

Notice on Response Actions for the Novel Coronavirus (30): Special Work Arrangements for Staff Members from 4 May 2020 until Further Notice

Human Resources Office

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Dear Colleagues

As the situation related to COVID-19 has shown consistent signs of improvement with a declining trend of confirmed cases, the Senior Management has decided that normal operations should resume on campus with effect from 4 May 2020. To stay vigilant, we should continue to take precautionary measures as necessary. All Heads of Department are urged to exercise discretion and make appropriate/flexible work arrangements (e.g. staggered work hours and flexible lunch hours) to minimize health risks. Clear instructions on work arrangements should be communicated to staff as soon as possible.

We will keep monitoring the situation and keep you posted of any change in the above work arrangements. The other arrangements as announced before, such as suspension of large-scale activities, and reporting/declaration relating to the novel coronavirus, should continue.

If you have enquiries, please do not hesitate to refer to the “Q&A on HR matters related to novel coronavirus” on HRO’s website (<https://www.polyu.edu.hk/hro/>) or contact the HRO colleagues supporting your departments.

Stay healthy and take care.

Blanche Lo

Director of Human Resources