



中華人民共和國香港特別行政區政府總部教育局
Education Bureau

Government Secretariat, The Government of the Hong Kong Special Administrative Region
The People's Republic of China

本局檔號 Our Ref.: EDB(SDCT)3/PRO/10/1/1(2)

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To: Supervisors / Principals of all Kindergartens,
Kindergarten cum Child Care Centres, Primary and Special Schools
(including Private Schools, ESF Schools and International Schools)

Dear Supervisor / Principal,

**Prevention of Spread of Seasonal Influenza in Schools –
Advancement of Chinese New Year Holidays**

To prevent the spread of influenza in schools, the Education Bureau announced today that all kindergartens, kindergarten cum child care centres, primary and special schools (excluding Schools for Social Development with secondary section only) would have Chinese New Year Holiday from 8 February till the end of the original scheduled Chinese New Year Holiday of the school. Please make reference to the sample letter attached and issue a letter to parents to explain the arrangements for class suspension, including the school will remain open as usual during the non-scheduled school holidays till the start of the school's original scheduled Chinese New Year Holiday, the preventive measures to be taken by parents against influenza while paying attention to the health conditions of their children.

The advancement of the Chinese New Year Holiday is a preventive measure. During the holidays, schools should implement the following administrative arrangements:

- (i) to cope with the advancement of holidays, schools should keep the school premises and boarding section open, and arrange staff to be on duty to handle school affairs and to answer parents' enquiries during non-scheduled school holidays. In case of practical needs, schools should take care of those students who would be unattended at home and hence have to return to school and those boarders whom could not be arranged to return home, and make necessary arrangements to minimize the risk of disease transmission such as strengthening measures to ensure environmental hygiene and avoiding overcrowding of students and boarders. In the meantime, schools should provide students with appropriate learning activities, such as reading, watching educational videos, etc. for the students concerned;
- (ii) to clean and disinfect the whole school premises thoroughly;
- (iii) to activate the established school-based contingency plans (please refer to EDBC No. 9/2015 for details), adopt contingency measures during class suspension and make arrangements, including examination, tests, activities inside and outside school, school bus services, lunch provision, etc.;
- (iv) to provide learning support for students where as appropriate so that they can make good use of their time during non-scheduled school holidays;
- (v) to remind parents that students should stay at home during school holidays. Parents should avoid letting their children go to crowded places or poorly ventilated public places, etc., and to maintain a balanced diet, exercise regularly, take adequate rest.

Having considered that only a few extra holidays is involved in the advancement of the Chinese New Year Holiday, schools are in general not required to adjust their original scheduled holidays. In case of genuine needs, schools can consult teachers and parents and seek endorsement from the School Management Committee / Incorporation Management Committee on deducting the number of relevant days from the original scheduled school holidays. Schools then have to inform respective Senior School Development Officers / Senior Services Officers of the updated holiday arrangement.

Schools should clean the premises thoroughly during the holidays. To keep the premises in a good hygienic condition, schools should use diluted household bleach (ratio of 1:99, i.e. 1 part of 5.25% hypochlorite solution to 99 parts of water) to clean all objects and equipment, door handles and lift buttons. Doors and windows should be washed regularly. Equipment in toilet and underground water pipe should be kept in good condition. Cleansing soap, disposable towel and hand dryer should be provided. To maintain good ventilation, windows should be kept open and/or the air-conditioning system should be well maintained, and the exhaust fans should always be turned on.

Schools are urged to follow the guidelines from the Department of Health and the circular letter issued by the Education Bureau on 30 January 2018 to take preventive measures against influenza. Schools should also keep close contact with their respective Senior School Development Officers / Senior Services Officers.

Yours sincerely,



(K K LEE)

for Secretary for Education