

## 6. Roles of school/centre staff and related support

### 6.1 Responsibility of persons-in-charge/ the designated staff of schools/centres

Persons-in-charge of schools/centres and/or the designated staff should take up the responsibility of coordinating and monitoring the implementation of preventive and control measures for communicable diseases (Please refer to [Appendix 14](#)).

They should also pay attention to the following points:

- Report suspected/confirmed cases or outbreaks of communicable diseases among children/staff to the CHP and the respective offices for SWD or EDB. (Appendices 2, 3 and 4)
- Keep personal health record for every child properly. Check and record their body temperature regularly. This helps early detection of possible infections and reduces the risk of the spread of communicable diseases.
- Keep sick leave records of staff properly.
- Support staff to familiarise themselves and comply with the guidelines on prevention of communicable diseases.
- Ensure adequate hand washing facilities and personal protective gear in the schools/centres.
- Communicate closely with the parents/guardians to get their support to implement infection control measures.

### 6.2 Supporting telephone lines and websites

#### Telephone lines

|   |                      |           |
|---|----------------------|-----------|
| Department of Health                              |                      |           |
| 24-Hour Health Education Hotline                  |                      | 2833 0111 |
| Food and Environmental Hygiene Department Hotline |                      | 2868 0000 |
| Social Welfare Department                         |                      |           |
| Child Care Centres Advisory Inspectorate          |                      | 2835 2016 |
| Education Bureau                                  |                      |           |
| School Development Sections                       | Hong Kong            | 2863 4646 |
|   | Kowloon              | 2782 8383 |
|   | New Territories East | 2639 4876 |
|   | New Territories West | 2437 7272 |
| Joint Office for Pre-primary Services             |                      | 3107 2197 |
| Hospital Authority Hotline                        |                      | 2300 6555 |

## Websites

|   |   |
|---|---|
| Department of Health  | <a href="http://www.dh.gov.hk">http://www.dh.gov.hk</a>     |
| Centre for Health Protection                                    | <a href="http://www.chp.gov.hk">http://www.chp.gov.hk</a>   |
| Central Health Education Unit                                   | <a href="http://www.cheu.gov.hk">http://www.cheu.gov.hk</a> |
| Social Welfare Department                                       | <a href="http://www.swd.gov.hk">http://www.swd.gov.hk</a>   |
| Education Bureau  | <a href="http://www.edb.gov.hk">http://www.edb.gov.hk</a>   |
| Food and Environmental Hygiene Department                       | <a href="http://www.fehd.gov.hk">http://www.fehd.gov.hk</a> |
| Hospital Authority  | <a href="http://www.ha.org.hk">http://www.ha.org.hk</a>     |
| Centers for Disease Control and Prevention<br>(English version) | <a href="http://www.cdc.gov">http://www.cdc.gov</a>         |
| World Health Organization (English version)                     | <a href="http://www.who.int">http://www.who.int</a>         |

## 6.3 Notification of outbreaks of communicable diseases in schools/centres

### (Appendix 2)

Central Notification Office (CENO)  
Centre for Health Protection  
Department of Health

Tel: 2477 2772  
Fax: 2477 2770