

Dear Colleagues,

### **Update on Work Arrangements**

Following the Government's announcement of 14-day compulsory quarantine of persons arriving at Hong Kong from any overseas countries/areas effective 19 March, and given the upsurge of COVID-19 cases in Hong Kong, the University now advises you of the following update on work arrangements.

1. We continue to adopt flexible work arrangements while maintaining essential and basic services on campus to support the delivery of online teaching and research, and ensure operation continuity. Face-to-face gatherings and meetings of a large group of people should be avoided and be arranged via online as much as possible. Department and Unit Heads will arrange the appropriate modes of operations including staggered working hours, rotational rosters, and work from home arrangement that best suit individual unit's requirements, balancing operational requirements with staff's family commitment and personal needs.

#### If You Live Together with Individuals Under Quarantine

2. With immediate effect, staff sharing accommodation with individual(s) undergoing compulsory quarantine are required to work from home until the completion of the required quarantine period. Staff should report to their supervisors with specific details as soon as possible to facilitate resources planning and work re-arrangement.

#### If You are on Personal Travel Overseas

3. Staff who are now on personal travel overseas will have to complete the required 14-day quarantine period upon return to Hong Kong as directed by the Centre of Health Protection. As previously announced in our Travel Advice dated 13 March, the 14-day absence from office will be counted as annual leave that have been taken.

Senior Management care very much about your health and safety, and urge staff who have flu symptoms and/or are feeling unwell to seek medical advice as soon as possible. The University will continue to adopt the required precautionary measures to ensure hygiene and safety, and closely monitor the situation.

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](http://www.gov.hk)).

Personnel Office  
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