

To: All Undergraduate and Postgraduate Students
c.c.: All Staff

Dear students,

**Arrangement of Re-Opening of Labs/Studios
to Undergraduate and Taught Postgraduate Students**

Warm greetings to you all! I hope you and your family are doing well during this pandemic.

Following the Government's announcement on the relaxation/lifting of some anti-epidemic measures on 5 May 2020, I am pleased to inform you that the University has decided to re-open labs/studios to all students by stages. Details are given as follows:

Stage 1 - Graduating students

Labs/studios will be re-opened first to graduating undergraduates to do individual work to complete the practical elements of the final year project and major core courses. This will gradually extend to include graduating taught postgraduate students who are currently in Hong Kong and need to complete the practical elements of their courses.

This stage will start in the week of 11 May 2020. Departments are working with the Estates Office to ensure that the necessary safety measures are in place before the labs/studios can be opened. Once a lab/studio is ready for opening, departments will work out the logistics (e.g. opening hours of the labs/studios, number of sessions per day and the maximum number of students allowed per session) and inform students of the arrangements accordingly.

Safety measures in working at labs/studios

All staff and students **MUST** complete the online health declaration form [[here](#) or on the HKBU mobile app] before entering the campus **AND** wear a mask for all activities on campus. Individuals under compulsory quarantine or with respiratory infection symptoms will be denied access to the campus. In addition, all students **MUST** adhere strictly to the following safety measures when working at labs/studios:

- a) There must be no gathering and only individual work is allowed.
- b) There must be no eating or drinking except water.
- c) Body temperature must be checked at the entrance of the lab/studio.
- d) Students must pay attention to personal hygiene. Hand sanitizer will be provided in the lab/studio.
- e) Opening of the lab/studio will be divided into sessions lasting not longer than half a day. All students **MUST** leave the lab/studio at the end of each session. Disinfection of tabletops, chairs and facilities such as computers will be carried out by staff after each session.
- f) The lab/studio will be attended by a staff. Students need to sign in and sign out, and observe all the safety rules. The sign-in and sign-out records will be kept at least for 30 days for tracing purpose if needed.



Stage 2 – All students

Labs/studios can be opened to all students starting from early June 2020 for completion of courses with practical elements.

The University will pay close attention to the Government's safety guidelines related to the pandemic and will update you on the appropriate safety measures to adopt for *Stage 2* in due course.

Students currently NOT in Hong Kong

As the 14-day compulsory quarantine of persons arriving at Hong Kong is still in force, students currently NOT in Hong Kong, regardless of their year of study, are advised NOT to return to Hong Kong until further notice. Make-up sessions, including lab/studio work, will be arranged, maybe in the latter part of the summer, for these students when they can return to the campus.

These past few months have been a time of enormous challenge to all of us. The University is grateful for your patience, understanding and support during this difficult time.

Please take good care of yourself while working hard on your end-of-semester assignments.

Best regards,

Albert Chau
Vice-President (Teaching and Learning)

8 May 2020