

**Notice on Response Actions for the Novel Coronavirus(6): Further Arrangements for Staff Members from 3 February 2020 to 9 February 2020**

Task Force on Response Actions for Wuhan Pneumonia

2020-01-31 18:07

Dear Colleagues

Further to the communication on 28 January 2020 ([link to notice](#)) and in view of the latest development of the novel coronavirus epidemic, the Senior Management has announced to students that all face-to-face teaching will be further suspended until 1 March 2020 (inclusive). From 10 February 2020 to 1 March 2020, online teaching (plus e-learning) will be conducted instead.

In this connection, the Senior Management has made the following decisions on staff work arrangements:

1. Special work arrangement will continue up to 9 February 2020 (inclusive), except for staff providing emergency services and essential activities such as preparation for quality online teaching as informed by respective Deans/Heads. All other staff are not required to return to office but to work from home.

We have shared some illustrations of essential activities with Deans and Heads. In principle, activities are defined as essential when the non-performance of these activities will have a significantly detrimental effect on the timely and quality delivery of a basic function of the University as expected by the public under the current circumstances (such as quality online teaching which we are committed to delivering on 10 February 2020 in an earlier notice to students) and/or will result in disproportionate consequences. Essential activities can also be situational, depending on the need of the occasion such as an important meeting. Deans and Heads are expected to exert due discretion under the current circumstances and provide clear instructions to staff.

2. With immediate effect, to minimize the risk of spread of the disease, staff who have visited the Mainland (not only limited to Hubei Province) in the past 14 days are required to complete an e-Travel Declaration Form and undertake self-quarantine for 14 days by staying at and working from home. The same will apply to daily commuters from Shenzhen to Hong Kong. If they cannot find accommodation to self-

quarantine themselves for 14 days in Hong Kong, for public health concerns, they are advised to stay in Shenzhen until the situation improves.

If it is essential for these staff to return to campus for any purpose for a short period of time, e.g., to obtain materials from the office for the delivery of online teaching, they should take all necessary precautions such as the wearing of a mask.

3. Masks will be provided to staff who are required to come to work in the office on a need basis and departments should first consume the stock being kept in the office before contacting FMO for assistance. Deans and Heads have been advised of the arrangements separately.

4. The other arrangements in the attached, i.e. suspension of large-scale activities, and reporting/declaration relating to the novel coronavirus, should continue until further notice. As regards the e-Travel Declaration Form, please note that any completed forms sent to Heads will now be copied to HSEO for any necessary follow-up action.

Please contact me or HRO colleagues supporting your department if you have any enquiries on the above.

Thank you for your attention and take care.

Blanche Lo

Director of Human Resources