

Sir Ellis Kadoorie Secondary School (West Kowloon)
Guidelines for Parents Regarding the Report of COVID-19 Cases to School

If your children are confirmed with COVID-19 or have been a close contact of someone who is confirmed with COVID-19, parents should inform the school immediately through the following steps:

1. Parents should inform the school General Office from 9:00 am to 5:00 pm on weekdays and 9:00 am to 12:00 noon on Saturdays in order for our school to carry out timely contingency measures and inform the Education Bureau.
2. When a staff or student is identified as a confirmed case or a preliminary tested positive case of COVID-19, CHP will inform the school concerned to discuss the suitable arrangements based on the school's circumstances, including suspension of face-to-face classes and activities, cleaning and disinfection of school premises, and arranging students and staff to conduct COVID-19 testing, etc.
3. If the students are defined as close contacts of confirmed cases/preliminary tested positive cases or household members of close contacts, they should be put under quarantine / take COVID-19 tests as instructed by CHP, and should not return to the school and have to inform the school immediately. In addition, if staff or students are defined as "persons subject to compulsory testing", they must undergo virus tests during the specified period as instructed by CHP, and obtain a negative test result before returning to the school.
4. Students who are required to undergo compulsory testing are requested to complete the *Compulsory Testing (Negative Result) Declaration Form* (see appendix). They should hand in the declaration form, and a parent's letter with a negative result proof to the respective class teachers upon their resumption of school.

Please inform the school General Office from 8:00 am to 5:00 pm on weekdays and 9:00 am to 12:00 noon on Saturdays or take leave to undergo testing under the following situations:

1. Parents and students are not defined as close contacts of confirmed cases/preliminary tested positive cases or household members of close contacts, but are suspected to have been close contacts of such groups; or
2. Parents or students are residing in buildings with confirmed cases; or
3. Parents and students who are residing in the restricted areas or specified premises; or
4. Parents and students have been present in the restricted areas/specified premises for more than two hours during the past 14 days.

LEE Tung-ching
Principal

官立嘉道理爵士中學(西九龍)

新冠肺炎疫情

家長與學校之通報機制

如學生一經證實染上 2019 冠狀病毒病或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」，處理步驟如下：

1. 請家長於星期一至五（8:00 a.m.-5:00 p.m.）及星期六（9:00 a.m.-12:00 noon）即時致電本校校務處，以便學校及時採取應變措施及通知如教育局。
2. 根據衛生防護中心的指引，假若學校不幸有教職員或學生家長接獲通知為「確診」或「初步確診」個案，衛生防護中心會通知學校處理方法，學校也會根據有關指引作出相應的安排，包括以通告方式通知全校有關停止面授課堂及進行全面消毒工作。
3. 依照衛生防護中心最新指引（預防 2019 冠狀病毒病給學校的健康指引-2021 年 11 月 30 日更新版），指出如學生被界定為「確診」／「初步確診」個案的「密切接觸者」或「密切接觸者」的同住成員，必須按衛生防護中心的指示進行檢疫／檢測，切勿回校。此外，如職員（包括校車司機及職員）、其他校內工作人員（例如維修人員、義務工作人員）或學生須作強制檢測，必須按指示進行檢測，並在獲得陰性檢測結果後才能回校。
4. 如學生需要進行強制檢測，請家長於學生接受檢測後，必須先填妥「強制檢測陰性報告申報表」（見附件），於返校時由學生將申報表連同陰性檢測報告及請假信交予其班主任。

如有下列情況，請家長於星期一至五（8:00 a.m.-5:00 p.m.）及星期六（9:00 a.m.-12:00 noon）致電校務處通報或告假進行檢測，以策安全。

1. 家長或學生沒有被列為「密切接觸者」或「確診者」，但懷疑曾經接觸「密切接觸者」；或
2. 家長及學生與確診者於同座居住；或
3. 家長及學生居住之大廈被政府設定為檢疫區域（封區範圍）；或
4. 家長及學生曾到過確診者到訪的地點。

李東青校長

Compulsory Testing (Negative Result) Declaration Form

強制檢測陰性申報表

Student Name 學生姓名： _____

Class 班別： _____

Date of Returning School 回校日期： _____

Date of Compulsory Testing 強制檢測日期： _____

Name of Building 大廈名稱： _____

Date of Receiving Negative Result
學生獲得檢測陰性結果日期： _____

I declare that the information given in this form is correct.

本人確認以上所填報之資料真確無誤。

Parent's/Guardian's Signature 家長/監護人簽名： _____

Parent's/Guardian's Name 家長/監護人姓名： _____

Contact 聯絡電話： _____

Date 填寫表格日期： _____