香 港 浸 會 大 學
HONG KONG BAPTIST UNIVERSITY

Dear Colleagues,

Access for visitors

Further to our announcement on 7 February 2020, we would like to inform you that the Visitor Registration System (VRS) is now connected to the online health declaration system. Pre-registered visitors are advised to complete online health declaration by clicking the link included in the email providing the visitor QR code. The online health declaration must be made before the visitor arrives at the University campus, but should not be made earlier than 5 a.m. on the day of visit. If the visitor QR code is valid for multiple days, a new declaration must be submitted after 5 a.m. for access to the campus that day.

Control on access to campus

Commencing 24 February 2020 (Monday), access to campus will be allowed by scanning the visitor QR code at the scanner installed at the designated campus entrance checkpoint if:

- the visitor QR code is valid;

- the visitor has made the online health declaration on the day of his/her visit confirming that he/she does NOT fall into any of categories for which entry to campus must be denied; AND

- the temperature check at the campus entrance checkpoint confirms that the visitor does not have a fever.

Pre-registered visitors driving to the University campuses are required to screen-capture the online health declaration on their mobile devices and present the declaration records to frontline security guards for checking upon entering car parks. Temperature check at entrances is still maintained.

Pre-registered visitors arriving at campus without submitting online health declaration

A visitor with the visitor QR code but without submitting online health declaration will not be able to enter campus by simply scanning the visitor QR code at the scanner at the campus entrance checkpoint. Instead, the visitor will need to do online health declaration at the entrance checkpoint, and frontline security guard will conduct manual checking on the details of the visit shown in the QR code sent by the VRS to ensure that the visit information is in order. Body temperature will also be taken at the entrance checkpoint by security guard. Once security and health checks are cleared, the visitor can enter the campus.

Visitors without pre-registration

For a visitor who arrives at campus without pre-registration via the VRS or the visitor QR code in hand, the current on-the-spot checking arrangement will still work. The visitor's identity and the purpose of the visit will be checked and verified by frontline security guard with the hosting unit before entry. The visitor will also be required to fill in a health declaration form and carry out a temperature check. Once both security and health checks are cleared, the visitor will be able to enter the campus.

Entry to campus will be denied if the visitor:

- has travelled to Mainland China in the past 14 days;

- is having a fever, fatigue, cough, diarrhoea, vomiting or flu-like symptoms; OR

- has been in close contact with any confirmed or suspected cases of coronavirus disease.

We would be grateful if you could inform your visitors of the above arrangements. Once again, thank you for your kind cooperation.

Estates Office
21 February 2020