



14 January 2022

Member of VTC Group
VTC 機構成員

Dear PEAK students/candidates,

Precautionary Measures for Prevention of Coronavirus Disease (COVID-19)

You are reminded to be vigilant against COVID-19 and to closely observe the following to prevent its spread:

1. You are required to wear a surgical mask when attending class/examination at PEAK and should check your temperature before leaving home and going to teaching/examination venue. If you have a fever, cough, diarrhoea, vomiting or other flu-like symptoms, please seek medical advice immediately and do **not** attend class/examination.
2. If you belong to the type of persons who require quarantine or isolation, or subject to compulsory COVID-19 testing in accordance with the prevailing Rules and Regulations announced by the Government of the HKSAR, please do **not** attend class/examination during the whole compulsory quarantine / testing period, and notify PEAK immediately.
3. For students/candidates who are absent from class or examination due to illness, in particular if you are confirmed to have contracted COVID-19, please notify PEAK promptly.

We have implemented a series of precautionary measures against COVID-19 at PEAK, e.g. all staff members are required to have a body temperature check before reporting duties, cleaning and disinfection work at PEAK have been strengthened, and hand sanitizers are provided outside teaching and examination venues. All students and candidates are required to have a body temperature check at the entrance of the VTC Tower, submit a Health Declaration Form to PEAK before entering the teaching/examination venue (applicable for CPD students or candidates) or before lesson via email (applicable to students of award-bearing programmes), wear a self-provided surgical mask on campus, and maintain good personal hygiene. Please strictly follow our Guidelines on Prevention of COVID-19 (**Appendix I**) and submit a completed Health Declaration Form (**Appendix II**) to PEAK before attending class or examination.

We will keep track of the latest development on the spread of the disease. In case there is a need for any special arrangements, announcement will be made through PEAK Website (<https://www.peak.edu.hk/en/>).

Should you have any enquiry, please contact us at 2836 1922.

PEAK Administration Office

PEAK
Guidelines on Prevention of COVID-19

Students and candidates are required to follow the guidelines below:

1. Students and candidates are required to complete and submit a Health Declaration Form (**Appendix II**) to our staff before attending class/examination, indicating that they are not feeling unwell and do not belong to the type of persons who are subject to quarantine, isolation or compulsory testing under the Prevention and Control of Disease Ordinance (Cap. 599). **Any false declaration made by the students will be considered as violation of the class/examination regulations and will not be allowed to attend class/examination.**
2. Students and candidates are required to wear a **self-provided** surgical mask on campus and use hand sanitizer before entering the teaching/examination venue. **Students and candidates who are not wearing a surgical mask will not be allowed to attend class/examination.** All students and candidates are required to wear a surgical mask during class/examination. For CPD classes and examinations, students and candidates will be required to take off their masks during the checking of attendance in order to verify their identities.
3. Students and candidates who have a fever, cough, diarrhoea, vomiting or other flu-like symptoms should seek medical advice immediately and shall **not** attend class/examination.
4. Students and candidates who have been quarantined in a quarantine centre should inform PEAK as soon as possible.
5. Students and candidates shall **not** attend class/examination if they are required to self-quarantine according to the advice of the Department of Health.
6. For students and candidates who are required to undergo compulsory COVID-19 testing in accordance with prevailing Rules and Regulations announced by the Government of the HKSAR, they shall **not** attend class/examination during the whole compulsory testing period.
7. Students and candidates who cannot attend class/examination owing to (3) or (4) or (5) or (6) above should submit a medical certificate or related supporting documents to PEAK as soon as possible for follow-up arrangements.
8. Body temperature check will be taken at the entrance of the campus. A student or candidate whose body temperature exceeds 37.5⁰C should leave the campus immediately and seek medical consultation.
9. Additional provisional measures for infection control may be implemented at the entrance of VTC Tower. Please allow enough time to arrive at the classroom on time.
10. **Students or candidates refusing to cooperate will be considered as violation of the class/examination regulations and will not be allowed to attend class/examination.**
11. In case classes/examinations are suspended due to the situation of the coronavirus, follow-up arrangements will be notified to the students/candidates by email, SMS or phone.
12. **Students and candidates should check the website of PEAK (<http://www.peak.edu.hk>) for any updated information.**
13. Please visit the website of Centre for Health Protection for more information about the disease and relevant preventive measures (<http://www.chp.gov.hk>).

(Updated as at 14 January 2022)

PEAK 高峰進修學院
Health Declaration Form 健康申報表

Please submit the completed Health Declaration Form to PEAK before entering the teaching/examination venue.

請於進入課室／試場前呈交已填妥的健康申報表予本院。

Name 姓名	Mobile Number 手提電話
Date 日期	Course Title/Course Code 課程名稱/編號

1. Do you currently belong to the type of persons who require quarantine or isolation under the Prevention and Control of Disease Ordinance (Cap. 599)? 根據《預防及控制疾病條例》(第 599 章), 你目前是否屬於需要被檢疫或隔離的人士?

Yes 是 No 否

Notes: Depending on the latest advice from the Centre for Health Protection, the type of persons includes the persons:

- i. *arriving in Hong Kong who have been to any overseas countries/territories or Mainland in the past 14 days; or*
- ii. *being close contacts of those infected or infected with Coronavirus Disease (COVID-19), etc.*

Students and candidates currently belong to this type of persons should refrain from attending class/examination and inform PEAK.

註解：視乎衛生防護中心的最新建議，這類人士包括：

- i. 曾於抵港前 14 天到過任何海外國家／屬地或內地；或
- ii. 任何 2019 冠狀病毒病 (COVID-19) 的感染者或緊密接觸者。

如學生及考生目前屬於這類人士，不應出席課堂或考試，並須通知本院。

2. You are required to undergo COVID-19 testing pursuant to a compulsory testing notice by the Government. 你須按政府發出的強制檢測公告接受 COVID-19 檢測。

Yes 是 No 否

Note: Students and candidates who are waiting for their compulsory test results as stated above should refrain from attending class/examination.

註：如學生及考生目前正等候其強制檢測結果，不應出席課堂/考試。

3. Do you have fever, cough, diarrhoea, vomiting or other flu-like symptoms? 你是否有發燒、咳嗽、腹瀉、嘔吐或其他流感症狀?

Yes 是 No 否

Note: Students and candidates who have any of the mentioned symptom(s) should refrain from attending class/examination, seek medical advice promptly, and inform PEAK.

註：如學生及考生出現任何上述症狀，不應出席課堂或考試，並須及時就醫和通知本院。

4. I will abide by the following requirements: 我會遵從以下事項:

I confirm 我同意

Students and candidates should check their temperatures before leaving home and going to teaching/examination venue every time. Those with fever (oral temperature higher than 37.5°C or ear temperature higher than 38°C; other temperature measurement methods, please refer to the device instruction manuals for reference temperatures) should refrain from attending class/examination. If there is any change of my health status, I'll re-submit the declaration.

學生及考生應每次在離家前先檢查體溫，才前往上課室/考試場地。發燒者（口探高於攝氏 37.5°C 或耳探高於攝氏 38°C；其他溫度測量方法，請參閱於儀器操作手冊內的參考溫度），不應出席課堂或考試。如有任何狀況改變，我會再作出聲明。

Personal Information Collection Statement 收集個人資料聲明

The personal data provided in this form will be treated as confidential and used for the sole purpose of health declaration 填寫人在本文件內所提供的個人資料，將予絕對保密，並只用於健康申報。

Information collected will normally be destroyed 2 months after the completion of class/examination.

在一般情況下，資料將於課堂或考試結束兩個月後銷毀。

Signature 簽署

(Updated as at 14 January 2022) (2022 年 1 月 14 日更新)