

Dear Colleagues,

Update on Work Arrangements

Further to our announcement on 7 February regarding the staff work arrangements, the University will continue the current work arrangements for staff, with close observation of the development of the novel coronavirus (COVID-19).

During this period, we continue to provide essential and basic services on campus to support the delivery of online teaching and research, and ensure operation continuity. Where situation permits, services and operation of the University will gradually resume to normal level in an orderly manner. Department and Unit Heads will review the operation needs to adopt necessary work arrangements for their team members. Adjustments of services and operations level may bring corresponding adjustments to the staggered working hours, rotational rosters, and work from home arrangement in order to support the individual unit's requirements. Staff with special needs should discuss with their supervisors for special work arrangements where appropriate.

In alignment with our policy to protect our University community's health and well-being, the University Administration will continue to adopt the required precautionary measures to ensure hygiene and safety, and closely monitor the situation.

We strongly urge staff members to follow the Government's travel advice and suspend all travel to those countries with health risks. 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).

Personnel Office

29 February 2020