

Resumption of flexible working arrangements

Monday, Jul 13, 2020 15:14 PM

Dear Members of HKUST,

In view of the recent surge of COVID-19 cases in Hong Kong and having fully considered the health and safety aspects, the University has decided to readopt the flexible work arrangement for all staff members starting 14 July 2020 (Tuesday) until further notice. Directors, Heads and Deans will exercise discretion and coordinate with colleagues within their units, to ensure that essential and emergency services will not be disrupted and normal operations will be maintained to the extent feasible, while allowing staff flexibility to work from home whenever possible. For duties that can only be performed on-campus, we expect that Directors, Heads and Deans to implement a rota system. **Colleagues should check with their supervisor if they have any questions about their work arrangements and should check with HRO if they have any questions about employment related matters.**

Based on the personal needs and traffic situations, we also support flexible working hours for colleagues who come to work on campus. Transportation to and from the campus including staff and shuttle buses operating staggered hours, will be added. Please look out for specific announcements from CSO about transport and visit the university's COVID-19 information webpage to get the most updated information <https://covid19info.ust.hk/>

While all university research facilities and other campus facilities and retail outlets will continue to operate as indicated in our COVID-19 webpage, all members using these facilities must strictly observe social distancing and maintain good personal and environmental hygiene practices. The University will continue to implement Government social distancing requirements, enhance hygiene measures throughout campus, supply face masks and ensure that all hand sanitizers are filled regularly. The University will also be responsive to any requests from Directors, Heads and Deans for additional temporary office accommodation in the event that existing office accommodation does not allow necessary social distancing for staff working on a rota basis.

We are also adjusting the quarantine arrangements for members returning to Hong Kong from elsewhere so that public and individual health can be properly supported.

If a staff member either becomes infected with COVID-19 or was in close contact of someone who is infected, while working from home, they should follow the established procedures of reporting to his/her supervisor and the university using the form on the COVID-19 webpage.

We will closely monitor the situation and update you accordingly. We thank all members for their support and involved colleagues for their efforts and contributions in these difficult times.

Wei Shyy, President
Lionel Ni, Provost
Mark Hodgson, VPAB
Nancy Ip, VPRD