

## Policy Guidelines for Handling COVID-19 Cases at HSUHK

This policy sets out the preparedness and response scheme for handling COVID-19 cases (including preliminary tested positive\* and confirmed case) or a notification of any such case inside or outside the HSUHK campus. Please also refer to the response flowchart (Appendix I).

*\*The Government announced on 25 February 2022 that Rapid Antigen Tests (RAT)'s positive results should be considered positive cases.*

### (A) Reporting mechanism

1. Reporting procedures for preliminary tested positive/confirmed case (including those who had been in the University during the incubation or infectious period and those who are informed by CHP outside the campus):
  - a. Staff, students, campus residents, and service providers employed by the University are requested to report to the COVID-19 Subject Officer (currently assigned to M(FMS), and “SO” hereafter) via an electronic form (refer to (G)8c) ASAP if they have been preliminary tested positive/confirmed for COVID-19, SO will:
    - i. notify CICT;
    - ii. assist the CHP for identification of close contact(s) with follow-up actions after the CHP assesses the close contact group if applicable. The case individual concerned is required to follow the quarantine/isolation order and/or medical instructions of the CHP and refrain from returning to campus until negative test result is confirmed;
    - iii. a case staff should consult his/her respective head on their work arrangements;
    - iv. a case student should inform his/her module teachers of the respective semester/term for academic arrangements and apply for leave of absence with the Registry, if applicable; and
    - v. please also refer to the response flowchart on “what should you do if you test positive for COVID-19” (Appendix II).
2. For close contact(s) of a preliminary tested positive/confirmed case (including those in campus, and those who are informed by CHP outside the campus):
  - a. Staff and students are requested to report to their immediate supervisor and module teacher respectively for work/academic arrangements. SO will assist the CHP for identification of other close contact(s) with follow-up actions after the CHP assesses the close contact group if applicable. The staff member or student concerned is required to follow the CHP’s instructions and refrain from returning to campus until COVID-19 negative test result is confirmed.
  - b. All campus residents and staff of service providers employed by the University are required to follow the same approach. Relevant management parties responsible must draw the aforesaid procedures to the attention of these individuals for information and compliance.
  - c. The CHP will normally assess or provide guidelines to determine whether a person is a close contact and what precautionary measures to follow. Normally,

close contacts of a confirmed case will be required to serve quarantine/isolation order. Actual measures to be adopted will be subject to government measures in force at the time.

(B) Case report received on campus for confirmed/preliminary tested positive **during regular on-campus days**

3. Follow-up actions required:

- a. SO to ensure DSA or delegate (for student case) /DHR or delegate (for staff case) has been informed as soon as feasible upon receipt of notification. The respective unit heads of departments will also be informed by DSA and DHR if necessary.
- b. DCDM and SO to determine isolation arrangement for the case according to CHP guidelines at the time and as far as feasible:
  - i. assess the affected location(s) and environmental condition including air conditioning/ventilation systems. If the affected areas identified in individual room/office with window or split type air-conditioning, affected floor area will be closed for environmental disinfection. For centralized air-conditioning and ventilation systems, whole building is required for environmental disinfection.
- c. SO to assist the CHP for any follow-up action required and assess the scale and process of evacuation if called for.
- d. SO to update CICT the status of actions taken and any further actions required.
- e. SO to ensure case has been effectively handled and escorted out of campus to treatment facility.
- f. SO to liaise with the CHP and if no further actions are required, the case is filed for record.

(C) Case report received on campus for confirmed/preliminary tested positive **before and after the starting time of on-campus examination**

4. Follow-up actions required if notified regardless of before or after the starting time of examination:

- a. SO to ensure R, DSA or delegate (for student case) /DHR or delegate (for staff case) /Unit Head (for student/staff case) and exam venue person-in-charge (if applicable) have been informed as soon as feasible upon receipt of notification.
- b. DCDM and SO to communicate with CHP for any follow-up action required and ascertain if exam venue should be sealed or evacuated upon the CHP's advice.

- c. DCDM and SO to determine isolation arrangement for the case as far as feasible and arrange environmental disinfection of affected areas.
  - i. assess the affected location(s) and environmental condition including air conditioning/ventilation systems. If the affected areas identified in individual room/office with window or split type air-conditioning, affected floor area will be closed for environmental disinfection. For centralized air-conditioning and ventilation systems, whole building is required for environmental disinfection.
- d. SO to update CICT the status of actions taken and any further actions required.
- e. SO to ensure the case has been effectively handled and escorted out of the examination venue and campus to treatment facility.

(D) Tracking and environmental disinfection procedures on campus

5. Actions to be taken by respective departments

- a. SO to align with SAO via DSA or delegate (for student case), and with HRO via DHR or delegate (for staff case), and CPAO (for public communication) for coordination of further actions including contact point assignment. The respective unit heads of departments will also be informed by DSA and DHR if necessary.
- b. DCDM to:
  - i. assess the affected location(s) and environmental condition including air conditioning/ventilation systems. If the affected areas identified in individual room/office with window or split type air-conditioning, affected floor area will be closed for environmental disinfection. For centralized air-conditioning and ventilation systems, whole building is required for environmental disinfection.
  - ii. liaise for the suspension of class/examination/work according to the nature, circumstances and time of confirmed case notification and to align campus measures with the advice from the CHP.

<b>Time of confirmed case notification</b>	<b>Suspension of Class/examination/work</b>
Morning up till 12 noon	Afternoon of the day + up to 2 calendar days following
2 – 5pm	6pm of the day + up to 2 calendar days following
6 – 9pm	Remaining day + up to 2 calendar days following
Any time on Sat, Sun and Public Holiday	Remaining day + up to 2 calendar days following

- c. SO to arrange logistics on environmental disinfection (Appendix III refers).
- d. SO to remind the case student to contact REG for the application of relevant leave of absence. REG will update the record on eCampus on the module concerned of

the respective semester/term after receipt of the application(s) of leave of absence from the student(s) concerned\*\*.

*\*\* REG will not proactively inform the module teachers of the confirmed/ preliminary tested positive/mandatory quarantine/isolation order cases without the students' consent due to privacy concerns.*

(E) In situations of emergencies

6. Emergencies are potentially life-threatening situations which require immediate handling. In the COVID-19 context, emergencies situations can be severe pain, respiratory problems or irregular heartbeat (arrhythmia); loss of emotional control or aggressive behaviours etc. of the individual concerned.
  - a. SO should co-ordinate to:
    - i. ensure designated staff (Security IC at M3) taking care of the infected case adopt protective measures, which include performing hand hygiene and wearing PPE including face shield, surgical mask and protective clothing, etc.;
    - ii. ensure designated security staff should perform hand hygiene before and after contact with the individual and wash hands immediately after contact with respiratory secretions or contaminated environment, for details, please refer to Appendix III.
    - iii. consult DCDM for handling arrangement if the individual concerned or other parties have called “999” in this instance for help.
  - b. SO to update CICT the status of actions taken and any further actions required.
  - c. SO to ensure case has been effectively handled and escorted out of campus to treatment facility.
  - d. SO to liaise with CHP and if no further actions are required, the case is filed for record.

(F) Update and further actions required

7. Follow-up actions on a reported preliminary tested positive/confirmed case
  - a. SO to:
    - i. report the completion of environmental disinfection (where applicable); and
    - ii. liaise with the CHP for any further advice and follow-up actions required.
  - b. SO to update CICT the status of actions taken and any further actions required. In the scenario of preliminary tested positive/confirmed case, the respective unit heads will also be informed.
  - c. After verification of the reported case through relevant unit, the respective unit heads should provide corresponding special working/learning arrangements for the affected staff/student(s).

d. If no further actions are required, the case is filed for record.

(G) Reporting Email and Hotline

8. Report COVID-19 related cases via the following means of communication
  - a. Email: [healthandsafety@hsu.edu.hk](mailto:healthandsafety@hsu.edu.hk)
  - b. Hotline: 3963-5700
  - c. E-form for reporting preliminary tested positive/confirmed case



<https://eform.hsu.edu.hk/form/app/?formId=CDMO103>

(H) Useful Information

- a. COVID-19 Vaccination Programme



<https://www.covidvaccine.gov.hk/en/>

- b. Rapid Antigen Tests (RAT)



<https://www.coronavirus.gov.hk/rat/eng/rat.html>

c. Vaccine Pass



<https://www.coronavirus.gov.hk/eng/vaccine-pass.html>

d. StayHomeSafe Scheme



<https://www.coronavirus.gov.hk/eng/home-quarantine.html>

e. Compulsory Testing for Certain Persons



<https://www.coronavirus.gov.hk/eng/compulsory-testing.html>

f. Points to Note for Persons who Tested Positive



<https://www.coronavirus.gov.hk/eng/tested-positive.html>

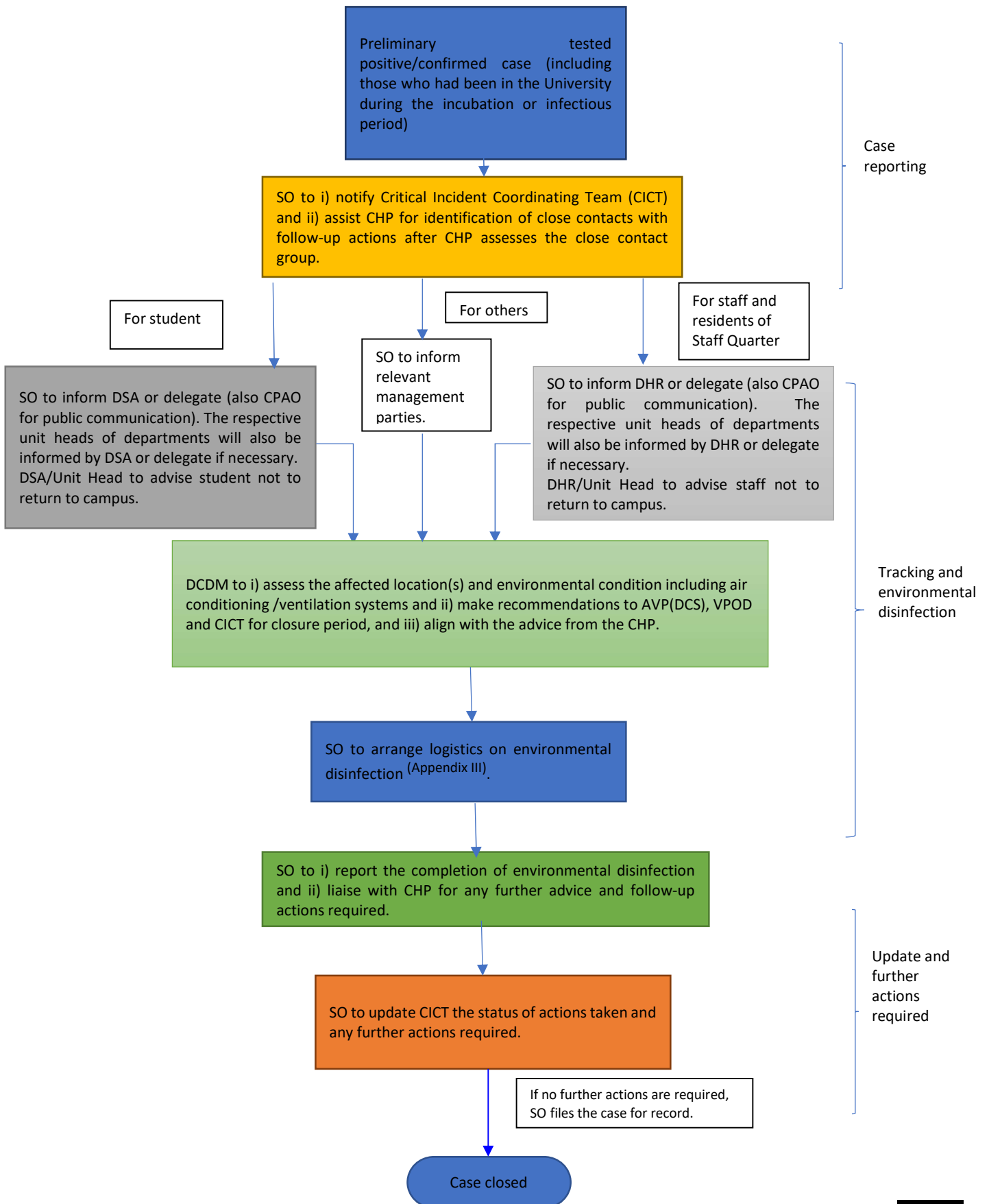
- g. Declaration System for individuals tested positive for COVID-19 using RAT  
(Demonstration Video)



<https://www.chp.gov.hk/ratp/>

*Prepared by CDMO*

Response Flowchart for Handling COVID-19 Cases at HSUHK





### **Key Positions:**

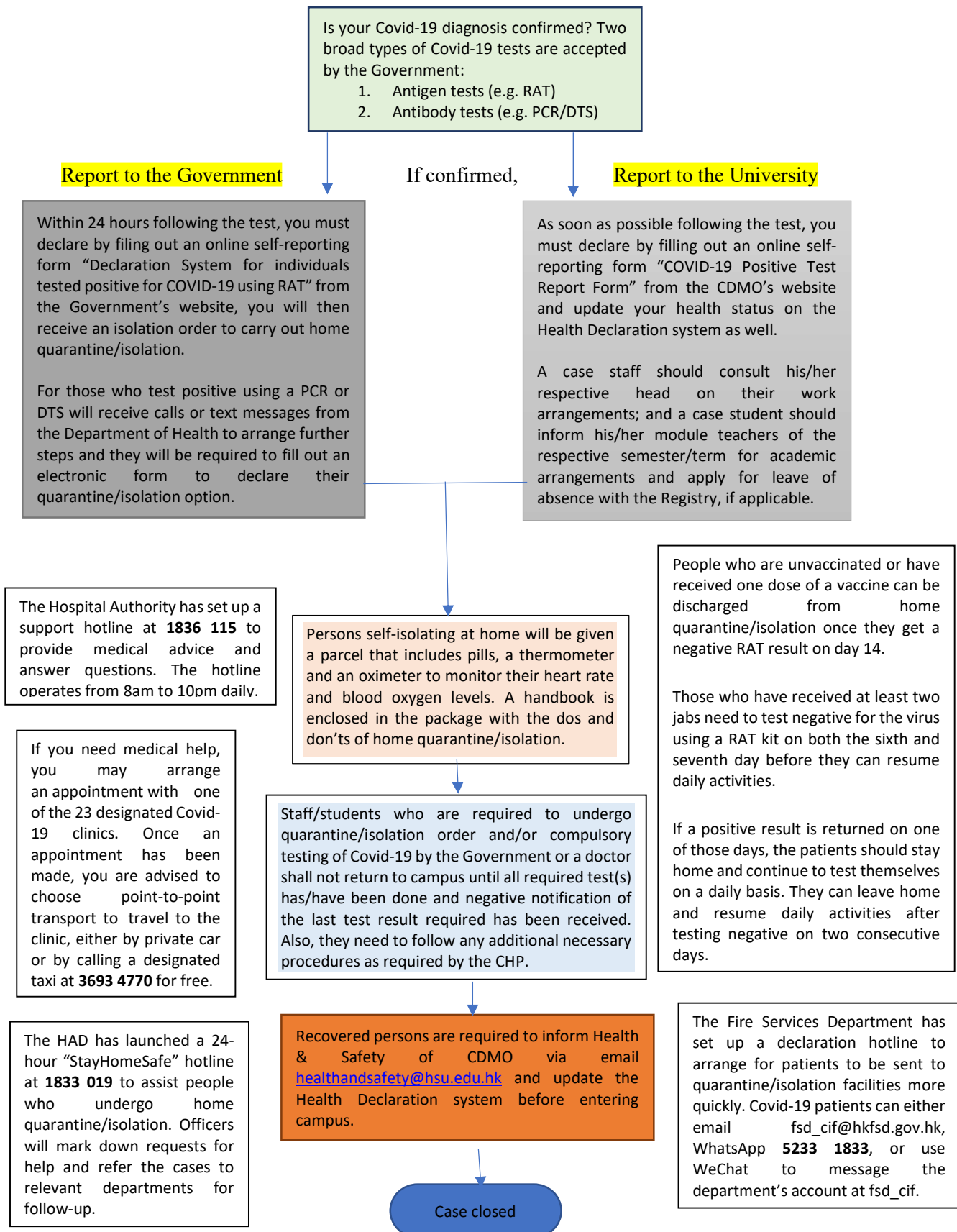
- M(FMS) – Manager (Facility Management Services)
- SO – COVID-19 Subject Officer
- CICT - Critical Incident Coordinating Team
- VPOD - Vice-President (Organisational Development)
- AVP(DCS) - Associate Vice-President (Development and Campus Services)
- DCDM - Director of Campus Development and Management
- DSA - Director of Student Affairs
- R - Registrar
- REG – Registry
- DHR - Director of Human Resources
- CPAO - Communication and Public Affairs Office

### **Notes:**

1. The SO (currently assigned to M(FMS)) is the main coordinator and central contact person.
2. In an emergency situation (Section D of the Policy Guidelines), SO and DCDM would be aware of the need to coordinate actions if "999" has been dialed for help and assistance.
3. This policy guidelines will be reviewed, revised and amended with the alignment of latest regulations / requirements from the government and authority, i.e. CHP, FEHD etc.

*Prepared by CDMO*

Response Flowchart on “What should you do if you test positive for COVID-19”



**Enhanced Cleaning and Disinfection Measures  
for  
Handling COVID-19 Cases at HSUHK**

**A. Enhanced environmental disinfection**

Disinfect all potentially contaminated surfaces or items by using 1 in 49 diluted household bleach (mixing 1 part of household bleach containing 5.25% sodium hypochlorite with 49 parts of water).

**B. If there is blood, secretions, vomit or excreta spillage, take enhanced measures:**

- (a) Cleaning staff should wear appropriate personal protective equipment (PPE) including surgical mask, gloves, disposable gown, eye protection (goggles/face shield) and cap (optional).
- (b) Use forceps to hold the strong absorbent disposable towels to wipe away the blood, secretions, vomitus or excreta during a preliminary clean up.
- (c) Then put the forceps and used absorbent disposable towels in a garbage bag carefully without contaminating oneself/the environment.
- (d) Disinfect with 1 in 4 diluted household bleach (mixing 1 part of household bleach containing 5.25% sodium hypochlorite with 4 parts of water), wipe from the outside inward, leave for 10 minutes, rinse with water and wipe dry afterwards.
- (e) After the procedure, put all the wastes and cleaning tools (e.g. forceps, cloth, mop head) in the garbage bag.
- (f) Carefully remove PPE, put them in the garbage bag, and then perform hand hygiene. (When hands are not visibly soiled, use 70-80% alcohol-based handrub. Wash hands with soap and water when hands are visibly dirty or visible soiled with blood, body fluid).
- (g) Wear a pair of new gloves, seal the waste bag tight and dispose it properly in covered rubbish bin. Then, label the rubbish bin and put it in a safe undisturbed place until collection.
- (h) Remove gloves carefully. Wash hands with liquid soap and water.

Disinfect all potentially contaminated surfaces or items by using 1:49 diluted household bleach, leave for 15-30 minutes, rinse with water and wipe dry afterwards.

# If **COVID-19** is confirmed, CHP will inform the University as soon as possible and the wastes will be collected by the Food and Environmental Hygiene Department. On the contrary, if COVID-19 is excluded, the wastes can be disposed as usual.

**C. Cleaning of air-conditioning and ventilation systems:**

- (a) DCDM and engineering staff to review and decide the possibly affected air-conditioning and ventilation equipment and scope of disinfection.

- (b) Cleaning staff should wear appropriate personal protective equipment (PPE) including surgical mask, gloves, disposable gown, eye protection (goggles/face shield) and cap (optional) to carry out disinfection and cleaning of related air-conditioning and ventilation systems.
- (c) If individual AC unit or fan-coil unit is involved, physical clean the AC unit (coil and blower) with appropriate disinfectant (e.g. 1:99, e-water or similar disinfectant) including filter cleaning/ replacement. Deep clean of the areas below the AC equipment. The areas will then be air purged with AC equipment and ventilation system fully on or open all windows to enhance air changes for 8 hours before the re-opening of the affected area.
- (d) If Central AC is involved, a more detailed technical assessment shall be carried out to review the likely affected equipment, duct work and scope of disinfection required. The affected areas should “freeze” and be cordoned off with all AC and ventilation plants off to avoid further contamination pending for the disinfection and deep cleaning of affected areas. CDMO to arrange Specialist contractors to carry out disinfectant fumigation of the ventilation system duct works (close circuit with circulation fans on, fresh air dampers off); the PAU plants will need to be thoroughly cleaned by disinfectants and air filters replaced. The affected areas will be closed and further disinfection by Ozone generator for 24 hours with the ventilation on (dampers closed) recirculating the air containing Ozone within the affected areas. The areas will then be air purged with ventilation equipment, UV lights and dampers fully on for another 8 hours to remove the Ozone air before the re-opening affected areas.

*Prepared by CDMO*