

陳瑞祺(喇沙)書院  
九龍何文田常和街四號  
電話：二七一—八一七五  
傳真：二七六二—一五五零



CHAN SUI KI (LA SALLE) COLLEGE  
4 SHEUNG WO STREET, HOMANTIN,  
KOWLOON, HONG KONG.  
TEL : 27118175  
FAX : 27621550

Circular No. 20007

4<sup>th</sup> September, 2020

Dear Parents/Guardians,

### Resumption of in-person classes

1. The Education Bureau (EDB) announced that in-person classes will resume in phases in September, 2020. Classes will resume in our school as follows:

Date of Class Resumption	Class Level
16 <sup>th</sup> September, 2020	S6
23 <sup>rd</sup> September, 2020	S1, S5
29 <sup>th</sup> September, 2020	S2, S3, S4

As classes will resume in phases, the school has to revise the timetable of online classes so that in-person classes and online classes can take place at the same time without clashes. Please refer to Annex 1 for the revised timetables of in-person classes and online classes.

All in-person classes will be conducted on a half-day basis. After-school activities and classes will be conducted online.

2. The 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 to safeguard the health of our students.
3. We are mindful of the rapidly changing nature of the COVID-19 pandemic. We will keep in view the latest development, and parents should pay close attention to any latest announcements of our school and the EDB.
4. 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:
  - 4.1 Pay attention to the health condition of your son. He should stay away from school and see a doctor immediately if symptom, especially fever, is detected.
  - 4.2 Take your son's temperature before he goes to school every day. Fill in the record sheet (Annex 2) and sign your name on it. Your son should return the completed sheet to us daily.
  - 4.3 To prevent infection, please ask your son to wear a mask (also applicable when taking school buses, nanny vans or other transportations) and bring tissue paper to school every day.

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4.4 keep teachers informed of the health condition of students, please complete Annex 3 to provide us with the following information:

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

Please return the declaration form on the first day of class resumption. 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. For those who have come back to Hong Kong and are quarantined, they should not go to school until the 14-day period is over.

4.5 After the resumption of classes, you are requested to notify our School Secretary, Mrs. Leung at 2711 8175 immediately in case of any of the following situations, to facilitate our prompt action in taking contingency measures and informing the EDB:

- (a) your son has been confirmed infection of COVID-19; or
- (b) your son has been classified as “close contact of an infected person” with COVID-19  
*(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.)*

- 5 As advised by the EDB and the Centre for Health Protection, all drinking fountains on campus will be closed to prevent the spread of COVID-19. Students should bring their bottles of water. Drinks (bottled/boxed/canned) will be served by the tuck shop. However, to avoid the increasing risk of infection, no snacks and meals will be served. If necessary, a student can bring his own food and eat in designated areas. He must observe the precautionary measures.
- 6 The school has set up body temperature screening at its entrance. Before entering the school, students must put on their surgical mask and rub their hands by using alcohol sanitizer-gel. To enforce these precautionary measures, the school will be open at 7:15 a.m. Students who arrive at school earlier than 7:15 a.m. should maintain social distancing and line up while waiting for temperature screening.
- 7 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.

For enquiries, please do not hesitate to contact the General Office at 2711 8175.

Yours faithfully,

Lee Ting Leung  
Principal





20007

敬啟者：

### 面授課堂復課安排

1. 教育局宣布全港學校將於九月分階段逐步恢復面授課堂。本校的復課安排如下：

復課日期	年級
2020年9月16日	中六
2020年9月23日	中一、中五
2020年9月29日	中二、中三、中四

鑑於復課將分階段進行，學校須修訂上課時間表，使面授課堂和網上課堂能同步進行。請細閱新修訂的上課時間表(只供英文版)(附件一)。

面授課堂會以半日制形式進行，而課後活動及課堂將以網上形式進行。

2. 學校已全面清潔校舍並消毒，並已促請全校教職員、小賣部人員加強衛生防疫措施，確保個人及學校環境衛生，保障學生的健康。
3. 鑑於2019冠狀病毒病的疫情仍可能有變化，學校會繼續密切留意有關情況，家長亦需密切注意教育局及學校的最新公布。
4. 要讓學生在清潔和安全的環境下學習，家長和學生的合作至為重要。我們懇請家長除了加強家居衛生外，還嚴格落實下列措施：
- 4.1 留意學生的健康狀況，如出現病徵，尤其發燒，切勿上學，並立即求醫；
  - 4.2 每天上課前為學生量度體溫，並每天填寫由本校提供的「量度體溫記錄表」(附件二)，簽署後由學生帶回學校；
  - 4.3 為防感染，請促請學生每天上學時(包括乘坐校車、保姆車或其他交通工具)必須戴上口罩，並帶備紙巾。
  - 4.4 為提高教師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」(附件三)，提供以下四項資料：
    - (a) 14天內的學生外遊紀錄；
    - (b) 學生是否曾經確診；
    - (c) 照顧學生、或與學生同住的人士的健康情況；
    - (d) 學生的健康狀況。

家長簽署後請在復課的第一天交回學校。曾染病並已痊癒的學生，如仍在強制隔離的14天內，切勿回校上課。最近返港的學生，如仍在家居檢疫的14天內，亦不應回校上課。

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4.5 復課後，家長一經證實以下情況，請即時致電 2711 8175 通知校務處書記梁太，以便校方採取應變措施及通知教育局：

(a) 學生證實染上2019冠狀病毒病

(b) 學生被衛生署界定為2019冠狀病毒病確診個案的「密切接觸者」

「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分泌物和體液的人士。

5. 學校將依據教育局及衛生防護中心指引，暫停所有飲水機。學生應自備所需飲用水。學校小賣部亦會售賣樽裝/盒裝/罐裝飲品，但為免增加感染風險，小賣部將不會售賣食品包括小食。如有需要，學生可自備少量食品，在指定位置進食，並須遵守防疫措施。
6. 學校已安裝體溫檢測系統。學生進入校園必須佩戴口罩，進行體溫檢測，並以酒精搓手液消毒雙手。執行上述防疫措施期間，校園將於上午7:15開放。學生如早於上午7:15到達學校須保持距離，排隊等候，避免聚集。
7. 希望在各方努力下，我們早日走出疫情陰霾，師生及家長都儘快回復正常健康的生活！

如有疑問，歡迎致電校務處查詢(電話 27118175)。

此致

各家長

陳瑞祺(喇沙)書院校長

李丁亮 啟

2020年9月4日



**With effect from 16<sup>th</sup> September, 2020**

S1-S3

<b>Before</b> class resumption	
Online Classes (6-day cycle, 30 min/lesson)	
1 <sup>st</sup> Lesson	08:15 – 08:45
2 <sup>nd</sup> Lesson	08:50 – 09:20
3 <sup>rd</sup> Lesson	09:25 – 09:55
Recess	09:55 – 10:10
4 <sup>th</sup> Lesson	10:15 – 10:45
5 <sup>th</sup> Lesson	10:50 – 11:20
Recess	11:20 – 11:35
6 <sup>th</sup> Lesson	11:40 – 12:10
7 <sup>th</sup> Lesson	12:15 – 12:45
8 <sup>th</sup> Lesson	12:50 – 13:20
Form Teacher Period	13:25 – 13:35

S1-S3

<b>After</b> class resumption	
In-person Classes (6-day cycle, 35 min/lesson)	
1 <sup>st</sup> Lesson	08:10 – 08:45
2 <sup>nd</sup> Lesson	08:45 – 09:20
3 <sup>rd</sup> Lesson	09:20 – 09:55
Recess	09:55 – 10:10
4 <sup>th</sup> Lesson	10:10 – 10:45
5 <sup>th</sup> Lesson	10:45 – 11:20
Recess	11:20 – 11:35
6 <sup>th</sup> Lesson	11:35 – 12:10
7 <sup>th</sup> Lesson	12:10 – 12:45
8 <sup>th</sup> Lesson	12:45 – 13:20
Form Teacher Period	13:20 – 13:35

When classes resume, S1-S3 students should arrive at school by 08:05.

After-school activities and classes (scheduled after 3:10 pm) will be conducted online.

S4-S5 (not applicable to S6)

<b>Before</b> class resumption	
Online Classes (6-day cycle, 30 min/lesson)	
Form Teacher Period	07:55 – 08:10
1 <sup>st</sup> Lesson	08:15 – 08:45
2 <sup>nd</sup> Lesson	08:50 – 09:20
3 <sup>rd</sup> Lesson	09:25 – 09:55
Recess	09:55 – 10:10
4 <sup>th</sup> Lesson	10:15 – 10:45
5 <sup>th</sup> Lesson	10:50 – 11:20
Recess	11:20 – 11:35
6 <sup>th</sup> Lesson	11:40 – 12:10
7 <sup>th</sup> Lesson	12:15 – 12:45
8 <sup>th</sup> Lesson	12:50 – 13:20

S4-S6

<b>After</b> class resumption	
In-person Classes (6-day cycle, 35 min/lesson)	
Form Teacher Period	07:55 – 08:10
1 <sup>st</sup> Lesson	08:10 – 08:45
2 <sup>nd</sup> Lesson	08:45 – 09:20
3 <sup>rd</sup> Lesson	09:20 – 09:55
Recess	09:55 – 10:10
4 <sup>th</sup> Lesson	10:10 – 10:45
5 <sup>th</sup> Lesson	10:45 – 11:20
Recess	11:20 – 11:35
6 <sup>th</sup> Lesson	11:35 – 12:10
7 <sup>th</sup> Lesson	12:10 – 12:45
8 <sup>th</sup> Lesson	12:45 – 13:20

When classes resume, S4-S6 students should arrive school by 07:55.

After-school activities and classes (scheduled after 3:10 pm) will be conducted online.





### 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)
2. When the student has fever, he should not attend school and should consult a doctor promptly, apply for sick leave, stay at home and take rest.
3. 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.
4. Parents/Guardians should also complete the record sheet during holiday.

### 量度體溫記錄表

1. 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)
2. 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。
3. 每天記錄學生體溫後，請家長/監護人簽署作實，然後學生交回學校負責教職員/班主任查閱。
4. 放假期間，家長/監護人亦須填寫「量度體溫記錄表」。



**2019 Coronavirus Disease (COVID-19)**  
**Declaration form for travel history and health status of students**

Annex 3

Name of Student: \_\_\_\_\_ Class: \_\_\_\_\_ Class No: \_\_\_\_\_

*Please complete the below form and return to school (Please put a "✓" in the appropriate box)*

**Part A – Travel history of your son outside Hong Kong in the past 14 days**

- My son has not been away from Hong Kong in the past 14 days prior to class resumption
- My son 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 son has confirmed infection of COVID-19**

- My son has not confirmed infection for COVID-19.
- My son 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 son, or those living with your son**

- Person taking care of or living together with my son has not confirmed infection for COVID-19
- Person taking care of or living together with my son 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 son (please specify) \_\_\_\_\_

- Person taking care of or living together with my son, has not been classified as "close contact of an infected person"\* of COVID-19.

*\* 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.*

**Part D – Current health status of your son**

- My son 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 : \_\_\_\_\_





**2019 冠狀病毒病  
學生外遊及健康狀況申報表**

學生姓名：\_\_\_\_\_ 班別：\_\_\_\_\_ 班號：\_\_\_\_\_

請填妥下列表格交回學校(在適當方格上加上「✓」號)。

**甲部-14天內的學生外遊紀錄**

本人子弟在復課前14天內沒有離開香港

本人子弟在復課前14天曾到訪香港境外的國家／地區

離港時期：由2020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**

本人子弟沒有證實患上「2019冠狀病毒病」。

本人子弟曾證實患上「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**

照顧本人子弟、或與其同住的人士均沒有證實患上「2019冠狀病毒病」。

照顧本人子弟、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)。

該患者和本人子弟的關係：\_\_\_\_\_

照顧本人子弟、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」。

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。

**丁部-學生的健康狀況**

本人子弟沒有咳嗽、氣促、呼吸困難或咽喉痛等徵狀。

家長／監護人簽署：\_\_\_\_\_

家長／監護人姓名(正楷)：\_\_\_\_\_

日期：\_\_\_\_\_