

Dear Colleagues,

Update on Work Arrangements

Following the Government's announcement of new regulations to combat the spread of COVID-19 and the new precautionary measures announced by the Vice-President (Administration) and Secretary on 28 March 2020, Department and Unit Heads are advised to review the current work roster and arrangement of their teams to adjust down the ratio of staff working on campus to facilitate adequate social distancing.

In an open office without any form of partition, a distance of at least 1.5 metres should be maintained between the work stations of neighbouring colleagues working in the office. Colleagues are required to wear masks in open offices as well as in public spaces on campus.

The University will closely monitor the ongoing development of situation and keep you updated on any further advice on work arrangements.

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 March 2020