

**Notice on Response Actions for Novel Coronavirus (11): Further Arrangements for Staff Members from 17 February 2020 until 23 February 2020**

Human Resources Office

2020-02-14 14:31

Dear Colleagues

Please note the following as per the latest development of situation pertaining to the novel coronavirus:

1. Special work arrangement should continue until 23 February 2020 (inclusive)

While staff should continue to work from home except for those providing emergency services and essential activities as determined by the respective Heads of Department (HoDs), we shall strive to maintain the momentum of operations of the University. In this connection, staff working from home are expected to be reached by email or phone during the normal work hours.

HoDs are reminded to exert due discretion under the current circumstances and provide clear instructions to staff. Precautionary measures should be taken for any activities conducted on campus to minimize people contact.

Staff who have spare capacities during this period are encouraged to pursue personal development as beneficial to their jobs and they should report their learning progress to the HoD. Some learning resources were mentioned in Notice (9), while HoDs may direct their staff to study other materials or topics as deemed appropriate.

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 (10), should continue.

Please contact me or the [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