

Dear Colleagues,

Update on Work Arrangements

We are pleased that the epidemic situation has stabilised since earlier this month and the number of confirmed cases in Hong Kong reported over the past two weeks has dropped significantly. While we continue to stay vigilant of our health and safety, services and operation of the University will resume normal from Monday, 4 May 2020.

Accordingly, work-from-home arrangements will cease to apply and colleagues are expected to return to office to resume their normal duties. Colleagues with special needs and under special circumstances should discuss with their supervisors for special work arrangements, operational needs permitting.

Resumption of services and operation is subject to the continuation of social distancing and precautionary measures, including but not limited to:

- exercising flexibility to allow staggering work and lunch hours to enable necessary social distancing in peak or rush hours;
- considering online conferencing instead of face-to-face meetings especially for large group meetings;
- wearing masks in open offices as well as in public spaces on campus, etc.

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 maintain hygiene and safety, and closely monitor the situation.

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).

We are grateful to all colleagues for the great support over the last couple of months during which they dutifully kept the University running and put up with the work from home arrangements.

Personnel Office
29 April 2020