



11, EASTERN HOSPITAL ROAD, CAUSEWAY BAY, HONG KONG TEL: 2577 9485 FAX: 2881 0148 Website: <http://www.bwflc.edu.hk>  
香港銅鑼灣東院道十一號 電話：2577 9485 傳真：2881 0148 網址：http://www.bwflc.edu.hk

23<sup>rd</sup> September, 2020

2020/2021 Notice to Parents No.A12\_1ie

Information about Face-to-face Class Resumption in Response to Coronavirus Disease 2019

Dear Parents,

The Education Bureau (EDB) announced on 31<sup>st</sup> August that all schools in Hong Kong will resume half-day classes in 2 phases. The School thereby arranges for S1, S5 and S6 to return on 23<sup>rd</sup> September, Wednesday; and S2-S4 to return on 29<sup>th</sup> September, Tuesday. Details pertaining to respective arrangements are as follows:

1. Arrangement of lessons and revision to school calendar
  - 1.1. School hours start at 8:00 am and end at 1:15pm or 1:30 pm, Monday to Friday. Please refer to Appendix 1 for details.
  - 1.2. Lesson allocation of different subjects for face-to-face teaching and learning will be in effect.
  - 1.3. The following activity days and follow-up holidays will be cancelled and replaced with regular school days and lessons: 5th & 6th November (Outdoor Learning Day and post-activity holiday) and 27th & 30th November (Information Day and post-activity holiday). Refer to Appendix 2 for details.
  - 1.4. For days of PE lessons, students are advised to come to school, dressed in winter PE uniform (long pants and short-sleeved T-shirt) so as to avoid crowding in Changing Room for getting changed.
2. The First Term Uniform Test (UT) and the First Term Examination
  - 2.1. In order to catch up on missing learning, the scheduled UT from 27th October to 2nd November, 2020 will be cancelled and replaced with regular school lessons of weeks 9 and 10.
  - 2.2. The First Term Examination will remain in effect as scheduled.
  - 2.3. The Grand Total of the First Term result will be derived from the formative assessment and the First Term Examination on the ratio of 2:6. Performance of students' e-assignment during the class suspension period will also constitute certain portion of the formative assessment.
3. Anti-virus and personal hygiene measures
  - 3.1. During the last summer holiday, the School has thoroughly cleaned and disinfected the school premises, and has urged all school staff to strengthen sanitation and epidemic prevention measure to ensure the hygiene of the individual and the school. In addition, the School also requires all staff to take temperature every day before returning to school. Any staff member who has a fever is prohibited from returning to work. As face-to-face lessons resume, the school Tuck Shop will remain open. Stringent enforcement of all measures to fight the pandemic will be observed.
  - 3.2. To allow students to study in a clean and safe environment, co-operation of parents and students is very important. In addition to strengthening home hygiene, we urge parents to strictly implement the following measures:
    - Pay attention to the health of your child. If he/she shows symptoms, especially fever, he/she must not come to school but seek medical attention immediately.

- Take temperature measurements for your child before class every day, and fill out the “Temperature Record Sheet” provided by the School, sign and have your child bring it back to School every day.
- In order to prevent infection, students are urged to wear surgical mask(s) and bring face tissues or when going to school, including taking a school bus or other transportation.

In order to boost teachers’ knowing of students’ health, parents are invited to fill out the “Declaration Form for Travel History and Health Status of Students”, sign and have your child bring it back to the School on the first day of class resumption. Students who have been sick and have recovered should not return to school if they are still within 14 days of forced quarantine. Their such absence will be given grace consideration in accordance with the School policy.


After resuming the classes, once the parents have confirmed the following, please call 25779485 to notify Ms Siu Man-yee, teacher in charge of Students Affairs, so that the School can take contingency measures and notify the Education Bureau of the following:

- ◆ students confirmed to have infection of COVID-19; or
- ◆ students classified by the Department of Health as “close contact of an infected person” with COVID-19.

The School will do its best to uphold campus hygiene and protect the health of our students. It is hoped that after the resumption of classes, students can gradually return to normal school life in a safe environment. However, the School will stay mindful of the rapidly changing nature of the COVID-19 pandemic, and will keep in view of the latest development, whilst parents should pay close attention to any latest announcements of the School as well as the EDB. For “Health Guidelines of Class Resumption and Campus Hygiene” & “Contingency Measures Regarding COVID-19”, please refer to Appendix 3 & Appendix 4.

May we make a solemn appeal to you all to stay away from crowds to avoid the risk of getting infected. We wish that with concerted efforts of all parties, we could get out of the haze of the epidemic, and teachers and parents could resume their normal and healthy lives as soon as possible.



  
Mr. LEE, Wai- shing  
(Principal)

Reply Slip  
(Please submit the reply slip on 24<sup>th</sup> September)

Dear Principal,

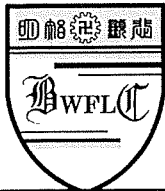
I acknowledge receipt of the 2020/2021 Notice to Parents No.A12\_1ie concerning information about Face-to-face Class Resumption in Response to Coronavirus Disease 2019.

\_\_\_\_\_  
(Student's name)

\_\_\_\_\_( )  
(Class and class number)

\_\_\_\_\_  
(Parent's name)

\_\_\_\_\_  
(Parent's signature)



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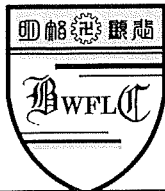
Appendix 1

Timetable of Lessons upon Class Resumption

8:00-8:15 am	<i>Class Period</i>
8:15-8:45 am	1 <sup>st</sup> lesson
8:45-9:15 am	2 <sup>nd</sup> lesson
9:15-9:30 am	<i>1<sup>st</sup> recess</i>
9:30-10:00 am	3 <sup>rd</sup> lesson
10:00-10:30 am	4 <sup>th</sup> lesson
10:30-10:45 am	<i>2<sup>nd</sup> recess</i>
10:45-11:15 am	5 <sup>th</sup> lesson
11:15-11:45 am	6 <sup>th</sup> lesson
11:45-12:00 nn	<i>3<sup>rd</sup> recess</i>
12:00 nn-12:30 pm	7 <sup>th</sup> lesson
12:30-1:00 pm	8 <sup>th</sup> lesson
1:00-1:15 pm	<i>Class Period</i> <i>(Except 4D and 5D who get the</i> <i>9<sup>th</sup> lesson on Wednesdays and</i> <i>finish school at 1:30 pm)</i>

## Appendix 2

[illegible]



## Appendix 3

### Health Guidelines of Class Resumption and Campus Hygiene

#### 1. General Precaution

- Maintain appropriate social distance with other people, avoid going to crowded places.
- Maintain good personal hygiene, perform hand hygiene properly and avoid touching your eyes, nose or mouth. Prepare your own hand sanitizer. The School will ensure the supply of handwash and disposable paper towels in places with washing facilities like toilets, art room, etc; whilst hand rub of 70-80% alcohol in places where there is no hand-washing facilities such as the School entrance.
- Maintain hygienic environment and healthy life style to boost the immune system of your body.

#### 2. Personal hygiene

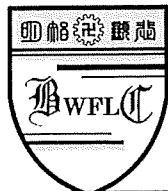
- Take heed of your personal hygiene. Cover your mouth and nose with tissues when sneezing or coughing, and discard the used tissues in trash can with lid, then wash your hands thoroughly with water and liquid soap. If you have fever or symptoms of respiratory tract infection, you must stop going to school/class and consult a doctor as soon as possible.

#### 3. When entering the campus, pay attention to the following:

- You should be dressed in proper summer uniform.
- Take body temperature every day before leaving home and fill in the record form verified by your parent/guardian by signing. If you have fever or symptoms, you should call the School for medical leave and consult a doctor as soon as you can.
- Wear plain surgical mask and CU-mask every day before leaving home and upon entering the school campus.
- Students who feel unwell, whether or not you have a temperature, should notify your teacher or the school staff immediately.
- The jet water dispenser will not be open for use so students should prepare your own drinking water.
- Air circulation should be well maintained, if air-conditioning system is used, ensure that there is sufficient fresh air.
- Students should allow for ample time to visit toilets or tuck shop during recess.
- The Tuck shop should only sell pre-packed food or drinks. Students should use Octopus card for payment as much as possible to avoid cross-infection. Queue up in single file when buying food to maintain proper social distance.
- Coronavirus Disease is mainly spread through droplets or contact, students should therefore refrain from sharing food or drinks.

#### 4. For more information regarding COVID-19, please browse the following website:

<http://www.chp.gov.hk/en/healthtopics/content/24102466.html>



## Contingency Measures Regarding COVID-19

As COVID-19 is yet to be contained, fighting the epidemic is the responsibility of all citizens. Immediate medical consultation is highly advised for those who experience symptoms whilst students should be courageous and resilient to face up to all challenges for self-improvement. Apart from paying heed to personal hygiene to guard against infection, students should also try their utmost to offer assistance to people in need of help. For example, give spare face masks to classmates in urgent need, avoid crowds to safeguard the health of both themselves and the others, counsel friends who feel emotionally depressed, etc.

For more information regarding COVID-19 or personal hygiene, you may refer to notices of the School or circulars of Department of Health (CHP) downloadable from the webpage  
<https://www.chp.gov.hk/en/resources/464/102466.html>

The School will release updates through myID Channel Plus for any urgent matters and therefore parents and students should pay close attention to all announcements.

Here below is the contingency measures the School will take:

### **Situation 1: When a confirmed case or case of preliminary tested positive of COVID-19 is found with any of the School staff or students by CHP**

1. Face-to-face lessons and activities will be suspended for 14 days
2. Real-time lessons will commence the very next day (timetable same as that adopted in September)
  - i. If the School receives notifications of confirmed cases/case of preliminary tested-positive of COVID-19 during lesson time, early dismissal for students to return home as soon as possible will go alongside announcement of due matters through myID Channel Plus to keep parents informed.
  - ii. Students should bring all books and notes home to get ready for real-time lessons beginning the following day.
3. The School will conduct thorough disinfection and cleaning of the premises.
4. CHP might arrange students and staff members to conduct COVID-19 testing when situation deems it necessary.

### **Situation 2: When the teaching staff or parents of a student has informed the School of a confirmed case or case of preliminary tested positive of COVID-19, but pending instructions by CHP**

1. The School face-to-face lessons and activities will be suspended for 2 days.
2. Real-time lessons will commence the very next day (timetable same as that adopted in September)
  - i. If the School receives notifications of confirmed cases/case of preliminary tested-positive of COVID-19 during lesson time, while awaiting further instructions from the CHP, early dismissal for students to return home as soon as possible will go alongside announcement of due matters through myID Channel Plus to keep parents informed.

- ii. Students should bring all books and notes home to get ready for real-time lessons beginning the following day (The School may need to be suspended for 14 days if the case turns out to be confirmed).
3. The School will conduct thorough disinfection and cleaning of the premises.
4. CHP might arrange students and staff members to conduct COVID-19 testing when situation deems it necessary.
5. If the School receives notification from CHP that the teaching staff or students are confirmed cases or preliminary tested-positive cases, suspension of all face-to-face lessons and activities for 14 days will take effect (inclusive of the day of notification).

### **Situation 3: When a case of close contact of an infected person with COVID-19 is found in school**

1. Generally speaking , 'close contacts' means having cared for, having lived with, or having had direct contact with respiratory secretions and body fluids of a confirmed patient. CHP will conduct epidemiological investigations and contact tracing to ascertain whether a teaching staff or a student is a 'close contacts' of a confirmed case of COVID-19.
2. CHP will arrange the 'close contacts' with symptoms to undergo COVID-19 tests, undergo quarantine and receive medical treatment. For those asymptomatic close contacts, they will undergo COVID-19 tests and quarantine. Both groups are not allowed to return to the School for work/schooling, and should inform the School of their status immediately. The concerned staff or parents of students should also inform the School of the COVID-19 test results when available.
3. The School will suspend face-to-face lessons or activities for 2 days.
4. Real-time lessons will commence the very next day (timetable same as that adopted in September)
  - i. If the School receives notifications of confirmed cases/case of preliminary tested-positive of COVID-19 during lesson time, early dismissal for students to return home as soon as possible will go alongside announcement of due matters through myID Channel Plus to keep parents informed.
  - ii. Students should bring all books and notes home to get ready for real-time lessons beginning the following day (The School may need to be suspended for 14 days if the case turns out to be confirmed).
5. The School will conduct thorough disinfection and cleaning of the premises.
6. CHP might arrange students and staff members to conduct COVID-19 testing when situation deems it necessary.
7. For 'Close contacts' who tested positive, the School will suspend all face-to-face lessons and activities for 14 days (inclusive of the day of notification of confirmation of cases).
8. For 'Close contacts' who tested negative, classes can resume after the School has conduct thorough disinfection and cleaning of the premises.

\*\*\*Parents and students should stay alert with updates announced through myID Channel Plus, intranet and the School web page regarding suspension of face-to-face lessons in response to COVID-19.



## Flow chart of contingency measures regarding COVID-19

