

Notice on Response Actions for Novel Coronavirus(3): Arrangements for Staff Members

Task Force on Response Actions for the Novel Coronavirus

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Dear Colleagues

Please note that in response to the novel coronavirus epidemic, the University has established two Task Forces that report to the President:

- A) **Task Force on Response Actions for Novel Coronavirus** chaired by Mr Andy Tong, Vice President (Campus Development and Facilities); and
- B) **Task Force on the Delivery of Online Teaching** chaired by Prof. Alex Wai, Vice President (Research Development) & Deputy President and Provost designate.

In view of the latest circumstances related to the novel coronavirus, the Senior Management has decided to implement the following arrangements with immediate effect:

1. Special work arrangement will be implemented after the Lunar New Year holidays (starting from 29 January 2020) in order to reduce the risk of the spread of the novel coronavirus in the community. Except for staff of the departments providing emergency services and essential activities, such as preparation for quality online teaching from 10 February 2020 as informed by respective Heads of Departments (HoDs), all other employees are not required to return to the offices but to work at home after the holidays. The measure will be implemented tentatively until 2 February 2020 and the Senior Management will review the situation before then.
2. All large scale activities such as workshops, conferences, symposia, etc. should be suspended until further notice. Staff are encouraged to use online facilities for meetings and discussions.
3. The HKSAR Government has decided to impose restrictions on all Hubei Province residents and people who have visited the Hubei Province in the past 14 days from entering Hong Kong until further notice. Staff members who fall into this

group of people should report your situation to the HoD with relevant information for exceptional approval of absence from duty.

4. In the case of a staff member contracting the novel coronavirus

4.1 Any staff member who has developed a fever or suspected symptoms of the novel coronavirus should immediately consult a doctor. In the very unfortunate event that the staff member has contracted the disease, he/she should notify his/her HoD immediately. Sick leave will be granted according to the normal procedures for a duration as directed by the doctor.

4.2 The HoD should then report the case to Mr HS Loo, Head of Health, Safety and Environment Office (HSEO), such that disinfection procedures can be arranged in the concerned areas as needed.

5. In the case of a staff member whose family or household member has contracted the novel coronavirus and he/she has not shown any symptoms of the disease **OR**

In the case of a staff member and/or his family or household member being appealed by the Centre for Health Protection (CHP) as a suspected close contact of passengers contracting the novel coronavirus in an aircraft/a train

5.1 Please notify the HoD and the case will be reported to Head, HSEO for any necessary follow-up action.

5.2 The staff member concerned should also contact the Centre for Health Protection (CHP) of the Department of Health (DH). The CHP has set up a hotline (2125 1122), which operates from 8:00 am to 9:00 pm daily to answer public enquiries. Please refer to the following website for the latest updates:

<https://www.info.gov.hk/gia/general/202001/23/P2020012300914.htm>. If the staff member concerned is required to observe the quarantine at home, he/she may continue to work from home as far as practicable provided that he/she has not shown any symptoms of the disease.

6. In the case of a staff member returning from the Mainland

6.1 For public health reasons, you are required to complete an e-Travel Declaration Form (a copy of the Form is attached for reference) and submit this to your HoD.

6.2 You are strongly advised to wear masks on campus and closely monitor your health conditions.

As it is expected that the situation will continue to evolve, HoDs should update their Business Contingency Plans as reminded by HSEO. We will keep abreast of the latest development and keep all staff informed of any new arrangements pertaining to the disease. Meantime, please be reminded to practice strict personal hygiene and stay healthy.

May I wish you all a peaceful and joyful Year of the Rat!

Blanche Lo

Director of Human Resources