

Dear Colleagues,

Work Arrangement for Monday 3 February

Following the announcement from the President on 30 January 2020 on further suspension of on-campus class, the University Administration is now announcing special work arrangement for staff to be implemented starting from Monday 3 February.

The University aims to bring operations back to normal as much as we can in a gradual manner while our teaching and learning has switched to online until 2 March. Deans and Heads are advised to arrange staff to return to office on a feasible work schedule, such as flexible work or staggering hours pattern, in order to provide essential services and to maintain the operations on a reduced level. These arrangements will possibly reduce non-essential on-campus interactions and enable social distancing during rush hours in the community.

Work schedules should be cascaded to staff within faculty/school/department/office to maintain clear communication, and be reviewed on a weekly basis with ongoing adjustments to any changes in teaching and learning demands, operation needs and development of novel coronavirus in the community.

It is important for all of you to complete the online health declaration [[here](#)] before returning to campus. Staff who have travelled to the Mainland are required to self-quarantine for 14 days before returning to campus. You should consult a doctor immediately if you develop a fever or other respiratory infection symptoms.

Please stay healthy and alert of the latest development and find updates from HKBU Bulletin Board link (<http://ehsu.hkbu.edu.hk/2019-nCOV/>) and the Government website (www.gov.hk).

The University Administration will closely monitor the situation and make further announcements where needed.

We would urge all of you, with our joint effort, to strive through this difficult time.

Personnel Office

1 February 2020