



7 September 2020

Arrangement of Resumption for Face-to-Face Classes in Phrases

Dear Parents,

As the Education Bureau announced the face-to-face class resumption in phrases on 31 August 2020, our school will arrange every form to resume classes from 16 September (Wednesday), and the details are shown as follows:

Date	Form	School Arrival Time
From 16 September (Wednesday)	Form 6	8: 15 am to
From 23 September (Wednesday)	Forms 1 and 5	1: 30 pm
From 29 September (Tuesday)	Forms 2 to 4	(Lessons 1-9)

Remarks: Starting from 16 September (Wednesday), Forms 1 to 6 should follow ‘Special Timetable’, and please refer to Annex 1.

1. School Precautionary Measures

- 1.1 Our school is well-prepared for resumption of face-to-face classes. For example, our school thoroughly clean and disinfect the school premises and alert all school staff and students of the importance of maintaining personal hygiene. Besides, our school request all staff to check the body temperature and wear masks every day before returning to school campus. If staff are found to have fever, they should not go to school.
- 1.2 To let students study under a clean and safe environment, the cooperation of students and parents is of utmost importance. We sincerely hope that apart from enhancing home hygiene, parents should strictly implement the following measures:
 - Pay attention to children’s health condition, and if they are found to have symptoms, especially fever, they should not go to school and should consult a doctor;
 - Check children’s body temperatures every day before going to school, complete the ‘Body Temperature Record’ inside the Student Handbook or (Form A) provided by our school with signatures, and let students bring them back to school;
 - To prevent infection, please remind students to wear masks, bring tissues and hand sanitizers when going to school (including taking other public transport) every day;
 - To raise the teachers’ alertness of students’ health condition, parents should complete ‘Declaration Form for Travel History and Health Status of Students’ (Form B), and provide the following information:
 - (a) Travel history of students outside Hong Kong in the past 14 days;
 - (b) Whether students have confirmed infection of COVID-19;
 - (c) Health status of those taking care of students, or those living with students;
 - (d) Current health status of students.

Parent should submit the signed form to school/class teachers on or before the first day of class resumption. Students who have recovered from infection and are still within 14 days of compulsory quarantine must not return to school.

- After class resumption, if parents confirm the following situations, they should contact Ms. Long Wai Ying on 2495 3363 immediately so that our school can take contingency plan and inform the Education Bureau:
 - (a) Students are confirmed to suffer from COVID-19;
 - (b) Students are classified as a “close contact of an infected person”* with COVID-19 by Centre for Health Protection.

2. **S1 Placement Test**

Date: 16 September (Wednesday)

Time: 2:00 pm to 4:00 pm

Remarks: (a) **Students need to attend Lessons 1-6 only and arrive at school at or before 1:50 pm.**

(b) Students should wear proper school uniforms and bring stationery for the test.

(c) The Class Allocation Result will be announced on the school webpage on 21 September (Monday).

3. **Arrangement for Textbook Distribution**

Students who have not received the ordered textbooks from Kai Ming Book Store should return to school to get them back according to the following timeslots on 16 September.

Form 1: Distribution after S1 Placement Test

Form 6: Distribution after school

Forms 2 to 5: 2:00 pm – 3:30 pm

Yours faithfully,

So Ka Leung

Mr. So Ka Leung
Principal

*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.

Special Timetable

Period	Time
Lesson 1	8:30 – 9:00
Lesson 2	9:00 – 9:30
Recess	9:30 – 9:40
Lesson 3	9:40 – 10:10
Lesson 4	10:10 – 10:40
Recess	10:40 – 10:50
Lesson 5	10:50 – 11:20
Lesson 6	11:20 – 11:50
Recess	11:50 – 12:00
Lesson 7	12:00 – 12:30
Lesson 8	12:30 – 1:00
Lesson 9	1:00 – 1:30

Buddhist Yip Kei Nam Memorial College
 2019 Coronavirus Disease (COVID-2019)
 Declaration form for travel history and health status of students

Name of Student: _____ Class: _____ No.: _____ Sex: M/F

Please complete the below form and return to schools (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”* 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.

Name of Parent/Guardian (in Block Letter); _____

Signature of Parent/Guardian: _____

Date: _____

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