



香港浸會大學
HONG KONG BAPTIST UNIVERSITY

Dear Colleagues,

Work Arrangement for Wednesday 29 January

In order to reduce spreading of the novel coronavirus in the community, the University Administration is now announcing special work arrangement for staff to be implemented starting from tomorrow, Wednesday 29 January, following the Government's announcement. Except for staff of departments/offices providing essential and emergency services, all staff are advised not to return to office, but to work from home.

Staff providing essential and emergency service who have within 14 days travelled to the mainland should not be on duty. All who report duty tomorrow should do a self health declaration to their supervisors. Deans and Heads will work on respective contingency arrangement in consideration of operational needs.

You are advised to stay 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 measure will be implemented tentatively until 2 February. The University Administration will closely monitor the situation and make further announcement in due course.

Please stay safe and healthy.

Thanks and regards,
Personnel Office
28 January 2020