

敬啟者：

因應 2019 冠狀病毒病疫情依然嚴峻，政府會維持現行的社交距離措施。教育局於 1 月 4 日宣布所有幼稚園及中小學（包括特殊學校及提供非本地課程學校）在 2021 年 1 月 10 日後，**維持暫停面授課堂及校內活動，直至本年學校農曆新年假期開始。同時，教育局有限度容許學校在做好衛生防護工作的大前提下，按校本需要及教育局所定原則彈性安排不同級別的學生回校上課或考試。**就此，學校於以上時段將採取以下的應變安排：

1. 學校按教育局對學生每天回校人數的規定，**安排每天一至兩班學生回校上課、進行治療評估及部分班級考試**，即農曆年假前每位學生可回校 2 天。各班學生回校日期詳見下表：

班級	回校面授課堂日期
信	1 月 12 日(星期二)、1 月 26 日(星期二)
恆、義甲	1 月 13 日(星期三)、1 月 27 日(星期三)
義乙	1 月 14 日(星期四)、1 月 28 日(星期四)
禮	1 月 15 日(星期五)、1 月 29 日(星期五)
孝、望乙	1 月 18 日(星期一)、2 月 1 日(星期一)
智、仁甲	1 月 19 日(星期二)、2 月 2 日(星期二)
誠乙、忠	1 月 20 日(星期三)、2 月 3 日(星期三)
誠甲、望甲	1 月 21 日(星期四)、2 月 4 日(星期四)
仁乙	1 月 22 日(星期五)、2 月 5 日(星期五)
德、愛	1 月 25 日(星期一)、2 月 8 日(星期一)

2. 學校已全面清潔校舍並消毒，校舍及校車均使用了 Germagic 防疫殺菌塗層服務。另學校已促請全校教職員加強衛生防疫措施，確保個人及學校環境衛生。此外，學校也要求所有服務學生的員工每天回校前量度體溫。任何教職員如有發燒，均不可回校。
3. **若家長對回校面授課堂有所顧慮，可考慮讓子女留在家中**，學校會彈性處理學生告假事宜，並為有關學生提供適切支援。
4. 學生於上述回校日子的**上學時間為上午 9:00，放學時間為下午 12:20**，上落校車時間將容後個別通知家長。
5. 要讓學生在清潔和安全的環境下學習，家長及同學們的合作至為重要。我們懇請家長除了加強家居衛生外，還嚴格落實下列措施：
  - 5.1 **留意子女的健康狀況，如出現病徵，尤其發燒，切勿上學，並立即求醫；**
  - 5.2 於回校日上學前為子女**量度體溫**，並填寫由本校提供的「量度體溫記錄表」(表格 A)，簽署後由學生帶回學校；
  - 5.3 為防感染，請促請學生每天上學時（包括乘坐校車或其他交通工具）**必須戴上口罩**，並為學生**帶備 5 個口罩、紙巾和水樽**等回校使用。
  - 5.4 為提高教職員對學生健康情況的警覺性，請家長填寫「**學生外遊及健康狀況申報表**」(表格 B)，提供各項資料。如有特別情況，**如確診 2019 冠狀病毒病、被列為密切接觸者、14 日內曾外遊、須進行強制檢測等**，學生**切勿上學，以保障師生健康**。班主任亦會於學生回校前致電家長，收集有關上述資料，以便學校更有效採取各項防疫工作。
  - 5.5 若學生回校後身體不適，如出現發燒、流感等徵狀，學校會即時採取隔離措施，並請家長到校接回子女，並盡快帶子女求醫。

6. **其他不用回校的班級將繼續進行網上學習**，網上實時課堂(Zoom)時間表依據現時半日上學的上課時間表，家長請按手冊上張貼的時間表所列的時間和科目，與學生進行網上實時的早會、早操、班務及課堂(恆班中五組則依據網上實時教學時間表上課)。請沿用九月份網上實時課堂的 Zoom 帳戶及密碼。
7. 治療部將繼續透過不同形式支援非回校學生的治療訓練，並會個別聯絡家長。
8. 老師會繼續把課業和學習資源以電郵或上載電子學習平台的方式發送給同學，並於學生回校日派發課業及各樣學習資源。未能回校面授課堂的學生，校務處將個別聯絡家長派送課業的形式和安排。
9. 原定考試安排將作變動，**恆班(中五)考試於1月25日至2月5日舉行，恆班(中三高)考試於1月28日至2月5日舉行，其他班別考試取消**。原定於1月25日至1月29日的試後活動週將會取消。
10. 學校於維持暫停面授課堂期間仍會保持校舍開放，以照顧有需要返校的學生，並為家長提供適切的支援，如有任何特別情況，家長可盡早聯絡學校。

學校會按衛生防護中心的指示，加強校內的清潔及消毒工作，並採取各項衛生防護措施，以保障師生健康。學校亦促請家長依照衛生防護中心的健康指引，為預防 2019 冠狀病毒病採取合適的預防措施，詳情請瀏覽 <http://www.chp.gov.hk>。大家應盡量減少外出，應避免群體聚集、社交接觸及外出用膳，並讓子女保持均衡飲食、恆常運動及充足休息以增強免疫力。

學校會密切留意最新發展，繼續與家長保持緊密溝通。如有任何查詢，歡迎致電 2424 7766 聯絡校護梁潔梅姑娘或黃景聰副校長。

此致  
各家長



賴雲艷校長

2021年1月8日

## 量度體溫記錄表

- 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的《體溫監測須知》內的「體溫量度的參考」，請瀏覽 [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) 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。
- 每天記錄學生體溫後，請家長／監護人簽署作實，然後交班主任查閱。
- 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：\_\_\_\_\_ 月份：\_\_\_\_\_

日期	量度體溫時間	溫度	家長／監護人簽署
1月12日	上午 / 下午	°F/°C	
1月13日	上午 / 下午	°F/°C	
1月14日	上午 / 下午	°F/°C	
1月15日	上午 / 下午	°F/°C	
1月16日	上午 / 下午	°F/°C	
1月17日	上午 / 下午	°F/°C	
1月18日	上午 / 下午	°F/°C	
1月19日	上午 / 下午	°F/°C	
1月20日	上午 / 下午	°F/°C	
1月21日	上午 / 下午	°F/°C	
1月22日	上午 / 下午	°F/°C	
1月23日	上午 / 下午	°F/°C	
1月24日	上午 / 下午	°F/°C	
1月25日	上午 / 下午	°F/°C	
1月26日	上午 / 下午	°F/°C	
1月27日	上午 / 下午	°F/°C	
1月28日	上午 / 下午	°F/°C	
1月29日	上午 / 下午	°F/°C	
1月30日	上午 / 下午	°F/°C	
1月31日	上午 / 下午	°F/°C	
2月1日	上午 / 下午	°F/°C	
2月2日	上午 / 下午	°F/°C	
2月3日	上午 / 下午	°F/°C	
2月4日	上午 / 下午	°F/°C	
2月5日	上午 / 下午	°F/°C	
2月6日	上午 / 下午	°F/°C	
2月7日	上午 / 下午	°F/°C	
2月8日	上午 / 下午	°F/°C	
2月9日	上午 / 下午	°F/°C	

香港耀能協會羅怡基紀念學校  
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

請填妥下列表格交回學校（在適當方格內加上「✓」號）。

**甲部 -14 天內的學生外遊紀錄**

本人子女在回校前 14 天內沒有離開香港。

本人子女在回校前 14 天曾到訪香港境外的國家/地區。

離港時期：由 2021 年\_\_月\_\_日(離港日期) 至\_\_月\_\_日(抵港日期)

外遊地點（請列明國家及城市）：\_\_\_\_\_

**乙部 - 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：由\_\_月\_\_日至\_\_月\_\_日

**丙部 - 照顧學生、或與學生同住的人士的健康情況**

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」，現已經痊癒/仍留院醫治/出院進行藥物治療（請刪去不適用者）。  
該患者和本人子女的關係：\_\_\_\_\_

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」。

照顧本人子女、或與其同住的人士中，曾被衛生署界定為 2019 冠狀病毒病確診個案的「密切接觸者」。  
該「密切接觸者」和本人子女的關係：\_\_\_\_\_

**丁部 - 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。

**戊部 - 居住大廈確診個案**

本人子女居住的大廈沒有「2019 冠狀病毒病」的確診個案。

**己部 - 強制檢測**

本人子女沒有被政府要求進行「2019 冠狀病毒病」的強制檢測。

家長/監護人簽署：\_\_\_\_\_

家長/監護人姓名（正楷）：\_\_\_\_\_

日期：\_\_\_\_\_

註：「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的呼吸道分泌物和體液的人士。

Dear Parents/Guardians,

8 January, 2021

Prevention of Coronavirus Disease 2019  
Continuation of suspension of face-to-face classes for all schools

Since the situation of COVID-19 is still severe, the Government has decided to maintain the existing social distancing measures. The Education Bureau (EDB) has decided that all kindergartens, primary and secondary schools (including special schools and schools offering non-local curriculum) *will continue the suspension of face-to-face classes and school activities until the beginning of schools' Chinese New Year holidays. Adding to this, provided that proper health protection measures are in place, the EDB will allow schools to arrange a small number of students of different levels to return to campuses to attend face-to-face classes in a more flexible manner and in accordance with school-based arrangements.* Therefore, the school will adopt the following measures in the above time period:

1. According to the regulations of the EDB on the number of students returning to school every day, the school will arrange one to two classes of students to return to school every day for lessons, therapy assessment and examinations of some classes. Each student can return to school for 2 days before the Lunar New Year holiday. Please refer to the following table for the dates of face-to-face classes for different classes:

Classes	Date of face-to-face classes
Shun	12 Jan(Tue), 26 Jan(Tue)
Hang, YeeA	13 Jan(Wed), 27 Jan(Wed)
YeeB	14 Jan(Thur), 28 Jan(Thur)
Lai	15 Jan(Fri), 29 Jan(Fri)
Hau, MongB	18 Jan(Mon), 1 Feb(Mon)
Chee, YanA	19 Jan(Tue), 2 Feb(Tue)
ShingB, Chung	20 Jan(Wed), 3 Feb(Wed)
ShingA, MongA	21 Jan(Thur), 4 Feb(Thur)
YanB	22 Jan(Fri), 5 Feb(Fri)
Tak, Oi	25 Jan(Mon), 8 Feb(Mon)

2. Our school has thoroughly cleaned and disinfected the school premises. We have urged all staff members 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 to take their temperature before going to school. If they have fever, they must not return to school.
3. If parents have concerns about resuming face-to-face classes, they can consider leaving their children at home. The school will handle student absence flexibly and provide appropriate support to the students whenever necessary.
4. The school time for students on the above dates of face-to-face classes is 9:00 am to 12:20 pm. Parents will be notified individually of the school bus time schedule later.
5. Cooperation from parents and students is important for us to maintain a clean and safe environment. We call on your support to step up environmental hygiene in the household, and, on top of that, implement the following measures strictly:
  - 5.1 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.
  - 5.2 Take your child's temperature before he/ she goes to school. Fill in the record sheet (Proforma A), sign your name on it and return the completed sheet.

- 5.3 To prevent infection, please ask your child to wear a mask (also applicable when taking school buses or other transportations) and bring 5 masks, tissue and water bottle to school.
- 5.4 To keep teachers' informed of the health condition of students, please complete Proforma B to provide the necessary information such as the current health status, travel history in the past 14 days, confirmed infection of COVID-19, confirmed cases of residential building, compulsory testing of COVID-19 etc. Students should not go to school in case of the above situation. Moreover, the school will collect information by phone call before the students return to school. The school can then take the precautionary measures more effectively.
- 5.5 If the student feels unwell after returning to school, such as fever, flu and other symptoms, the school will immediately take isolation measures, and parents are requested to pick up their children from school and take them to see a doctor as soon as possible.
6. All the classes that need not go to school for face-to-face classes will continue online learning. The online real-time class timetable (Zoom lessons) will be the same as the timetable of the half-day schooling. Parents should refer to the timetable in the school handbook and having the Zoom morning assembly, morning exercise, class teacher period and lessons according to the time and subject shown on that timetable. (For Class Hang S5, please refer to the Zoom real-time class timetable.) Please use the Zoom ID and password of those used in September Zoom lessons.
7. The Therapy Departments will continue to support students' treatment training in different forms, and will contact parents individually.
8. Teachers will send homework and learning resources to students by email or upload to the e-learning platform. Homework and other learning materials will also be distributed to students on the day when they go to school for face-to-face classes. For students who will not go to school, the school office will contact their parents individually for the arrangement of distributing the homework and materials.
9. The examination schedule will be changed again. Class Hang(S5) examination will be held from 25 January to 5 February, 2021. Class Hang(S3) examination will be held from 28 January to 5 February, 2021. Other Classes' examinations will be cancelled. The post-examination activity week originally scheduled from 25 January to 29 January, 2021 will also be cancelled.
10. During the suspension of face-to-face classes, the school will keep our premise open to take care of those students in need and to provide support to parents whenever necessary.

The school has strengthened disinfection and cleaning of the school campus and strictly observe all the health protection measures in accordance with the instruction from the Department of Health, so as to safeguard the health and well-being of teachers and students. We would like to urge parents to put in place appropriate preventive measures to guard against the spread of COVID-19, based on the health advice from CHP. For details, please refer to <http://www.chp.gov.hk>. We should avoid going out, having crowd gatherings and social contacts as well as dining out. Students should maintain a balanced diet, exercise regularly, and take adequate rest in order to strengthen their immunity.

The school will closely monitor the situation and maintain close liaison with the parents. For enquiries, please contact the school nurse, Ms Leung or the school vice principal, Ms Wong (2424 7766).

Thank you for your attention.



Yours faithfully,

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Ms W Y Lai  
Principal

## Temperature Record Sheet

1. Parents/Guardians should take their children's temperature before going 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, Please browse [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)  
When 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.
2. Parents/Guardians should record their children's temperature and sign on the record sheet daily. The record sheet should be returned to school staff/class teacher for checking.
3. Parents/Guardians should also complete the record sheet during holiday.

Name of student : \_\_\_\_\_ Class : \_\_\_\_\_ Month : \_\_\_\_\_

Date	Time for taking temperature	Temperature	Signature of Parent/Guardian
12 January	A.M. / P.M.	°F/°C	
13 January	A.M. / P.M.	°F/°C	
14 January	A.M. / P.M.	°F/°C	
15 January	A.M. / P.M.	°F/°C	
16 January	A.M. / P.M.	°F/°C	
17 January	A.M. / P.M.	°F/°C	
18 January	A.M. / P.M.	°F/°C	
19 January	A.M. / P.M.	°F/°C	
20 January	A.M. / P.M.	°F/°C	
21 January	A.M. / P.M.	°F/°C	
22 January	A.M. / P.M.	°F/°C	
23 January	A.M. / P.M.	°F/°C	
24 January	A.M. / P.M.	°F/°C	
25 January	A.M. / P.M.	°F/°C	
26 January	A.M. / P.M.	°F/°C	
27 January	A.M. / P.M.	°F/°C	
28 January	A.M. / P.M.	°F/°C	
29 January	A.M. / P.M.	°F/°C	
30 January	A.M. / P.M.	°F/°C	
31 January	A.M. / P.M.	°F/°C	
1 February	A.M. / P.M.	°F/°C	
2 February	A.M. / P.M.	°F/°C	
3 February	A.M. / P.M.	°F/°C	
4 February	A.M. / P.M.	°F/°C	
5 February	A.M. / P.M.	°F/°C	
6 February	A.M. / P.M.	°F/°C	
7 February	A.M. / P.M.	°F/°C	
8 February	A.M. / P.M.	°F/°C	
9 February	A.M. / P.M.	°F/°C	

## SAHK B M KOTEWALL MEMORIAL SCHOOL

## 2019 Coronavirus Disease (COVID-19)

## Declaration form for travel history and health status of students

Name of Student : \_\_\_\_\_ Class : \_\_\_\_\_ Sex : M/F

*Please complete the below form and return to school (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”<sup>\*</sup> of COVID-19.
- Person taking care of or living together with my child, has been classified as “close contact of an infected person”<sup>\*</sup> 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.

**Part E – Confirmed cases in residential buildings**

- There is no confirmed case of COVID-19 in the building where my child lives.

**Part F – Compulsory testing of COVID-19**

- My child is not undergoing a compulsory testing of COVID-19.

Name of Parent/Guardian (in Block Letter) : \_\_\_\_\_

Signature of Parent/Guardian : \_\_\_\_\_

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

<sup>\*</sup> 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.