

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 Circulars dated 2 August and 27 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).

Meal arrangements will follow the guidelines provided by the Centre for Health Protection. Currently this means that students sit a maximum of four per table in the canteen. The College will also set aside overspill areas in other parts of the College, that students can use, to ensure social distancing measures are followed. (More details on canteen arrangements detailed in separate section).

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.

Staff are reminded not to work if they are not well and are recommended to see the doctor. Any staff that lives off campus must follow the government guidelines to undergo a COVID-19 test or under quarantine as necessary if they have a resident in their building with a positive COVID-19 test.

Academics

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 will be via zoom. When most students have finished their self-monitoring period they will resume face to face in AH, 104, 314/315 and canteen.

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.

Tutor groups may meet face to face on campus only. Students must finish their self-monitoring period before joining in person.

EOTC (QC)

Masks must be worn in the Sports Hall, Fitness Room and outdoor courts at all times

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/liason 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 75% capacity (225 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. 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 sanitizers machines 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 regularly.
- 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 check 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. 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).

4. Quarantine & Self-Monitoring

No students or staff members can quarantine on campus.

The Hong Kong government has announced that travellers from all countries will have to self-monitor for 7 days. [Government fact sheet](#)

The HK CHP has produced an information leaflet on self-monitoring. [CHP leaflet](#)

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

5. Procedures of Suspected Case of COVID-19

Nurse: Wear mask, wash hands, wear glasses or face shield, gown (optional)

Check: temperature _____
respiratory rate per minute _____
oxygen saturation _____
blood pressure _____
onset of the date of symptoms _____
cough yes or no _____
other symptoms _____

- Nurse informs DoSW. DoSW informs Focus Team. Critical Incident Procedure followed.
 - i) For local students --- Inform and communicate with parents/guardians. Call Ambulance Headquarters at 2735 3459/2735 3355. Parents to go to hospital.
 - ii) For overseas students --- Call Ambulance Headquarter 2735 3459/2735 3355 to Prince Wales Hospital Emergency Department for Doctor consultation.
 - Accompanying person goes separately with personal protective equipment.
 - After Emergency doctor consultation,
- Admit to hospital:
- Inform parents by DoSW/HoH or Tutor.
 - Trace history of close contact e.g. roommates, close friends; they need to be monitored closely for fever and symptoms for 14 days, requested to wear mask.
- If case confirmed
 - Stay in hospital for treatment, close contact persons may need to be quarantine under the government policy
 - Crisis response

OR

Discharge:

if specimen taken and pending result, student stay in sick bay until result available if no specimen taken; then usual precaution: wear face mask, hand washing

*Advice accompanying person hair wash and shower right back home

*Disinfect student room with diluted bleach 1:49

The college will be contacted by the Department for Health Protection if there is a confirmed case and the college will work with the Department on management of the situation.

6. 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
2 September 2021