

Dear colleagues,

### **Latest COVID-19 health surveillance measures and work arrangements**

Over the past week or so we witnessed a rapid upsurge in local COVID-19 infection cases. To better protect your health, the University will introduce the following measures to further strengthen our health surveillance regime on campus, and reduce disease transmission risks.

### **Reporting of COVID-19 infection or high-risk cases**

Timely and accurate reporting of infection or high-risk cases of COVID-19 is essential in taking effective precautionary measures and follow up actions. As such, all staff members are requested to report to the University immediately if they are or have been in close contact with a person in the last 14 days who is:

- confirmed COVID-19 positive;
- undergoing mandatory quarantine as required by the Government; and
- required by the Government or a doctor to take the COVID-19 test.

If you found yourself falling into any of the above situations, you must not come back to campus. Instead, please inform the University at hotline number 3411-7997 and your department head / academic supervisor as soon as possible. The University will advise you on the proper actions to be taken for the health of you and the University community.

### **Campus Access Control and Health Declaration**

Effective 05:00 15 July, our campus access control and health declaration will also be updated to align with the above.

### **Special work arrangements for staff members**

While the University will maintain normal service and operations as much as possible, the following special work arrangements shall take immediate effect for staff until further notice.

Department and Unit Heads are advised to adopt flexible work arrangements for their team members in consideration of operation needs. Such flexible work arrangements can be supported by staggered working hours, rotational rosters, work from home, and other modes of operations that best suit individual unit's requirements.

Colleagues should discuss with their supervisors should they experience difficulties under the special work arrangements.

The precautionary measures as outlined in the [announcement by the Personnel Office on 13 July](#) remain in force. The special work arrangements will be reviewed regularly to adjust to the COVID-19 development.

Please stay vigilant. If you have any symptoms of COVID infection, please consult your doctor immediately and you should not come to the campus. The latest developments and updates can be found on the HKBU's Bulletin Board (<http://ehsu.hkbu.edu.hk/2019-nCOV/>) and the Government website ([www.gov.hk](http://www.gov.hk)).

Stay healthy with your family!

Christine Chow  
Vice-President (Administration) and Secretary

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