

**CHI YUN SCHOOL**  
**2020-2021**  
**Upper Respiratory Tract Infection in School**

27<sup>th</sup> October, 2020

Dear Parents/Guardians :

We have reported to the Department of Health because of there are eleven boarders who have upper respiratory tract infection since 24<sup>th</sup> October, 2020. Hence, we are performing a serial of efficient procedures to avoid the situation getting worse in the coming future such as:

1. Observation room:
  - ◆ Close monitoring is provided for suspected to be infected case.
  - ◆ Cutleries and daily necessities need extra hygiene management.
2. Separate class locations:
  - ◆ In order to avoid cross-infection, male boarders, female boarders and day students will be arranged to have classes and recess in different locations.
3. Enhance disease prevention and sanitation precautions consist of the followings:
  - ◆ Routine monitoring of Body Temperature
  - ◆ Clean and disinfect frequently touched surfaces, furniture, toys, utensils, toilet and floor by using appropriate disinfectant (1:49 diluted household bleach)
  - ◆ Keep your hands clean and wash your hands properly
  - ◆ Maintain good ventilation
  - ◆ Emphasising personal hygiene to all staff and students
  - ◆ Improve the air-quality-index with “AP5”
  - ◆ All staff, visitor or outside workers must wear medical mask
4. Parents/Guardians responsibilities:
  - ◆ Measure the body temperature of children before attending school
  - ◆ To pick up student as fast as possible if individual inflection syndromes show up
  - ◆ Please seek for the medical consultation as soon as possible when having respiratory symptoms, and also follow doctor’s recommendation, to take rest at home and do not returns to school until recover. Please also inform school general office about medical conditions from school phone number 2386 2010 / 2386 2064.

Yours faithfully,



Chung Lai Kuen  
Principal, Chi Yun School