

Preparing for resuming operations - Advice from HSEO

Friday, 28 February 2020 5:16 pm

Dear Directors and Department Heads,

In accordance with the message from the Provost and VPAB yesterday, although the working at home arrangement has been extended to 8 Mar 2020, units should start planning for staff to progressively return to work. We would like to provide the following general preventive measure for your reference in your work resumption planning. Mr Stephen Tsu, Associate Director of HSEO, will coordinate the support to campus units that have specific needs on preventive measures. Please do contact Stephen when necessary.

First and foremost, colleagues who have fever or respiratory symptoms should not come to work. They should wear a mask and go see a doctor promptly.

The following are suggested general preventive measures.

Increase social distancing

- adopt flexible or staggered working hours where feasible to avoid crowds during peak commuting hours
- adjust crowded staff/student seating by relocation, or putting up temporary partitions
- put up temporary partition on reception counter where there is frequent interaction between staff and users
- use booking system to avoid crowding or lining up of users
- increase seating distance or adding partition in waiting areas
- use teleconferencing (e.g. Zoom meeting) instead of face-to-face meetings

Enhance personal hygiene

- provide or increase hand rub or hand washing facilities, with signs to remind staff and users about hand hygiene. Units may contact Mr Alan Mok of FMO for supply.
- clearly indicate where staff can pick up their daily face mask for operational use, remind them about proper disposal of used masks in the signposted mask disposal bins arranged by FMO.
- colleagues do not have to wear a mask in the office all the time. Face mask is only needed when they are communicating face to face with other people, or when they are in a crowded space
- encourage staff and users to make use of body temperature self-checking stations

Maintain environmental hygiene

- where necessary, work with FMO to intensify facility cleaning
- FMO has already committed to maximize room ventilation during this special period, please contact them if there is any question about ventilation
- inform HSEO if there is any indoor air quality problem
- contact HSEO about any special environmental hygiene concerns

HSEO is working with ITSC and ISO on a unit-based health declaration with updated contents in preparation for staff returning to work. We will update everyone when the application is ready.

Thank you for your continued collaboration in this trying time. When you communicate with staff members of your unit, please assure them the university management is doing what we can to safeguard the campus, and we are confident that with our collective effort, we can keep each other safe and healthy when we gradually return to work.

Health Safety and Environment Office