

Dear Professors and Teachers,

### **Commencement of face-to-face teaching Health and safety measures for classes**

The campus is bracing for the long-awaited normality – commencement of face-to-face teaching on 28 September 2020. We would like to share with you the following measures that have been taken, together with some requirements and suggestions that can enhance the safety of students and teachers during lectures and classes.

#### **Ventilation in classrooms**

Fresh air intake for the ventilation and air conditioning system of classrooms has been maximised. More fresh air will be circulated into classrooms to enhance ventilation. While the difference might not be very noticeable now, classrooms might be ‘colder’ when outdoor temperature drops during wintertime. The conditions in the classrooms will be continuously monitored.

#### **Density in classrooms**

Based on student enrolment information, 50% or less of the seats in classrooms will be filled for about half of all classes. For the remaining classes, the density inside classrooms will be higher. While filling up more than 50% of the seats inside classrooms does not violate any prevailing rules of the Centre for Health Protection, it is common sense that the more students can spread out, the lower the risk of spread of disease will become.

During the summer, all classrooms on campus were upgraded to allow dual-mode teaching – online and face-to-face teaching – at the same time. Teachers are encouraged to make use of these newly available facilities to enable the gathering of students online synchronously with students in a classroom as much as possible. This will enable students who are not able to return to the campus due to reasons such as quarantine requirements for failure to meet our campus access criteria to continue their learning.

We fully respect that there are constraints and specific pedagogical needs that might cause mixed-mode teaching not practical. Nevertheless, we hope this option will always be considered and adopted whenever possible.

#### **Arrangement inside classrooms**

Hand sanitisers have been provided to each and every classroom for use by colleagues and students. Apart from cleaning their hands, students and colleagues are also welcome to use the sanitisers to wipe the worktops as they feel necessary. We will replenish the bottles daily.

Students shall be requested to sit as far apart from each other as possible. Posters will be placed in classrooms as a reminder to students.

Other prevailing hygiene rules shall be strictly enforced inside classrooms: mask must be worn all the time, and there shall be no drinking or eating. All students should be facing the same direction.

Microphone covers are provided on the lecterns of classrooms. You may replace the microphone cover as needed.

**Special attention to sessions involving practicum or high level of interaction between students**

During tutorials or practicums, students might need to face each other for discussions or interactions, instead of just facing one direction towards the projector screen. For these classes, students shall be seated at least one metre apart.

**Ongoing safety measures**

The University has been implementing various hygiene measures to protect the health of the University community. Frequency of cleaning the campus will be increased in general. Worktops and seats of all classrooms will be disinfected every evening. Photocatalyst coating, a type of self-sanitising coating, has been applied to lift buttons, handrails of escalators and door handles of corridor doors, classrooms and washrooms which are touched frequently. Our Office will keep monitoring and enhancing the safety measures as required.

A separate mass email reminding all students of the campus health and safety measures will be issued.

Please let us know by calling 3411 7997 if you have any suggestions or questions.

Stay healthy!

Estates Office  
18 September 2020