內各座課室入口檢查「量度體溫記錄表」及再次為學生量度體溫；
- 學校大門閘口將於 8:00 am 關上，所有 8:00 am 至 8:10 am 到校之學生須於近海灘何崇鏐教學樓 (G 座) 閘口由當值老師檢查「量度體溫記錄表」及量度體溫後，再進入校園；
- 8:10 am 後到校之學生將作遲到論，其須於學校大門側閘進入校園，再到校務處登記、檢查「量度體溫記錄表」及量度體溫後，始能回到課室上課；
- 放學後，校車於 12:30 pm 隨即開出；來校接領學生之家長須到近海灘何崇鏐教學樓 (G 座) 閘外等候，學生將由老師帶領到 G 座閘口放學；
- 任何時候，家長不能進入校舍；如有緊急事故到校，家長請經學校大門前往校務處登記，進入校園時必須配戴口罩及由本校員工量度體溫。

### 3. 校園清潔：

- 停課期間，本校已全面清潔及消毒校舍；
- 各洗手間將於每個小息後清洗；
- 所有課室、特別室、宿舍、洗手間及校園設施每天除定時清潔外，亦會使用「0°空間消毒霧劑」<sup>2</sup> 作消毒；
- 所有課室、特別室及宿舍將放置酒精搓手液，以供學生需要時清潔雙手。

### 4. 學生外遊及健康狀況申報表 (附件二)：

- 為提高本校對學生健康情況之警覺性，請家長於申報表中提供以下資料：
  - (v) 學生 14 天內之外遊紀錄；
  - (vi) 學生是否曾經確診；
  - (vii) 照顧學生、或與學生同住之人士之健康情況；
  - (viii) 學生之健康狀況；
- 家長簽署後請於 5 月 29 日(下星期五)或以前以電郵方式交回班主任老師。

### 5. 呈報個案：

- 學生一經證實以下情況，家長須即時通知本校，以便本校制訂應變措施及通報教育局：
  - (iii) 證實染上 2019 冠狀病毒病；
  - (iv) 被衛生署界定為 2019 冠狀病毒病確診個案之「密切接觸者」(「密切接觸者」一般指曾經照顧患者、與患者共同居住或曾經接觸過患者之呼吸分泌物和體液之人士)。

<sup>2</sup> 「0°空間消毒霧劑」由香港科學園公司培育計劃成員 Sundial Technology Development Limited 研發，主要由二氧化氯 (ClO<sub>2</sub>)、激活液和芬多精三種成分組成，利用霧化之方法有效將一定空間內空氣中和所有物件表面上細菌病毒消滅，且能安全地殺滅環境中 99.99% 之致病源，適合任何人士和場所使用。「0°空間消毒霧劑」經過香港政府認可測試中心檢測實證使用時釋出之二氧化氯 (ClO<sub>2</sub>) 之濃度絕對符合美國國家環境保護局、美國職業安全與健康管理局、美國國家職業安全衛生研究所及世界衛生組織認可之安全標準。



## 6. 樂器班：

- 復課後，所有弦樂（小提琴、中提琴、大提琴、低音大提琴、豎琴）、敲擊樂及鋼琴班將恢復在校上課；
- 所有木管樂、銅管樂及聲樂班將維持於課餘時間以網上實時授課形式進行，樂器導師將聯絡家長有關之安排；
- 本學年因停課影響而未能完成之課節，導師將個別安排於暑假期間進行，並於下一學年開始前完成；
- 如就樂器班有任何查詢，請與各班之音樂老師聯絡。

## 7. 六年級寄宿課程：

- 宿舍將於6月8日（星期一）重開；
- 有關各項入宿安排及措施，本校將另函通知各宿生家長。

本校會盡力保持校園衛生及保障學生之健康，期望學生在復課後能在安全之環境下，逐漸回復正常之校園學習生活。惟鑑於疫情仍可能有變化，本校會繼續密切留意有關情況，家長亦請密切注意教育局及本校之最新公布。

以上通告  
一至六年級家長

校長  
衛燕華博士

二〇二〇年五月二十二日

**St Stephen's College Preparatory School**  
**Temperature Record Sheet**

1. Parents / Guardians should take their children's temperature before sending them to school. For normal body temperature range, please refer to the Reference Range for Temperature Screening in the Guidance Note on Monitoring of Body Temperature by the Centre for Health Protection:  
[https://www.chp.gov.hk/files/pdf/guidance\\_note\\_on\\_monitoring\\_of\\_body\\_temperature.pdf](https://www.chp.gov.hk/files/pdf/guidance_note_on_monitoring_of_body_temperature.pdf)
2. If the student has fever, he / she should not attend school and should consult a doctor promptly, apply for sick leave, stay at home and take rest.
3. Parents / Guardians should record children's temperature and sign on the record sheet daily. The record sheet should be returned to school staff for checking.
4. Parents / Guardians should also complete the record sheet during holiday.

Name of Student: \_\_\_\_\_ Class: \_\_\_\_\_ Class No.: \_\_\_\_\_ Month: 6/2020

Date	Time for Taking Temperature	Temperature	Signature of Parent / Guardian
1/6/2020 (Mon)	am / pm	°C / °F	
2/6/2020 (Tue)	am / pm	°C / °F	
3/6/2020 (Wed)	am / pm	°C / °F	
4/6/2020 (Thu)	am / pm	°C / °F	
5/6/2020 (Fri)	am / pm	°C / °F	
6/6/2020 (Sat)	am / pm	°C / °F	
7/6/2020 (Sun)	am / pm	°C / °F	
8/6/2020 (Mon)	am / pm	°C / °F	
9/6/2020 (Tue)	am / pm	°C / °F	
10/6/2020 (Wed)	am / pm	°C / °F	
11/6/2020 (Thu)	am / pm	°C / °F	
12/6/2020 (Fri)	am / pm	°C / °F	
13/6/2020 (Sat)	am / pm	°C / °F	
14/6/2020 (Sun)	am / pm	°C / °F	
15/6/2020 (Mon)	am / pm	°C / °F	
16/6/2020 (Tue)	am / pm	°C / °F	
17/6/2020 (Wed)	am / pm	°C / °F	
18/6/2020 (Thu)	am / pm	°C / °F	
19/6/2020 (Fri)	am / pm	°C / °F	
20/6/2020 (Sat)	am / pm	°C / °F	
21/6/2020 (Sun)	am / pm	°C / °F	
22/6/2020 (Mon)	am / pm	°C / °F	
23/6/2020 (Tue)	am / pm	°C / °F	
24/6/2020 (Wed)	am / pm	°C / °F	
25/6/2020 (Thu)	am / pm	°C / °F	
26/6/2020 (Fri)	am / pm	°C / °F	
27/6/2020 (Sat)	am / pm	°C / °F	
28/6/2020 (Sun)	am / pm	°C / °F	
29/6/2020 (Mon)	am / pm	°C / °F	
30/6/2020 (Tue)	am / pm	°C / °F	

**聖士提反書院附屬小學**  
**體溫量度記錄表**

1. 每天上學前，家長／監護人須為學生量度體溫，有關正常體溫讀數範圍，請參考衛生防護中心《體溫監測須知》內之「體溫量度的參考」：  
[https://www.chp.gov.hk/files/pdf/guidance\\_note\\_on\\_monitoring\\_of\\_body\\_temperature\\_chi.pdf](https://www.chp.gov.hk/files/pdf/guidance_note_on_monitoring_of_body_temperature_chi.pdf)
2. 學生如有發燒，切勿回校，應立刻求醫並向校方請假，留在家中休息。
3. 每天記錄學生體溫後，請家長／監護人簽署作實，然後學生交回學校負責教職員查閱。
4. 放假期間，家長／監護人亦須填寫「量度體溫記錄表」。

學生姓名：\_\_\_\_\_ 班別：\_\_\_\_\_ 學號：\_\_\_\_\_ 月份：\_\_\_\_\_ 6/2020

日期	量度體溫時間	體溫	家長/監護人簽署
1/6/2020 (一)	上午 / 下午	°C / °F	
2/6/2020 (二)	上午 / 下午	°C / °F	
3/6/2020 (三)	上午 / 下午	°C / °F	
4/6/2020 (四)	上午 / 下午	°C / °F	
5/6/2020 (五)	上午 / 下午	°C / °F	
6/6/2020 (六)	上午 / 下午	°C / °F	
7/6/2020 (日)	上午 / 下午	°C / °F	
8/6/2020 (一)	上午 / 下午	°C / °F	
9/6/2020 (二)	上午 / 下午	°C / °F	
10/6/2020 (三)	上午 / 下午	°C / °F	
11/6/2020 (四)	上午 / 下午	°C / °F	
12/6/2020 (五)	上午 / 下午	°C / °F	
13/6/2020 (六)	上午 / 下午	°C / °F	
14/6/2020 (日)	上午 / 下午	°C / °F	
15/6/2020 (一)	上午 / 下午	°C / °F	
16/6/2020 (二)	上午 / 下午	°C / °F	
17/6/2020 (三)	上午 / 下午	°C / °F	
18/6/2020 (四)	上午 / 下午	°C / °F	
19/6/2020 (五)	上午 / 下午	°C / °F	
20/6/2020 (六)	上午 / 下午	°C / °F	
21/6/2020 (日)	上午 / 下午	°C / °F	
22/6/2020 (一)	上午 / 下午	°C / °F	
23/6/2020 (二)	上午 / 下午	°C / °F	
24/6/2020 (三)	上午 / 下午	°C / °F	
25/6/2020 (四)	上午 / 下午	°C / °F	
26/6/2020 (五)	上午 / 下午	°C / °F	
27/6/2020 (六)	上午 / 下午	°C / °F	
28/6/2020 (日)	上午 / 下午	°C / °F	
29/6/2020 (一)	上午 / 下午	°C / °F	
30/6/2020 (二)	上午 / 下午	°C / °F	



**St Stephen's College Preparatory School**  
**Coronavirus Disease 2019 (COVID-19)**  
**Declaration Form for Travel History and Health Status of Students**

Name of Student: \_\_\_\_\_ ( ) Class: \_\_\_\_\_ Gender:  M / F

Please  the appropriate boxes and fill in the required information (if applicable). The signed form should be returned to your child's class teacher by email on or before 29<sup>th</sup> May 2020 (next Friday).

**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 been outside Hong Kong in the past 14 days prior to class resumption.

Date: From \_\_\_\_\_ (departure d/m/y) to \_\_\_\_\_ (arrival d/m/y)

Destination (please specify countries and cities): \_\_\_\_\_

**B. Was your child infected with COVID-19?**

- My child was NOT infected with COVID-19.
- My child was infected with COVID-19 infection and has already recovered.

Hospitalization period (if applicable):

Date: From \_\_\_\_\_ (d/m/y) to \_\_\_\_\_ (d/m/y)

**C. Health status of those taking care of your child, or those living with your child**

- People taking care of or living with my child have NOT been infected with COVID-19
- Person taking care of or living with my child was infected with COVID-19, the person has recovered / is still receiving treatment in hospital / has been discharged from hospital and taking medicine. (please delete as appropriate)

Relation with my child (please specify): \_\_\_\_\_

- Person taking care of or living with my child, has not been classified as "close contact of an infected person" \* of COVID-19.

**D. Current health status of your child**

- My child has NO symptoms of cough, shortness of breath, breathing difficulty and sore throat.

**I declare that all the information given above is true.**

Signature of Parent: \_\_\_\_\_

Name of Parent: \_\_\_\_\_

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.

聖士提反書院附屬小學  
2019 冠狀病毒病  
學生外遊及健康狀況申報表

學生姓名：\_\_\_\_\_ 班別：\_\_\_\_\_ 性別：男 / 女

請於適當空格內填上☑號及填妥本表格，並於 5 月 29 日（下星期五）或以前以電郵方式交回班主任老師。

甲. 十四天內之學生外遊記錄

- 本人子女在復課前十四天內沒有離開香港  
 本人子女在復課前十四天曾到訪香港境外的國家／地區

日期：由 \_\_\_\_\_ (年/月/日) 至 \_\_\_\_\_ (抵港年/月/日)

外遊地點（請列明國家及城市）：\_\_\_\_\_

乙. 學生是否曾經確診

- 本人子女沒有證實患上「2019 冠狀病毒病」  
 本人子女曾證實患上「2019 冠狀病毒病」，並已痊癒  
留院日期（如適用）：

日期：由 \_\_\_\_\_ (年/月/日) 至 \_\_\_\_\_ (年/月/日)

丙. 照顧學生或與學生同住的人的健康狀況

- 照顧本人子女或與其同住的人士均沒有證實患上「2019 冠狀病毒病」  
 照顧本人子女或與其同住的人士中，有證實患上「2019 冠狀病毒病」，現已痊癒／仍留院醫治／出院進行藥物治療（請刪去不適用者）

患者與本人子女之關係：\_\_\_\_\_

- 照顧本人子女或與其同住的人士中，並沒有被衛生署界定為 2019 冠狀病毒病確診個案的「密切接觸者」\*

丁 學生的健康狀況

- 本人子女沒有咳嗽、氣促、呼吸困難或咽喉痛等徵狀。

本人確認上述資料均屬實無誤。

家長簽署：\_\_\_\_\_

家長姓名：\_\_\_\_\_

日期：\_\_\_\_\_

\* 「密切接觸者」一般指曾經照顧患者、與患者共月居住或曾經接觸過患者的呼吸道分泌物和體液的人士