

# Memo to Parents 家長須知

## Health & Safety Protocols in School 學校健康安全守則

### **Wearing face coverings and masks in school 在校內佩戴防護口罩:**

- Students and staff must wear face coverings or masks in school (whenever 6 feet of physical distancing is not possible).  
學生與教職員在校內必須戴口罩 (每當不可能做到六呎距離時)。
- Students will bring their own clean masks. School will provide a mask, as necessary.  
學生要自備清潔的口罩。急須時，學校會提供一個口罩。
- Masks can be removed at meal time.  
用餐時，可除下口罩。

### **Daily health screening at entry 每天門前篩檢:**

- Students, parents who drop them off, as well as staff are required to complete health screenings daily upon arrival.  
學生、陪同的家長、與教職員必須在每天抵校時接受健康篩檢。
- Families are asked to complete a digital screening questionnaire and have the email receipt ready at the entrance every day.  
每家庭必須每天填備一份電子版的篩檢問卷，抵校時出示電郵收條。
- Temperature check is conducted with a non-contact infrared thermometer at the entrance.  
抵校時，學校會用紅外線體溫檢測儀來測量體溫。
- Any students or staff with a temperature over 100.4 F; cough; shortness of breath; sore throat; any other signs of illness; or contact over the past 14 days with anyone with a respiratory illness; or a COVID-19 diagnosis, will be refused entry.  
任何學生或教職員如有下列健康狀況，不能進入學校。  
狀況包括體溫超過華氏 100.4 度；咳嗽；氣喘；喉嚨痛；任何其他疾病；或在過去 14 天曾與任何有呼吸疾病的人仕接觸；又或有冠狀肺炎確診。

### **Staying home if sick 感覺不適要留在家中:**

- Students and staff must stay home if they are feeling sick or have any symptom associated with COVID-19.  
學生與教職員若有不適或呈現冠狀肺炎病徵時，應留在家中。

### **Daily scheduled and staggered dropoff and pickup 每天送接分不同時段進行:**

- Daily admission and dismissal are scheduled by groups at 10-minute interval. Specific time will be notified to parents before the first day.  
每天學生到校與離校的時間是依個別小組而作不同安排，每組分隔十分鐘。家長在開學前會接到通知。

Dropoff Time: 8:30 am - 9:30 am 送上學: 上午八時半至九時半

Pickup Time: 4:00 pm - 5:00 pm 接放學: 下午四時至五時

### **Frequent hand washing and hand sanitizing 經常洗手:**

- Students and staff must engage in frequent hand washing or hand sanitizing, including upon arrival, before and after meals, after bathroom use, after coughing or sneezing, and before dismissal.  
學生與教職員應常洗手，包括抵校時，就餐前後，用洗手間後，咳嗽或打噴嚏後，又或放學前。

### **Maintaining six feet of separation at all times 時常保持 6 呎距離:**

- Students and staff must maintain a social distance of six feet to the greatest extent possible.  
學生與教職員間應盡量保持 6 呎的社交距離。

### **Staying in small consistent group with consistent teachers 學生分派特定小組與專任教師:**

- Group sizes are restricted to a maximum of 10 students, with 2 teachers, in each room.  
每課室內，小組限數，學生不超過 10 名，教師 2 名。
- Individual groups of students stay consistently with assigned teachers and should not mix with other students or staff.

每組學生祇能與專任老師相處, 不能與其他學生或教職員互動。

**Canceling field trip and swimming 取消實地考察與游泳活動:**

- There will be no field trip or swimming during the summer program.  
暑期班不設實地考察項目或游泳活動。