

# Christian Alliance International School (CAIS)

## Coronavirus Disease 2019

### Arrangement for Class Resumption

Monday, 11<sup>th</sup> May 2020

Dear Parents,

I have good news to share! Our plan for the resumption of school has been approved by the EdB. In fact, we were one of the first International Schools to have their plan approved. We give God the thanks for that.

During this week we will release information to you and then provide a summary of all the communication on Friday in Connect Weekly. I feel this is a good way to keep you informed as you will want to know certain things as soon as possible.

The Senior Leaders have been working on the plan, and the plan has the support of the RMC who through the School Supervisor, Mr. Clarence Chan, have been informed of the measures we have put in place to ensure the health and safety of students.

1) Classes will resume for **HALF DAYS** for Primary and High School students according to the following schedule:

<u>Class Level</u>	<u>Date of class resumption</u>	<u>Start Time</u>	<u>Finish Time</u>
Grades 4-6	Wednesday 20 May	8:00 am	12:30 pm
Grades 9-12		12:00 pm	4:40 pm
Grades 1-3	Monday 25 May	8:00 am	12:30 pm
Grades 7-8		12:00 pm	4:40 pm
Preparatory	Thursday 28 May	8:00 am	12:30 pm

#### **Primary School Hours**

Primary students being dropped off by parents should arrive between 7:35 am and 7:55 am. Classes start at 8 am sharp.

School buses will only operate for Primary School students, to and from morning classes. Primary classes finish at 12:30 pm, and buses will leave at 12:45 pm. Further information will be provided by the Bus company.

Unfortunately, we are not able to allow Primary students stay at school in the afternoon. All Primary students must be collected from school by 12:45 pm.

For parents and helpers collecting their children, they will have temperature checks taken before entering the school grounds.

## High School Hours

High school students must arrive between 11:45 am and 11:55 am in order to start classes at 12pm. High School students finish at 4:40 pm and must leave the school by 5 pm.

## High School Timetable for Students

Homeroom teachers will send home timetables for your children, but in High School, the afternoon schedule is as follows for the first two weeks. We start back on a Day 5 and call the Periods ABCDE.

D5P1 means Day 5 Period 1 class

		May-20	May-21	May-22	May-25	May-26	May-27	May-28	May-29
		Wed	Thurs	Fri	Mon	Tue	Wed	Thurs	Fri
Period A	12:00-12:50	D5P1	D5P6	D6P4	D1P2	D1P7	D2P5	D3P3	D4P1
Period B	12:55-1:45	D5P2	D5P7	D6P5	D1P3	D2P1	D2P6	D3P4	D4P2
Period C	1:50-2:40	D5P3	D6P1	D6P6	D1P4	D2P2	D2P7	D3P5	D4P3
break	2:40-2:55	break							
Period D	2:55-3:45	D5P4	D6P2	D6P7	D1P5	D2P3	D3P1	D3P6	D4P4
Period E	3:50-4:40	D5P5	D6P3	D1P1	D1P6	D2P4	D3P2	D3P7	D4P5

## Primary School - Prep to Grade 6 students

The Primary Timetable is more complicated and there is a special timetable prepared for EACH class. Your child's homeroom teacher will send you their class schedule before the end of this week.

The one shown below is an **EXAMPLE ONLY**

EXAMPLE	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
8:00-8:50	Homeroom	Homeroom	PE	Homeroom	PE	Homeroom
8:55-9:45	Homeroom	Chinese	Homeroom	Chinese	Homeroom	Homeroom
Break 15 mins	Break	Break	Break	Break	Break	Break
10:00-10:50	Art	Homeroom	Homeroom	Music	Homeroom	Music
10:55-11:45	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
11:45-12:30	Homeroom and Dismissal					

**EXAMPLE ONLY.**

We will make a further application to the EDB to move from Half day to Full day classes in June or when it is safe to do so, and on advice from EdB.

- 2) The first period/block of the first day of school for students there will be a special programme that teachers will work through with the students. It is quite an event, even emotional for some, to return to school after such a long period of absence. The School Counsellors will have material prepared for teachers to use. Teachers will also co-construct classroom rules and behaviors with the students that focus on maintaining good practices for hygiene, physical distancing.

- 3) During the class suspension period, CAIS has followed the guidelines of Centre for Health Protection (CHP) to thoroughly clean and disinfect the school premises. In fact, we have maintained the same level of cleaning staff throughout the closure, and two deep cleans have already taken place.
- 4) We will maintain the environmental hygiene of our school premises as far as we can to safeguard the health of our students. We hope that, after class resumption, students can return to the school and enjoy their learning in a safe environment. However, we are mindful of the rapidly changing nature of the COVID-19 pandemic, schools will keep in view the latest developments.

#### 5) IMPORTANT INFORMATION FOR PARENTS TO NOTE

- a) Pay attention to the health condition of your children. They should stay away from school and see a doctor immediately if symptoms, especially fever, is detected.
- b) Take your child's temperature before they go to school every day. Parents will need to fill in the record sheet (**Proforma A**) and sign their name on it. Your child should return the completed sheet to us daily.
- c) To prevent infection, children will wear a mask (also applicable when taking school buses) and bring tissue paper to school every day.
- d) **ON THE FIRST DAY OF SCHOOL ALL STUDENTS MUST HAND IN THE FOLLOWING DOCUMENT: "TRAVEL HISTORY AND HEALTH DECLARATION"**  
Print and use **Proforma B** to provide the school with the following information:
  - i) travel history of your child outside Hong Kong in the past 14 days;
  - ii) whether your child has confirmed infection of COVID-19;
  - iii) the health status of those taking care of your child, or those living with your child;
  - iv) the current health status of your child.
- e) We will require this form to be returned to school 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.
- f) After the resumption of classes, parents will be requested to notify our staff and General Office immediately in case of any of the following situations, to facilitate our prompt action in taking contingency measures and informing the EDB:
  - i) their child has been confirmed infection of COVID-19; or
  - ii) their child has been classified as "close contact of an infected person" with COVID-19

I think that is enough information to digest today. Tomorrow I will spell out some of the hygiene measures we will put in place during the day.

Richard VANDERPYL  
Head of School



## **PROFORMA B Declaration form for travel history and health status of students**

Name of Student : \_\_\_\_\_ Class : \_\_\_\_\_ Sex : M/F

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

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

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

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

- Person/s taking care of or living together with my child has not confirmed infection for COVID-19
- Person/s taking care of or living together with my child has confirmed infection for COVID-19, the person has recovered / is still receiving treatment in hospital / been discharged from hospital and taking medicine. (delete as appropriate)

Relation with my child (please specify) \_\_\_\_\_

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

### **Part D – Current health status of your child**

- My child 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 : \_\_\_\_\_

\* 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.