

Notice on Response Actions for the Novel Coronavirus (14): Further Arrangements for Staff Members from 2 March 2020 Until Further Notice

Human Resources Office

2020-02-27 16:35

Dear Colleagues

In view of the latest development of the novel coronavirus outbreak, please note the following:

1. The Senior Management has decided that normal operations should be maintained on campus with special arrangements and precautionary measures taken to minimize people contact. All Heads of Department should exercise discretion and make appropriate/flexible work arrangements, such as assigning staff members to work on roster and/or implement staggered work hours. They should send clear instructions to staff as soon as practicable. The above work arrangements for staff will take effect from 2 March 2020 until further notice.
2. Other measures pertaining to the novel coronavirus, including the latest requirement of self-declaration of travel history and health status from all those visiting the campus as mentioned in Notice (13), should continue.

Please contact me or the [HRO colleagues supporting your departments](#) if you have any enquiries on the above.

Thank you for your attention and take care.

Blanche Lo
Director of Human Resources