

Classroom Precautions During COVID-19

1 Prevention Measures and Guideline in Classrooms

Prevention Measures in Classrooms (Party in Charge: Property Management Services)

- 1.1 To maintain appropriate social distancing, the distance between the teaching podium and student desks should keep at least 1 metre apart. Seats are rearranged based on a one-person-one-seat principle and maximize the use of space in classrooms to ensure a proper physical distance among students.
- 1.2 The floor, door handles, teaching facilities, like the microphone, control panel, desk phone, etc. will be cleaned and disinfected twice a day.
- 1.3 Elevators, toilets, water dispensers will be disinfected on a regular basis.
- 1.4 The Property Management will open the door and windows of the classroom 10 minutes before the activity time to enhance air flow.
- 1.5 During the activity, the door and windows should remain open to ensure adequate ventilation.
- 1.6 The Property Management should regularly check, and lock the free classrooms, to avoid any unauthorized access and/or use of classroom.
- 1.7 The corridors, connecting each floor of different buildings, will be cordoned. The fire escape staircase of each building is exclusively for patients with fever and doctors only.

Guideline in Classrooms (Person in Charge: Teacher)

- 1.8 Teachers are required to arrive the classroom 10 minutes before the activity time to order students to enter the classroom one by one.
- 1.9 Teachers should remind and monitor students to follow strictly to the personal hygiene requirements in activities.

Personal Hygiene Requirements (Person in Charge: Student and Teacher)

- 1.10 Students should follow the instructions from teachers when entering the classroom.
- 1.11 Teachers and students should wear masks when entering the classroom and continue to do so while staying in the classroom.
- 1.12 Seats in the classroom are rearranged to maintain proper social distance between students.
- 1.13 Teachers should remind students to strictly follow the personal hygiene requirements:

1.13.1 Do not stroll or chat without social distancing;

1.13.2 Do not litter. Used tissues/masks should be taken outside the classroom and properly disposed of.

The Health Kit (placed on the teaching podium)

- Infrared thermometer
- Protective mask
- Disposable microphone cover
- Instant hand sanitizer

Note: Property Management Services will restock in a timely manner. For emergency need or request, please contact: T1-T3: 13620460278; T4-T8: 13622963567; T29: 18023028369; CCC: 13620460178.

2 Handling Unexpected Fever Case

If there is a fever case reported (body temperature $\geq 37.3^{\circ}\text{C}$), teachers should take the following measures:

- 2.1 Escort the student concerned to a place with good ventilation (outside the classroom), and use the infrared thermometer to check the student's temperature;
- 2.2 Reassure the remaining students and ask them to stay in the classroom;
- 2.3 Immediately report to **Medical and Health Education Office (MHEO, 3620120 or 139-2802-5919)** and wait for the doctor to come on site to handle the case;
- 2.4 Upon arrival, the doctor should make sure that the student concerned has worn surgical mask, and double check the student's temperature.
- 2.5 After medical consultation:
 - 2.5.1 If the case is classified as **non-COVID-19**, the doctor should take the student concerned to MHEO for further treatment. Teaching activities will continue.
 - 2.5.2 If the case is classified as **COVID-19 suspected**, the handling procedures should be as below:
 - (1) The doctor should escort the student concerned (via the fire escape staircase) to an isolated medical area for further diagnosis;
 - (2) The teacher should call **Property Management Services (T1-8 & CCC: 3620557; T29: 3639156)** to suspend the elevator and to disinfect the corridors;
 - (3) The teacher should report to **Academic Registry (AR, 3620303/ 132-3220-0013)** and wait for the AR staff to come on site to assist (e.g. keep

record of all the students involved);

- (4) The teacher and the remaining students should wear the surgical masks and stay inside the classroom for further instructions;
- (5) AR and the teacher should keep close communication with the doctor for any updates. If the student concerned has to take a nucleic acid test for COVID-19, all students /teachers/staff involved should wait in situ for further arrangements;
- (6) MHEO should keep close communication with the hospital, and inform AR, Estates Management Office (EMO) and Student Affairs Office (SAO) of the test result for follow-up actions.

3 Contact Information

Medical and Health Education Office (MHEO): 3620120 or 139-2802-5919

Property Management Services: T1-8, CCC: 3620557; T29: 3639156

Classroom Booking: 3620303

Estates Management Office (EMO): 3620123

Information Technology Services Centre (ITSC): 3620315

4 The above arrangements and regulations are subject to change and review.

Thank you very much for your kind understanding and cooperation.