

THE HONG KONG INSTITUTE OF EDUCATION

Important Notes on Influenza A H1N1 to External Lettees of Student Halls

Background

The Northcote Hall, Robert Black Hall and Jockey Club Student Quarters are open for booking from external organisations during the summer period. Subsequent to the announcement of the Hong Kong SAR government on 11 June 2009 to suspend all kindergartens, primary and special schools from 12 June 2009 for two weeks, the following new precautionary measures are implemented to ensure timely handling of suspected/confirmed cases for minimizing the chance of spread to the Institute community and Hong Kong at large.

Before Check-in

- ✚ Check your body temperature before coming to HKIEd;
- ✚ If you have fever or developed signs or symptoms of influenza like cough or runny nose, consult doctor as soon as possible and rest at home.

During the Letting Period

- ✚ Fill in a health declaration form and have your temperature taken before check-in;
- ✚ If you have fever, you will be requested to consult doctor immediately and not be allowed to check in to hall;
- ✚ If you have returned from affected areas within the past 7 days, wear a face mask to protect others;
- ✚ Wear face mask whenever you do not feel well to protect others;
- ✚ Strict adherence to personal and environmental hygiene;
- ✚ Avoid crowded area;
- ✚ Keep windows open to ensure adequate ventilation;
- ✚ If you develop signs or symptoms of influenza during the letting period, inform your group leader and hall manager immediately and consult doctor as soon as possible.

Hall Suspension and Refund Arrangement

- ✚ In the event that the student halls are in normal operation:
 - Lodging fees paid will be forfeited if the external lettees request to cancel their booking before check in or in the middle of their booking period;
- ✚ In the event that the student halls are suspended by the government:
 - Lodging fees paid will be refunded if the announcement is made before check-in;
 - Lodging fees paid will be refunded on a pro-rata basis if the announcement is made in the middle of the letting period.