



香港能仁專上學院

**Hong Kong Nang Yan College of Higher Education**

**Guidelines for the College  
for the Prevention of Coronavirus Disease  
(COVID-19)**

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|---------------|-----------------------------|
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## 1. Purpose of the Guideline

The purpose of the document is to set out the guidelines and precautionary measures for stakeholders, including staff and students in Hong Kong Nang Yan College of Higher Education (NYC) in preventing transmission and outbreak of COVID-19 during learning activities inside the campus.

The Guideline was written by the Health and Safety Committee (HSC) and approved by the Senior Management Committee (SMC). The first version was issued on 23 Aug 2021 and it was regularly reviewed and updated based on the progression of the pandemic and the government policy and/or guidelines.

The current version (version 8) was formulated based on the Health Advice to Schools for the Prevention of COVID-19 published by the Centre for Health Protection (2022, 26 January), the Arrangements on “Vaccine Bubble” issued by the Education Bureau (2022, 20 January), and the announcement about Vaccine Pass made by the Food and Health Bureau (2022, 8 February), the announcement made by Chief Executive at media session (2022, 8 February), the announcement made by Secretary for Food and Health (2022, 21 February), the arrangement of StayHomeSafe Scheme (2022, 22 February), and the announcement about criteria for discharge from isolation and home quarantine (2022, 26 February). For details, you may contact with the Health and Safety Committee.

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## 2. Mode of Teaching

- a. Course lecturers must use online teaching unless otherwise justified.
- b. Face-to-face mode may be used if there is no other alternatives E.g. Examinations, skills training.

### 3. Criteria for Entering the College

#### Starting from 24 February 2022:

For all persons (including students, staff, persons providing on-campus services and visitors):

- a. **Record** for contact tracing by using the “LeaveHomeSafe” 安心出行.



- b. **Negative self-test result** on the same day using RAT kit provided by the College or approved by the Department of Health. For details, refer to the following link:

<https://www.mdd.gov.hk/en/whats-new/rapid-antigen-tests-covid-19/index.html>

For verification purpose, you need to take a photo of the RAT result with official date and time shown in the picture (E.g. take a picture of the RAT result next to the Hong Kong Observatory app / webpage or TV news). Submit the photo via the following link:

<https://forms.gle/xfUK7LpU3CNEDFCE7>

Example:



c. **COVID-19 Vaccination:**

- i. Except for those exempted (*see note 1*) from the COVID-19 vaccination requirement, all persons are required to get vaccinated **at least the first dose** and present vaccination records prior to their entry into the College.
- ii. All who have received only one dose of vaccine should receive the second dose of vaccine **before 30 April 2022**.
- iii. All persons who fit the criteria to receive the third dose of vaccine (i.e. the second dose was received for at least nine months) should receive the third dose of COVID-19 **before 30 June 2022**.
- iv. For those exempted personnel, they are required to submit an updated and official Exemption Certificate (with an encrypted QR code) obtained from a doctor, and conduct regular COVID-19 tests once **every three days**.
- v. Staff and students are required to submit your vaccination record or Exemption Certificate via the link below:
  - COVID-19 Vaccination Record (for Students): <https://forms.gle/zN8f1CoBwZvJmG726>
  - COVID-19 Vaccination Record (for Staff): <https://forms.gle/KgA7R19uNpmVgbeKA>
- vi. Staff and students who are exempted can submit the regular COVID-19 testing results (*see note2*) via the link below
  - COVID-19 Test Results Record (for Students with Exemption Certificate):  
<https://forms.gle/kAgyvxaDPJz1FBNQ8>
  - COVID-19 Test Results Record (for Staff with Exemption certificate):  
<https://forms.gle/ZNmioZXZyZh2XrWJ8>
- vii. For staff who cannot fulfill the criteria mentioned above, their situation will be no different from an employee who is absent from his or her place of work without reasonable excuse, and such periods of absence will be deemed as unauthorised.
- viii. Any leave for 24 February 2022 or any day / period afterwards should not normally be granted for such periods of absence to unvaccinated staff who claim that they could not arrange for vaccination before the implementation date, have concerns on the safety or efficacy of the vaccines, or have alleged medical conditions unsupported by medical certificates.

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Note 1: Exemption from the requirement will be granted to (a) those who are medically unfit for COVID-19 vaccination as supported by a valid medical certificate; and (b) pregnant staff with prior exemption granted by the College on a case-by-case basis.

Note 2: Vaccination records and test results records collected is for keeping a register of vaccination as required by the regulations under the Vaccine Pass. All data will be kept strictly confidential. Except with your prior consent, the data will not be transferred or disclosed to any third parties except requests made under any law or court order applicable in Hong Kong.

#### 4. Checking Procedure at the Entrance of the College

All persons must fulfil the following criteria before entering the College. Anyone who fail to fulfil the following criteria will be refrained from entering the College.

- a. Body Temperature Checking
  - i. Body temperature of all persons will be screened.
  - ii. A station for temperature checking has been set up at the entrance with alcohol-based handrub and surgical masks.
- b. Record for contact tracing.
  - i. All persons should use “LeaveHomeSafe” 安心出行 to scan the code before entering the College.
- c. COVID-19 vaccination record
  - i. All persons must show the COVID-19 vaccination record to the staff at entrance before entering the College.
- d. Hand hygiene and surgical mask
  - i. All persons must wear a proper surgical mask which can cover nose and mouth.
  - ii. All persons should perform alcohol-based surgical handrub before entering the College.

#### 5. Criteria that Refrain from Entering the College

Persons who meet the following criteria will be refrained from entering the college and inform the Health and Safety Committee immediately. **They will be allowed to enter the College only if a negative COVID-19 testing result <sup>(see note 3)</sup> and the approval from the Chairman of the Health and Safety Committee are obtained.**

- a. Confirmed or suspected of COVID-19.
- b. StayHomeSafe Scheme (close contact of COVID-19 case, or household contact of close contact of COVID-19 case)
- c. Suffer from fever, respiratory symptoms or sudden loss of taste or smell.
- d. Compulsory testing in areas under Restriction-Testing Declaration (RTD) (受限區域圍封強檢).
- e. Mandatory quarantine (強制檢疫).

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Note 3: The test refers to the polymerase chain reaction-based nucleic acid tests for COVID-19 or Rapid Antigen Test (RAT).

## 6. Arrangement for Confirmed Case and StayHomeSafe

According to the announcement made by the Government on 25/2/2022, the Government plans to allow RAT positive persons to register their positive results through an online system such that they may be followed up as positive cases without seeking confirmation in nucleic acid tests.

For confirmed case (*see note 4*) who have been sent to community isolation facilities (CIFs), persons pending admission (i.e., still isolated at home), or close contact who are under home quarantine, if you have received at least two doses of COVID-19 vaccines, you may conduct RAT on Day 6 and Day 7 after tested positive (*See Note 5*). If you obtain negative test results during RAT on these two successive days, you may leave CIF or home premises earlier on Day 7 for daily activities. Conversely, if you obtain at least one positive test result during RATs on these two days, you will need to continue undergoing isolation or home quarantine in accordance with the original arrangement.

The latest criteria mentioned above is not applicable to those who have not been vaccinated or have only received one dose of COVID-19 vaccine, as well as household contacts of close contacts who only need to undergo home quarantine for four days under the "StayHomeSafe" Scheme.

## 7. Arrangement for Compulsory Testing (強制檢測)

For staff who require compulsory testing under the following categories, you are not required to work from home unless otherwise specified. First, you need to consult the Chairman of the Health and Safety Committee. If your situation is suitable, you can perform self-test at home using a Rapid Antigen Test (RAT) kit before returning to the College. The categories include:

- i. Places visited by tested preliminarily positive cases / tested positive cases (初步陽性檢測個案／陽性檢測個案曾到訪的地點)
- ii. Public transport taken by tested preliminarily positive cases / tested positive cases (初步陽性檢測個案／陽性檢測個案曾乘搭的公共交通工具)
- iii. Places with sewage sample(s) tested positive (污水樣本檢測呈陽性的地點)

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Note 4: including RAT positive, preliminary confirmed/confirmed cases by Centre for Health Protection (CHP)

Note 5: The day following testing or collection of sample is counted as 1st Day; if there is no such testing or collection record, the day on receiving positive nucleic acid test result is counted as 1st Day.

- iv. Places relevant to tested preliminarily positive cases / tested positive cases (與初步陽性檢測個案／陽性檢測個案有關的地點)

## **8. Arrangement for Persons Suffering from Symptoms**

If you are suffering from fever, respiratory symptoms or sudden loss of taste or smell, you are strongly advised to conduct a self-test using RAT kit approved by the Department of Health. Seek for medical advice if needed and take leaves until symptoms subsided. For RAT, even if the result is negative, you may not be excluded from COVID-19. It can be a false negative result. You may repeat a RAT one or two days later.

## **9. Special Leaves Arrangement**

Special leaves may be granted to full-time staff and students in the following situations:

- a. After receiving the first, second or third dose of COVID-19 vaccine
- b. Residence in areas under Restriction Testing Declaration (RTD) (受限區域圍封強檢)
- c. Mandatory quarantine (強制檢疫)

Student should report to course lecturers. Staff should report via HRPro Employee Portal (<https://www.ileave.ny.edu.hk/>) to indicate the reason of leaves.

## **10. Surgical Mask and Personal Hygiene**

- a. Staff and students must wear a surgical mask properly when taking public transport, staying in crowded places and while in the College.
- b. In case their masks are not functional (e.g. broken, contaminated, without a proper filtering function), they can get a spare mask at the counter of the College.

## **11. Hand Hygiene**

- a. Perform hand hygiene whenever indicated, such as:
  - i. Entering the Campus
  - ii. Before and after toilet
  - iii. Before and after meal
  - iv. Before and after activity with physical contact e.g. skill practice
- b. 70-80% alcohol-based handrub will be provided in the following areas:
  - i. Entrance of the College
  - ii. Every classroom and activity rooms
  - iii. Outside the lift in each floor

- c. Liquid soap and disposable paper towels are provided in the toilet in each floor.

## **12. Social Distancing**

- a. Staff and students should keep at least one metre apart while within the school campus including in classroom, queueing for toilets.
- b. Seats in classrooms, computer rooms and activity rooms are kept at least one metre apart.
- c. Partition of sufficient height should be installed on tables, if necessary.

## **13. Meal Arrangement**

- a. Students can take meal at designated area on the 3<sup>rd</sup> floor.
- b. Staff can take meal individually at own office.
- c. Staff and students must not take meal at other places in the College, such as classrooms, meeting rooms, activity rooms, laboratories, etc.
- d. Face one direction during meal.
- e. Social distance must be kept during meals.
- f. Talking is not allowed during meal.
- g. Perform hand hygiene before and after eating.
- h. Do not share food, drinks or utensils with others.

## **14. Activities that Involves Physical Contact**

- a. Surgical masks must be worn properly during activities.
- b. Activities that involve common objects (e.g. nursing skills practice; activity during group work) must be disinfected before and after use.
- c. Perform hand hygiene before and after the activity.

## **15. Indoor Ventilation**

- a. Turn on air-conditioners and air purifier when using the room.
- b. Air-conditioners must be well-maintained. Dust filters of air-conditioners will be cleaned monthly.
- c. Air purifier with HEPA filter are allocated in every classroom, activity rooms and office. Filters will be checked and changed if required regularly.

## **16. Water Dispenser**

- a. Use a container (e.g. cup and bottle) to collect water from bottle-filling water dispensers
- b. Avoid touching the water outlet of the water dispenser directly.
- c. Water outlet of the water dispenser should be sanitised at least twice a day.

## **17. Environmental Clean and Hygiene**

- a. Keep classrooms, library, kitchens, canteens, toilets and bathrooms clean and hygienic by using 1 in 99 diluted household bleach, leave for 15-30 minutes, and then rinse with water and wipe dry.
- b. For metallic surface, disinfect with 70% alcohol.
- c. Ensure waste is removed daily and disposed of safely.

## **18. Maintain Toilet Clean and Hygienic**

- a. Keep toilets clean and dry.
- b. Clean and disinfect the environmental at least daily.
- c. Close toilet lids when flushing.
- d. Pour about half a litre of water into each drain outlet once a week.

## **19. Points to Note when Holding Examinations**

- a. Students should check body temperature at home.
- b. Students are refrained from sitting the examination if they have fever, respiratory symptoms or sudden loss of taste or smell. They should seek medical advice, get a medical certificate, and inform the course lecturer immediately via email. Make-up examination will not be arranged if students failed to fulfil the above criteria.
- c. Staff and students must wear the surgical mask properly during the whole examination.
- d. Arrange students to leave in batches to avoid over-crowding in toilets, exits of halls or classrooms.
- e. Students should maintain social distance all the time.
- f. The examination venue should be thoroughly cleaned before and after each session.

## **20. When a suspected / confirmed case of COVID-19 is Encountered in the College**

- a. Contact Tracing
  - i. Inform Health and Safety Committee immediately for contact tracing and follow up.
  - ii. Anyone who have suspected or confirmed COVID-19 should follow the arrangement of Centre for Health Protection / Hospitals.
  - iii. Anyone who have contact with the case should be refrained from entering the campuses until a negative COVID-19 test results was obtained.
  
- b. Enhanced Environmental Disinfection
  - i. Cleansing staff should wear appropriate Personal Protective Equipment (PPE) including:
    - i. Surgical mask
    - ii. Latex gloves
    - iii. Disposable gown
    - iv. Eye protection (goggle/ face shield)
    - v. Cap
  
  - ii. Disinfect all potentially contaminated surfaces or items by using 1 in 49 diluted household bleach (mixing 1 part of household bleach containing 5.25% sodium hypochlorite with 49 parts of water), leave for 15-30 minutes, rinse with water and wipe dry afterwards.

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