

COVID-19 Health Management Procedures at LPCUWC

Background

The following document summarizes a number of procedures and approaches to the management of COVID-19 on campus. This document is updated on a regular basis following updates from the EDB and CHP. This latest update is based on the EDB “Health Protection Measures for Schools (Updated 30 November 2021); EDB Circular “Stay Vigilant against COVID-19 Variant” (5 January 2022) and “Health Advice to Schools for the Prevention of Coronavirus Disease (COVID-19) produced by Centre for Health Protection (reviewed 31 August 2021).

1. Management Processes in place for ALL on campus

General Health Measures in Place

Masks must be worn at all times after one leaves their residence (dormitory or staff residence).

At check-in students will have their temperature recorded. The College has a clear procedure of monitoring/isolation for any student with a temperature above 37.4C.

The College has a clear policy and an obligation to the Centre for Health Protection if there was a suspected COVID-19 case on campus. The College would work directly with the Centre for Health Protection. This is detailed in Section 3.

Any visitor or staff member who lives off campus has their temperature checked and is not allowed to enter if their temperature is above 37.4C. There are a disinfectant mat, a UVC sanitation box and a hand sanitiser machine at the College gate and all visitors are given a mask to wear (if they are not already wearing a mask).

The College has installed more than 20 sanitiser machines and thermometers around strategic locations on campus and the College bus. Dayrooms have also been installed with thermometers so students can check temperatures at any time. Health education posters are placed around the College emphasising hand hygiene and cough etiquette. The College has a ready supply of masks if students are having difficulty in accessing masks. The College also has sets of full protective clothing available if required.

Maintenance staff/Cleaning staff/College bus driver have been fully briefed on cleaning of the College facilities. Classrooms, toilets and changing facilities, College bus are regularly cleaned and disinfected.

Students who feel unwell should see the nurse. If this is a respiratory matter, the nurse will ask the student to see a G.P. or go to hospital. If the G.P. prescribes a COVID-19 test to the student, when the student returns to campus, they will need to be in isolation until they receive a negative test result. Hong Kong based students should not return to campus until they receive a negative test result. Hong Kong based students will be asked to see their family doctor and to remain home until they receive a negative test result.

Staff are reminded not to work if they are not well and are recommended to see a doctor.

Maintenance Works & Deliveries

1. Majority of repair & maintenance works by external contractors will be delayed temporarily UNLESS the works are essential. Non-essential repair & maintenance by external contractors will be suspended temporarily on campus.
2. Food deliveries to staff apartments, student dorms, offices etc. will need to be collected at the College gate with immediate effect until further notice.
3. Courier items including big parcels in general will be left at the College gate for collection.

Academics

If there is class suspension, the following will apply:

- Students can use the ground floor Flexible Learning Space/Library/Maker Space for study. Students can only work in groups of 4 and groups to be separated by 1.5 metres. In the evenings classroom spaces used for studying should observe the same study arrangements.
- The Assembly Hall has been set aside for students to utilise for undertaking synchronous on-line activities. Notices are placed outside of the assembly hall detailing the social distancing measures to be followed.
- Signage has been placed in strategic places to remind staff/students of the social distancing requirements.

Student Welfare/Residences

The maximum number of people allowed in a Dormitory at one time is five people. This is the occupancy number for each dormitory.

Masks should be worn at all times in the residences unless in a room. They do have to wear on the corridor and in the toilet unless brushing teeth / showering.

Block meetings and tutor group meetings will be via zoom.

Signage has been placed in strategic places in the residence to remind students of the expectation in the residences.

Two counsellors are available to support students.

If you have an emergency situation your tutor is available in the usual way. The emergency phone will continue to be supported by staff.

EOTC (Quan Cai)

All sports facilities are closed to conform to Cap. 599F Prevention and Control of Disease (Requirements and Directions) (Business and Premises) Regulation.

[COVID-19 Thematic Website - Together, We Fight the Virus - Frequently Asked Questions on New Requirements to Reduce Gatherings](#)

All off-site Quan Cai is suspended. Off-campus facilitators cannot come onto campus.

The assembly hall is closed for performances.

When the facilities are open the following applies:

- Masks MUST be worn in the Sports Hall and Fitness Room at all times.
- Masks need NOT be worn on the outdoor courts ONLY when users engage in “moderate or vigorous intensity physical activities” (spectators or those not engaged in activities should continue to wear masks). Users MUST limit to groups of 4 and must not engage in sports where physical contact is involved.
- Workout/train/play sports individually or in a maximum of 4 persons.
- A maximum of 7 persons using the Fitness Room at one time. Users must register online before using the room. Either keep the windows/doors open OR turn on the ACs to keep air circulating whilst you are working out.
- Clean any equipment you have used (there is a spray and tissues in the Fitness Room for this purpose. Also note that the exercise mats in the Fitness Room are cleaned daily by the cleaning staff).
- Try to maintain a distance of 1 - 1.5 metres from each other/groups of four. This also applies to use of the outdoor sports courts.
- For face to face EOTC/Quan Cai activities with more than four students involved, the staff supervisor/liaison must be present to support Covid19 management procedures (this includes groups watching Cultural Evenings etc online). Current EDB guidelines state that “mass” gatherings should be avoided where possible. Please refer to the Director of EOTC for guidance in each individual case. The Assembly Hall is limited to 85% capacity (255 seats). Please follow social distancing regulations in the hall and do not use seats marked, ‘X’.
- Consult the Director of EOTC before arranging any EOTC trips off campus. Please note that CHP proposes a programme of, “reduced” trips off campus. Proposed trips must conform to both College and destination Covid19 regulations. If using College or hired transport, maximise use of space to allow distancing with seating.

Health Employees

The College employs 2 part-time nurses that manage a health centre as per the following timetable:

- Mon, Tue, Thu & Fri: 0800-1230, 1330-17:00
- Wed & Sat: 0800-1300, 1330-1600

The College employs a visiting doctor. The doctor comes to campus only if prior appointments have been made via the nurses.

- Doctor hours: Friday 2:30pm to 3:30pm.

The medical team can be contacted at nurse@lpcuwc.edu.hk

Canteen Arrangements

The Canteen is 3,000 sq feet in size. Students will only be able to sit a maximum of 4 to a table until there is any relaxation on meals. [(Prevention and Control of Disease) (Requirements and Directions) (Business and Premises Regulation) Cap. 599F]. An overspill/serving area has been established for lunch in the open space next to the Student Kitchen.

Due to the limited number of seats available in the canteen and in order to avoid overcrowding during the COVID-19 pandemic, all teaching staff's family members and non-teaching staff cannot have meals in the canteen and the open space next to the Student Kitchen. Currently only students and teachers can eat in these two areas.

The meal times have a broad time-frame, which are as follows:

Monday - Saturday & Public Holiday

Cold Breakfast	0730 to 1000
Hot Breakfast	0800 to 1000
Lunch	1200 to 1400
Dinner	1730 to 1900

Sunday

Cold Breakfast	0730 to 1030
Brunch	1030 to 1330
Dinner	1730 to 1900

Two hand sanitizer machines are available at 2 main dining areas, we remind students to wash hands before eating and put some posters to remind them to use hand sanitizer. No food is self-serving (e.g. salad bar/soup).

For Canteen areas cleaning items

- Drinking fountain, all computer keyboards.
- Disinfect frequently touched areas such as door knobs and tabletops with disinfectants.
- Strengthen cleaning and regular disinfection to food premises including kitchen, food storeroom, scullery room, toilets (including water taps and toilet handles) and the seating area to keep them clean and properly maintained. Disinfection by applying 1:99 diluted domestic bleaching agent.
- All utensils, plates and cups after using, we need to put it in the dish washing machine to clean and disinfect.
- Staff need to check the washrooms every 1 hour during meals periods.

2. Temperature Checking

All students residing on campus will have their temperature checked at check-in. All temperatures are recorded in the check-in form.

For any student where the temperature $> 37.4^{\circ}\text{C}$ the teacher conducting check in should ask the student if they have any other symptoms e.g. malaise, dry cough, shortness of breath, headache, nasal congestion, sore throat, loss of taste or smell.

If they have no other symptoms they should return to their dormitory and rest. They should not be walking around the campus, they must wear a mask. They will also be asked to see the nurse first thing the next morning. The teacher should email the nurse and c.c. HoH and DoSW.

If there are other symptoms the student should be placed in the sick bay for isolation. If the sick bay is in use then the guest flat/guest room should be utilised. The teacher should email the nurse and cc HoH and DoSW.

The following morning the nurse would check the student. If the symptoms suggest possible COVID-19 case then nurse to follow procedure in 3.

If any student has a COVID-19 test, following doctors advice, they need to inform the nurse of this and they will be placed in isolation. (e.g. sick bay)

3. Vaccination Information

Following the EDB circular (2 August 2021) detailing vaccination requirements for the full operation of the college, the college is collecting vaccine information on students. Students are asked to see the nurse with updated vaccination information for college records. Staff who have not received the first dose of vaccination will be required to undertake a regular test once every 3 days from 10 January 2022 (EDB (SDCT)3/PRO/10/1/1 - 28 December 2021).

Unless the College has consent from staff and/or students, the College will not use their personal data for any reason other than the purposes for which the information was collected (or a directly related purpose).

The current vaccination rate on campus is as follows:

Teaching staff: 97%
Non-teaching staff: 96%
Year 1 students: 84%
Year 2 students: 88%

4. Compulsory Testing Requirements

All students and staff may receive a notice either through the LeaveHomeSafe app (<https://www.leavehomesafe.gov.hk/en/>) or from other means.

CHP details the process here: (<https://www.coronavirus.gov.hk/eng/compulsory-testing.html>)

Students need to inform the nurse and Director of Student Welfare of this and will need to look at the schedule of testing (it may be that as you have been vaccinated you will not need to undertake the test; CHP will specify this). If you have to undertake the test you will be placed in isolation for a period of three COVID-19 negative test results. Hong Kong based students will be required to isolate at home for a period of three COVID-19 negative test results.

Staff members should inform their line manager and Director of Administration. Those staff who live on campus should isolate themselves within their premises (except to go to get the test) for a period of three COVID-19 negative test results. Staff members who live off campus should work from home for a period of three COVID-19 negative test results. If a family member gets a

compulsory testing order, but this does not apply to the staff member, they are still able to come to work. If staff members have any queries please contact their line manager/Director of Administration/ Principal about the action they should take.

5. Procedures if student/staff member receives a Preliminary Positive test result.

If a student/staff member receives a notification (SMS or phone call) from CHP and **they are ON campus** student/staff member should:

- 1) Inform Nurse and Director of Student Welfare immediately.
- 2) The student/staff member will be placed in a single room isolation.
- 3) The nurse (student/staff member) communicates with CHP on the assigned hospital and means of transport to the hospital.
- 4) Focus Team informed by DoSW and follow Critical Incident procedures. Community to await instructions from the Critical Incident Team.

If a student/staff member receives a notification (SMS or phone) from CHP and **they are OFF campus** student/staff member should:

- 1) Inform Nurse and Director of Student Welfare immediately.
- 2) Do not return to campus
- 3) The nurse (student/staff member) communicates with CHP on advice whether to return to campus or direct to the assigned hospital.
- 4) Focus Team informed by DoSW and follow Critical Incident procedures. Community to await instructions from the Critical Incident Team.

Contact Telephone Numbers:

Nurse: 9160 2075

Director of Student Welfare: 9236 2274

Emergency Phone: 9172 1933

CHP: 2125 1111 (general hotline) / 96171823 (whatsapp hotline)

The college will be contacted by the Department for Health Protection for any follow up action with respect to close contacts. The Critical Incident Team will communicate to the community following their requirements.

6. Quarantine & Self-Monitoring

No students or staff members or family members can quarantine on campus.

Arrangements for quarantine from overseas vary. CHP details the inbound requirements regarding quarantine for entry into Hong Kong. These are detailed here:

<https://www.coronavirus.gov.hk/eng/inbound-travel.html>

Some arrivals also need to undertake “self-monitoring” (CHP).

As a result LPC has put in place the following measures:

Self-Monitoring Student (SMS) to:

- Avoid social contact / maintain social distance.
 - ❖ Room limited to roommate(s) only until self-monitoring period complete (no other visitors)
 - ❖ Check-in in room
 - ❖ Attend classes and meetings / activities online until self-monitoring period complete
 - ❖ Stay on campus unless emergency situation requires exit
 - ❖ Refrain from using College sports facilities (indoor or outdoor). Walking / running outdoors, masked, on campus is acceptable

- Follow all recommended / required C19 management hygiene practices
 - ❖ Perform hand hygiene frequently and observe cough etiquette
 - ❖ Maintain good ventilation of residential rooms and other shared spaces as far as possible
 - ❖ Use designated areas / facilities:
 - Take meal from the canteen and to eat at designated tables (next to the Student Kitchen).
 - Use designated shower(s), toilet(s), sink(s) and washing / drying machines.
 - ❖ Share the result of any required mandatory tests with the Nurse.
 - ❖ Take temperature upon waking and in evening (including check-in temp) - to be entered by the student and recorded [here](#)
 - ❖ Wear a mask at all times when staying with other people, including in room and residences corridor as well as toilets/bathrooms (except in shower and while brushing teeth)
 - ❖ Follow the CHP guidelines re: hygiene in rooms and bathrooms.
 - Get cleaning material from janitor
 - ❖ Use the “LeaveHomeSafe” mobile app to record your whereabouts and check whether you have visited any venue as with a COVID-19 patient at about the same time
 - ❖ Only for emergencies or testing.
 - ❖ Seek medical attention immediately if feeling unwell
 - Usual sequence of contact: Nurse→Tutor→Emergency phone (9172 1933) →
 - Head of House → DoSW → Principal

Others

People who are living with inbound travellers during the period should

- wear mask when staying with each other (roommate<s>)
- refrain from close contacts
- avoid sharing of personal items and meals

Maintenance will

- put signs up to identify spaces reserved for SMS
- enhance cleaning of places used by SMSs
- provide cleaning material to SMS

7. Advice for students in campus

- Temperature check at check-in. Thermometers are in day-rooms if students wish to check their temperature outside of opening times of the clinic.

- Wash hands regularly, especially after using the restroom and before preparing or consuming food. Use soap and water, wash for about 20 seconds. Be sure to also wash your fingertips.

- Avoid coughing or sneezing into your hands or in the air. Always try to cough or sneeze into a tissue, and then throw the tissue away. If you don't have a tissue, cough/sneeze into your arm.
- Avoid touching your eyes, mouth and nose.
- Wear mask at all times on campus (unless in your room)
- Monitor and report any discomfort or signs and symptoms.
- Keep your room well ventilated.
- Keep a healthy lifestyle.
- Always follow the clear [Health Advice](#) that is being issued by the Hong Kong Centre for Health Protection (CHP).

Arnett Edwards
Principal
12 January 2022