

Dear Colleagues,

### **Reinforcement of Precautionary Measures**

In view of the surge in local coronavirus cases in the past week, we would like to remind you to continue social distancing and precautionary measures at work, including but not limited to:

- exercising flexibility to allow staggering work and lunch hours to enable necessary social distancing in peak or rush hours;
- maintaining appropriate social distance (at least 1.5 metres is recommended) in face-to-face meetings and considering mixed-mode conferencing, especially for large group meetings;
- wearing masks in open offices as well as in public spaces on campus, etc

With the gradual resumption of international travel, we would also like to remind you of the following guidelines implemented since 22 March and additional requirements announced by the Estates Office on 9 July:

- staff sharing accommodation with individual(s) undergoing compulsory quarantine are required to work from home until the completion of the required quarantine period; staff should report to their supervisors with specific details as soon as possible to facilitate resources planning and work re-arrangement;
- staff are strongly urged to avoid all non-essential travel outside Hong Kong; further to their personal overseas travel, staff will need to complete the required 14-day quarantine period as directed by the Centre of Health Protection (CHP) upon return to Hong Kong; the 14-day absence from office will be counted as annual leave that have been taken; and
- staff who are required to undergo testing of COVID-19 by the CHP or a doctor should notify their supervisors as soon as possible; staff should then work from home and not come back to campus until negative test result is confirmed.

Senior Management care very much about your health and safety, and urge staff who have flu symptoms and/or are feeling unwell to seek medical advice as soon as possible. The University 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](http://www.gov.hk)).

We are grateful to all colleagues for the great support during this unprecedented time as always.

Personnel Office  
13 July 2020