

SAHK B M KOTEWALL MEMORIAL SCHOOL

School Notice (No.134\_1920)

Dear Parents/Guardians,

25 May, 2020

Coronavirus Disease 2019 ~ Arrangement for Class Resumption

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

| <u>Class Level</u> | <u>Date of class resumption</u> | <u>Start Time</u> | <u>Leave Time</u> |
|--------------------|---------------------------------|-------------------|-------------------|
| Secondary Classes  | 15 June, 2020 (Mon)             | 9:00a.m.          | 12:05p.m.*        |
| Primary Classes    | 22 June, 2020 (Mon)             | 9:00a.m.          | 12:05p.m.         |

\*Senior mainstream Classes will leave school at 12:35p.m.

2. During the class suspension period, the school has made good use of different learning modes to enable students to continue with their learning. However, considering that long suspensions do affect the original teaching progress, the school will arrange two weeks of make-up classes for the whole school from 13 July to 24 July, 2020. Therefore, the summer holiday will be postponed to 27 July, 2020.
3. In response to the implementation of half-day classes after the resumption of classes, the student's timetable has been adjusted. Please refer to the class timetable attached to the notice for the period from 15 June to 24 July, 2020.
4. For those students who take the school bus, please refer to the bus schedule attached to the notice. Please pay attention to the updated time of school bus. For those students who go to school by themselves or picked up by parents should go to school according to the above time. For those students who take the Rehab Bus, please confirm with the Rehabilitation bus company about the time of boarding and dropping off. The school will arrange staff to take care of the students who have to stay at the school and wait for the Rehab bus to pick up them after school. Parents are requested to prepare lunch for those students. If the parents will pick up the students by themselves, please inform the school.
5. During the class suspension period, 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.
6. We will maintain the environmental hygiene of our school premises as far as we can 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. However, we are mindful of the rapidly changing nature of the COVID-19 pandemic, schools will keep in view the latest development, and parents should pay close attention to any latest announcements of our school as well as the EDB.

7. Cooperation from parents and students are 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:

7.1 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.

7.2 Take your child's temperature before he/ she goes to school every day. Fill in the record sheet (Proforma A) and sign your name on it. Your child should return the completed sheet to us daily.

7.3 To prevent infection, please ask your child to wear a mask (also applicable when taking school buses or other transportations) and bring 5 masks and tissue to school every day.

7.4 To keep teachers' informed of the health condition of students, please complete Proforma B to provide us with the following information:

- (a) travel history of your child outside Hong Kong in the past 14 days;
- (b) whether your child has confirmed infection of COVID-19;
- (c) the health status of those taking care of your child, or those living with your child;
- (d) the current health status of your child.
- (e) whether there are confirmed cases in your residential building.

Please return the Proforma on or before the first day of class resumption. Moreover, the school will once again collect information by phone call one week before the resumption of classes about their travel history and health conditions during the suspension period. The school can then take the precautionary measures more effectively.

7.5 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.

7.6 After the resumption of classes, you are requested to notify our nurse, Ms Leung, on 24247766 immediately in case of any of the following situations, to facilitate our prompt action in taking contingency measures and informing the EDB:

- (a) your child has been confirmed infection of COVID-19; or
- (b) your child has been classified as "close contact of an infected person" with COVID-19\*

7.7 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.

8. The 2<sup>nd</sup> term examination will be cancelled. The school will evaluate students' learning performance through continuous assessment.

9. The post-examination activities and the Joint Schools Speech Day will be cancelled.

10. Regarding the arrangement of the 2<sup>nd</sup> Parents' Day, the class teacher and the staff will contact the parents by phone during the week before the summer holiday to discuss the performance of the students' study, therapy as well as the other areas in the first semester. Academic reports, therapy reports and individual education plans will be given to the students on the last school day.
11. The school calendar of the 2<sup>nd</sup> term (June to July) has been updated and stuck in the student's handbook.

With concerted efforts contributed by different parties, we look forward to overcoming the adversities of the pandemic so that students, teachers and parents can resume normal living and healthy life. If you have any enquiries, please contact the school nurse, Ms Leung or the school vice principal, Ms Wong (2424 7766).

Thank you for your attention.

Yours faithfully,



A handwritten signature in blue ink that reads 'Zoe Lai'. The signature is written in a cursive style and is positioned above a horizontal line.

Ms W Y Lai

Principal

SAHK B M KOTEWALL MEMORIAL SCHOOL  
Temperature Record Sheet

Proforma A

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 |
|---------|-----------------------------|-------------|------------------------------|
| 1 June  | A.M. / P.M.                 | °F/°C       |                              |
| 2 June  | A.M. / P.M.                 | °F/°C       |                              |
| 3 June  | A.M. / P.M.                 | °F/°C       |                              |
| 4 June  | A.M. / P.M.                 | °F/°C       |                              |
| 5 June  | A.M. / P.M.                 | °F/°C       |                              |
| 6 June  | A.M. / P.M.                 | °F/°C       |                              |
| 7 June  | A.M. / P.M.                 | °F/°C       |                              |
| 8 June  | A.M. / P.M.                 | °F/°C       |                              |
| 9 June  | A.M. / P.M.                 | °F/°C       |                              |
| 10 June | A.M. / P.M.                 | °F/°C       |                              |
| 11 June | A.M. / P.M.                 | °F/°C       |                              |
| 12 June | A.M. / P.M.                 | °F/°C       |                              |
| 13 June | A.M. / P.M.                 | °F/°C       |                              |
| 14 June | A.M. / P.M.                 | °F/°C       |                              |
| 15 June | A.M. / P.M.                 | °F/°C       |                              |
| 16 June | A.M. / P.M.                 | °F/°C       |                              |
| 17 June | A.M. / P.M.                 | °F/°C       |                              |
| 18 June | A.M. / P.M.                 | °F/°C       |                              |
| 19 June | A.M. / P.M.                 | °F/°C       |                              |
| 20 June | A.M. / P.M.                 | °F/°C       |                              |
| 21 June | A.M. / P.M.                 | °F/°C       |                              |
| 22 June | A.M. / P.M.                 | °F/°C       |                              |
| 23 June | A.M. / P.M.                 | °F/°C       |                              |
| 24 June | A.M. / P.M.                 | °F/°C       |                              |
| 25 June | A.M. / P.M.                 | °F/°C       |                              |
| 26 June | A.M. / P.M.                 | °F/°C       |                              |
| 27 June | A.M. / P.M.                 | °F/°C       |                              |
| 28 June | A.M. / P.M.                 | °F/°C       |                              |
| 29 June | A.M. / P.M.                 | °F/°C       |                              |
| 30 June | A.M. / P.M.                 | °F/°C       |                              |

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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 |
|---------|-----------------------------|-------------|------------------------------|
| 1 July  | A.M. / P.M.                 | °F/°C       |                              |
| 2 July  | A.M. / P.M.                 | °F/°C       |                              |
| 3 July  | A.M. / P.M.                 | °F/°C       |                              |
| 4 July  | A.M. / P.M.                 | °F/°C       |                              |
| 5 July  | A.M. / P.M.                 | °F/°C       |                              |
| 6 July  | A.M. / P.M.                 | °F/°C       |                              |
| 7 July  | A.M. / P.M.                 | °F/°C       |                              |
| 8 July  | A.M. / P.M.                 | °F/°C       |                              |
| 9 July  | A.M. / P.M.                 | °F/°C       |                              |
| 10 July | A.M. / P.M.                 | °F/°C       |                              |
| 11 July | A.M. / P.M.                 | °F/°C       |                              |
| 12 July | A.M. / P.M.                 | °F/°C       |                              |
| 13 July | A.M. / P.M.                 | °F/°C       |                              |
| 14 July | A.M. / P.M.                 | °F/°C       |                              |
| 15 July | A.M. / P.M.                 | °F/°C       |                              |
| 16 July | A.M. / P.M.                 | °F/°C       |                              |
| 17 July | A.M. / P.M.                 | °F/°C       |                              |
| 18 July | A.M. / P.M.                 | °F/°C       |                              |
| 19 July | A.M. / P.M.                 | °F/°C       |                              |
| 20 July | A.M. / P.M.                 | °F/°C       |                              |
| 21 July | A.M. / P.M.                 | °F/°C       |                              |
| 22 July | A.M. / P.M.                 | °F/°C       |                              |
| 23 July | A.M. / P.M.                 | °F/°C       |                              |
| 24 July | A.M. / P.M.                 | °F/°C       |                              |
| 25 July | A.M. / P.M.                 | °F/°C       |                              |
| 26 July | A.M. / P.M.                 | °F/°C       |                              |
| 27 July | A.M. / P.M.                 | °F/°C       |                              |
| 28 July | A.M. / P.M.                 | °F/°C       |                              |
| 29 July | A.M. / P.M.                 | °F/°C       |                              |
| 30 July | A.M. / P.M.                 | °F/°C       |                              |
| 31 July | 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.**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.

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.