



香港恒生大學
THE HANG SENG UNIVERSITY
OF HONG KONG

25 February 2021

Dear Colleagues,

Work Arrangement for Administrative and Academic Support Staff (effective 1 March 2021)

In light of the stabilised COVID-19 situation in Hong Kong, the University Management has decided that the University will resume normal operations starting from 1 March 2021. All Administrative and Academic Support Staff are expected to work at office following their normal working hours.

Nevertheless, School / Department/ Office Heads may continue to exercise discretion for any colleagues with special difficulties and implement staggered work hours arrangements and assign some staff members to work from 8:30 am to 5:15 pm and some others to work from 10:00 am to 6:45 pm, in addition to those working to the normal work hours. The Deans/Heads may also arrange staggered lunch breaks for Administrative and Academic Support Staff.

Staff are reminded to continue following the below infection control measures, including but not limited to:

- Undergo body temperature check at entrance checkpoints when returning to campus;
- Wear a surgical mask at all times within the campus except during food or drink consumption;
- Continue to note that no more than 2 persons are seated together at one table within the campus catering outlets;
- Re-submit an updated [Health Declaration Form](#) whenever there is any change of circumstances, e.g. when your health or travel situation has changed, if you have close contact with any COVID-19 patients or if you live in the same residential building where there was/were recent COVID confirmed case(s); and
- In the unfortunate event any of the below conditions apply, staff should not return to campus and should consult/seek consent from the Head of Department/Office for work arrangement (including any day(s) of self-isolation, if necessary) and/or follow the necessary measures/procedures as instructed by the Centre for Health Protection (CHP) as soon as possible:
 - He/She has close contact with any COVID-19 cases as identified by CHP;
 - His/Her family member(s) is/are required to undergo 14-day compulsory quarantine at home and he/she is residing with such family member(s);
 - He/She is required to undergo testing of COVID-19 by the Government or a doctor; and/or
 - With the consent of the Head, a staff member who lives in the same residential building where there was/were recent COVID-19 confirmed case(s) can work from home for 14 days.

For enquiries about COVID-19 matters, please contact Mr. Jason Ho, Senior Officer (Fire, Health & Safety) of CDMO (3963-5227 or jasonho@hsu.edu.hk).

The University will continue to closely monitor and review the situation and make necessary arrangement/modification as appropriate.

Let's keep healthy and continue to stay vigilant against COVID-19.

Best regards,

Office of Vice-President (Organisational Development)