



2<sup>nd</sup> March, 2022

Dear Parents / Guardians,

**Staff Diagnosed with COVID-19**

Our school has received a notification that three of our staff members were being tested positive for COVID-19. They last entered our campus on 19<sup>th</sup>, 24<sup>th</sup> and 28<sup>th</sup> February, 2022 respectively. The school had conducted daily screening for their body temperature and all of the results were normal. The relevant staff have been wearing masks in their workplace.

As the safety of our staff and students is our top priority, the school has arranged relevant staff members to perform COVID-19 tests. In accordance with the guidelines of the Education Bureau (EDB) and the Centre for Health Protection (CHP), the school premises will be temporarily closed for two days (2<sup>nd</sup> and 3<sup>rd</sup> March), professional services will be hired to carry out deep cleaning and disinfection procedures on the campus and all staff will work from home.

Please pay attention to the following arrangements:

1. No visitors shall be granted entry to our school premises from 2<sup>nd</sup> March (Wednesday) to 15<sup>th</sup> March (Tuesday), i.e., a total of 14 days. Parents should contact the school if their children, under special circumstances, need to return to school.
2. Parents are reminded to pay close attention to their children’s health conditions and should avoid taking them to crowded places with poor ventilation. Parents and students can perform COVID-19 tests if they are in doubt about their health.

For further enquiries regarding the above-mentioned arrangements, please contact our school at 26021000 during office hours.

Thank you for your attention.

Yours faithfully,

Principal of Lock Tao Secondary School

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To: Principal

Reference No. : 102/21-22

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I am the parent/guardian of (Class) \_\_\_\_\_ (Student Name) \_\_\_\_\_ ( ).

I have acknowledged that I have read and understood the contents of the issue regarding the notice of “Staff Diagnosed with COVID-19”.

Name of parent / guardian : \_\_\_\_\_

Signature of parent / guardian : \_\_\_\_\_

Date : \_\_\_\_\_