

## **Update on working arrangement for next week**

Wednesday, March 4, 2020 7:24 PM

Dear Members of HKUST,

The University will resume normal administrative operations in a progressive manner from next Monday March 9, 2020, while some facilities will remain closed and teaching continues in live interactive on-line mode.

### **Gradually resuming administrative operations starting March 9, 2020**

All Departments and Offices will gradually resume normal services and operations starting Monday March 9, 2020. Initially, working arrangements will be mixed mode, with some activities still performed by staff working from home and other activities performed by staff returning to their offices, until eventually all activities resume on campus. Department Heads and Directors will make a specific work plan for their offices according to the expected services and operation required. They will inform their staff about the detailed working arrangements on or before Friday March 6. Department Heads and Directors should consult HSEO to take appropriate measures to safeguard the health of all staff returning to work in the office. Such measures should be tailored to meet specific office needs and be in line with the Government's general advice. This includes social distancing, the adoption of flexible or staggered working hours and lunchtime, the use of on-line meetings instead of face-to-face meetings, as well as ensuring personal hygiene and safety.

### **Restricted opening of facilities**

The Library will progressively extend its scope of service and opening hours, whereas Sport facilities will continue to operate in the restricted mode as previously communicated. Retail and catering facilities will progressively operate as normal – please check the CSO website for updated information. The staff bus services will resume as from March 9 but may operate a reduced scheduled based on demand. Again, please check the CSO website for information.

### **Measures to safeguard a safe campus**

The safety of all staff and students continues to be the top priority of the University. The University is maintaining a high level of hygiene across campus and will continue to deploy hand sanitisers and temperature self-check stations. The University is managing its stocks of surgical masks carefully and will continue to issue masks to students and staff according to the current arrangements. The Government's advice to ensure personal hygiene and safety can be found on the following website: <https://www.coronavirus.gov.hk/eng/health-advice.html>. We would like to clarify that all University members should practice social distancing as far as possible, and wear a face mask when necessary, such as when they come into contact with others or when they go to crowded places.

### **Travel advice and self-quarantine**

The Government's travel advice and requirements for self-quarantine or medical surveillance has changed as the Covid-19 outbreak affects more countries around the world. The University will always act in line with the Government's requirements and occasionally adopt more stringent arrangements given the specific risks posed by operating a campus where members live and work. Any member of the University who has travelled to or from any of the areas covered by the Government's travel advice should notify their department or supervisor immediately and take necessary follow on actions as requested by the University. Violating these guidelines will result in disciplinary action.

We are grateful for the dedication and commitment shown by University staff in helping to keep our campus free from any outbreak of Covid-19 to date. We are also grateful for the cooperation and understanding shown by all students and staff during this difficult time.

Lionel Ni, Provost

Mark Hodgson, Vice-President for Administration and Business