

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

- Sick students, teachers and other staff should not come to school including those under quarantine. The school will make reference to the flexible sick leave approach suggested by the government.
- Students/ teachers and other staff who had travelled to the Red Alert areas must report this to the school and remain in quarantine.

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.
- The carpets at the school entrance are sprayed with disinfectant/ sanitizer regularly.
- Students/ all staff entering the school campus MUST take their temperature before leaving home and at the Reception Office. Visitors must also take their temperature outside the Reception Office. If they enter the campus via the vehicular access, they must have their temperature taken at the entry point. Any student/teacher/staff/ visitor with fever will not be allowed entry to the school campus.
- Any student/ teacher/staff/ visitor without a mask will be issued with one at the Reception Office/ the Entry Point. The school has every right to refuse those without wearing a mask from entering the campus.
- Once at the campus, student/ teacher/ staff/ visitor will have to wear a face mask. Mask MUST be worn in the common areas of the campus including the staff rooms.
- Alcohol hand rub has been placed at the Reception Office for use.
- Flexi hours/ staggering working patterns have been implemented by the school. (Kindly liaise with the PCDC)
- Social distancing will be practised and gatherings with a large number of people to be avoided.
- The school will enhance the cleaning and disinfecting of the school campus.
- The school will purchase equipment to help in killing germs and employ a specialist company to apply Germagic thyme 90 coating.

- Good ventilation will be kept in school.

Maintaining Good Personal Hygiene

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

Additional Measures

- Employees are to notify the school if their family member is confirmed to be a COVID-19 patient or that he/ she has been in close contact with such patient.
- The quarantine requirements set by the government should be strictly followed.
- The school will keep track of the developments and follow the advice from Centre for Health Protection (CHP). <<https://www.chp.gov.hk>>
- Other useful information will be shared regularly through Edmodo and the school website.

Plan for Continuity of Learning

- During the school suspension period, the 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.

Other Arrangements When School Resumes

- No school assembly and Friday Masses will be held during this critical period.
- Summer time-table will be used for students.
- Students are not allowed to sit on the floor at all times.
- Students should bring their own drinking bottles.
- All post exam tours have been cancelled and there will not be any House enterprise.
- Both the Swimming Gala and the holiday following the Swimming Gala will be cancelled. The time table of Day 1 and Day 2 will be used respectively.