Notice on Response Actions for Novel Coronavirus (9): Further Arrangements for Staff Members from 10 February 2020 to 16 February 2020
Human Resources Office
2020-02-07 10:31

Dear Colleagues

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

1. <u>Special work arrangement should continue up to 16 February 2020 (inclusive)</u>.

   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.

   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.

2. The University's previous advice on the subject, including the requirements of completion of an [e-Travel Declaration Form](#) and self-quarantine for 14 days where applicable, should continue.

   In addition, HoDs are strongly advised to avoid inviting external parties to participate in any face-to-face events or activities during this period. If there are compelling reasons to do so, the organizing parties should ensure that all visitors will observe and follow the Government's and the University's latest advice and requirements related to novel coronavirus infection (e.g. self-quarantine where applicable) and they need to ask for the visitors' travel history beforehand. For contract workers, the departments concerned will liaise with the contractors to ensure that they will observe the same when deploying manpower to work on campus.

3. On a wider range of HR matters besides the above, we have compiled a set of Q&A for staff's reference, accessible at https://www.polyu.edu.hk/hro/.

4. Due to the current circumstances, staff who have spare capacities are advised to make use of the opportunity to pursue personal development as beneficial to their jobs. Attached for reference is a list of featured online resources for English language training provided by the Library. In addition, some Microsoft online training materials are available on ITS' webpage at https://www2.polyu.edu.hk/its/online-training/category.php?cat=MS%20Products.

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