

Dear Colleagues,

Update on Work Arrangements

With a recent surge in the number of confirmed COVID-19 cases in Hong Kong, the University now advises you of the following update on work arrangements.

With immediate effect and until further notice, Department and Unit Heads are advised to, while maintaining all the essential functions including those for research and teaching, adopt flexible work arrangement, including work-from-home, rotational rosters or other flexible work arrangements, for their team members based on their operational needs in order to reduce the disease transmission risks.

It is essential to maintain social distancing and continue 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 at all times while on campus unless you are seated in your private office, or seated and stationed inside your own cubicle with enclosed three-sided partitions well taller than one in the seated position.

Mixed-mode teaching and learning will continue until further notice. As the COVID-19 situation is rapidly changing, teachers should be fully prepared for the possibility that teaching and assessment, including on-campus examination, will need to be switched to the purely online mode at a short notice.

The University Administration continues to closely monitor the situation. Please stay vigilant, strictly observe the precautionary measures in force. You may find updates from the HKBU COVID-19 Bulletin Board available on HKBU Mobile App or [website](#), and the Government [website](#).

Albert Chau
Vice-President (Teaching and Learning)

Christine Chow
Vice-President (Administration) and Secretary

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