



Dear Colleagues,

Update on Work Arrangements

This email provides an update on work arrangements for all colleagues effective tomorrow (Monday 3 February). Our human resources policy during this time of emergency is to protect our colleagues' health and well-being while maintaining essential services for the continuity of the University's core activities of teaching and learning, and also to progressively restore normal operation as soon as the situation permits.

For academic colleagues, please continue with your full range of duties to deliver eLearning during suspension of face-to-face teaching and also to prepare for makeup classes once our campus reopens for normal lessons, including arrangements to make the best use of extended semester as announced by VPTL.

For non-academic colleagues, Department and Unit Heads have been advised to adopt flexible work arrangements, including staggered working hours and optimum manpower deployment such as rotational roster, in order to maintain essential services and progressively resume normal operation.

The work arrangements would be reviewed on a weekly basis with ongoing adjustments as necessary in response to the latest public health situation.

Provision of masks to colleagues

All colleagues are expected to wear health protection mask when coming to work and to comply fully with the University's precautionary measures. For colleagues in cleaning work and on frequent student- and people-facing duties and also for colleagues who have genuine hardship in obtaining mask through their own means, the University will provide limited supplies to departments

and unit heads, who should implement a fair and reasonable system for distributing and registering the distribution of masks to these colleagues.

We have been sourcing through all channels but masks are still in short supply despite our best effort. Our ability to provide masks to students and colleagues on campus is therefore severely limited. We appeal to colleagues for understanding and cooperation so that our effort to protect students and colleagues in genuine need can be sustainable.

Finally, a reminder 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.

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).

Roland T Chin
President

2 February 2020