



香港中文大學

The Chinese University of Hong Kong

Briefing to Heads of Departments/Units – Handling of Upsurge of COVID-19 Cases on Campus

March 3, 2022 (3:00 – 4:30 pm)



Rundown

Contents	Speakers
Introduction	Ms. Corinna Lee (Director of Human Resources), and Ms. Lavender Cheung (ERG member, CHPP member, Director of Communications and Public Relations)
Updates on University protocols and strategy	PVC Prof. Anthony Chan (ERG member, CHPP member, Master of Wu Yee Sun College)
Action checklists for HoDs and University members under COVID-19	Dr. Scotty Luk (ERG member, CHPP member, Director of University Health Services)
Resources and support from Estates Management Office	Mr. Edmond Lam (Director of Estates Management)
Further resources and support	Ms. Corinna Lee
Q & A session	All





The unified outlet on COVID-19 information



The unified outlet on COVID-19 information

- Top banner and dashboard

[同心抗疫 Act Together Against COVID – 19 \(cuhk.edu.hk\)](https://www.cuhk.edu.hk)

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- 開放公眾預約自費鼻腔及咽喉合併拭子核酸檢測
- 疫苗接種中心繼續開放，每日最多2,700人
- 為新界東醫院聯網提供護士，協助兒童疫苗接種
- 普通科門診為病人安排快速抗原測試
- 設立樣本收集及檢測中心

中大醫學院

- 臨床教授不晝夜照顧患者
- 學生協助接聽「醫管局支援等候入院患者熱線」
- 協助社區檢測，進行專業拭子採樣
- 合資格教職員及畢業生支援亞博館社區治療設施 / 北大嶼感染控制中心運作
- 2019冠狀病毒病的跨學科研究

中大醫院已為 **>525,000人次** 的市民接種疫苗

中大醫學院近日動員 **>500位教職員及學生** 協助抗疫措施



Confirmed figures dashboard

Confirmed COVID-19 cases in CUHK

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ALERT Confirmed COVID-19 cases in CUHK

TOOLS

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QUICK LINKS

- Act together against COVID-19
- FAQs in the Time of COVID-19

Total Confirmed Cases: 254 ▲ 32 Confirmed Cases of Students: 141 Confirmed Cases of Staff: 113

* Due to the continuous rise in the number of confirmed cases, starting from 20 February 2022, the confirmed cases alert will focus on the latest number and dates of confirmed cases to provide information in a timely manner.

Unit/Department	Date of confirmation
Staff (University Health Service)	1 March 2022
Staff (University Health Service)	28 February 2022
Staff (University Health Service)	28 February 2022
Staff (University Health Service)	27 February 2022
Staff (Graduate School)	27 February 2022
Staff (Graduate School)	27 February 2022
Student (Faculty of Medicine)	27 February 2022

FAQ

ABOUT CUHK ADMISSIONS COLLEGES FACULTIES TEACHING & LEARNING RESEARCH

Focus: FAQs in the Time of COVID-19 | CUHK

FAQs

in the Time of COVID-19

New

- What should staff members do if they test positive for COVID-19?
- I am a member of staff who lives on campus. What should I do if I test positive for COVID-19?
- What should heads of departments/units do if their employees test positive for COVID-19?
- What should staff members do if they are classified as close contacts of COVID-19 cases?
- I am a member of staff who lives on campus. What should I do if I am classified as a close contact?
- If staff members in my unit got infected with COVID-19, how can I seek disinfection service for affected working areas?
- If staff members are instructed by the Government to undertake compulsory testing, can special work arrangements be made for them?
- Where can I find a comprehensive protocol for workplace and staff management?
- Do I need to present a Vaccine Pass upon campus access?
- Can I have parties or gatherings on campus?
- Are there any dedicated accommodation for positive cases?
- Any new measure to facilitate students' online learning from home?
- What if I need additional data/Wi-Fi plan during my quarantine period?
- Who can I call or email if I need more advice?

General

- 1 Why are these measures introduced?



Announcements

CUHK vs COVID-19: Announcements & Actions | CUHK



Date	Title	Issued by
1 March 2022	Expanded Eligibility for Wi-Fi Subsidy	Office of Admissions and Financial Aid
23 February 2022	Message from the Vice-Chancellor and Provost – Updates on Vaccine Pass and handling of COVID-19 cases on campus	CUHK Emergency Response Group
23 February 2022	CUHK announces the latest implementation arrangements for the "Vaccine Pass" on campus	Communications and Public Relations Office
18 February 2022	Extension of Work-from-home Arrangements	Human Resources Office
13 February 2022	The Confirmed COVID-19 cases in CUHK webpage has been launched	CUHK Committee on Health



Hotlines and Emails

- COVID-19 (medical) hotline: 3943 6436 (office hours)
COVID-19 (non-medical) hotline: 3943 0899 (office hours)
E-mail (medical enquiries): healtheducation.uhs@cuhk.edu.hk
E-mail (non-medical enquiries): erg@cuhk.edu.hk
- <https://www.cuhk.edu.hk/english/whats-on/focus/vaccination-faq.html#new130>





Updates on University Protocols and Strategies



Updates on Protocols and Strategies

- Follow Government guidelines
 - Changing along circumstances
 - Corresponding updates in CUHK
- Use of campus facilities to assist infected students
 - Colleges, PGH, IUH
- Some work to be provided by contractors
 - e.g. sanitization, additional security
- Constant review and communication



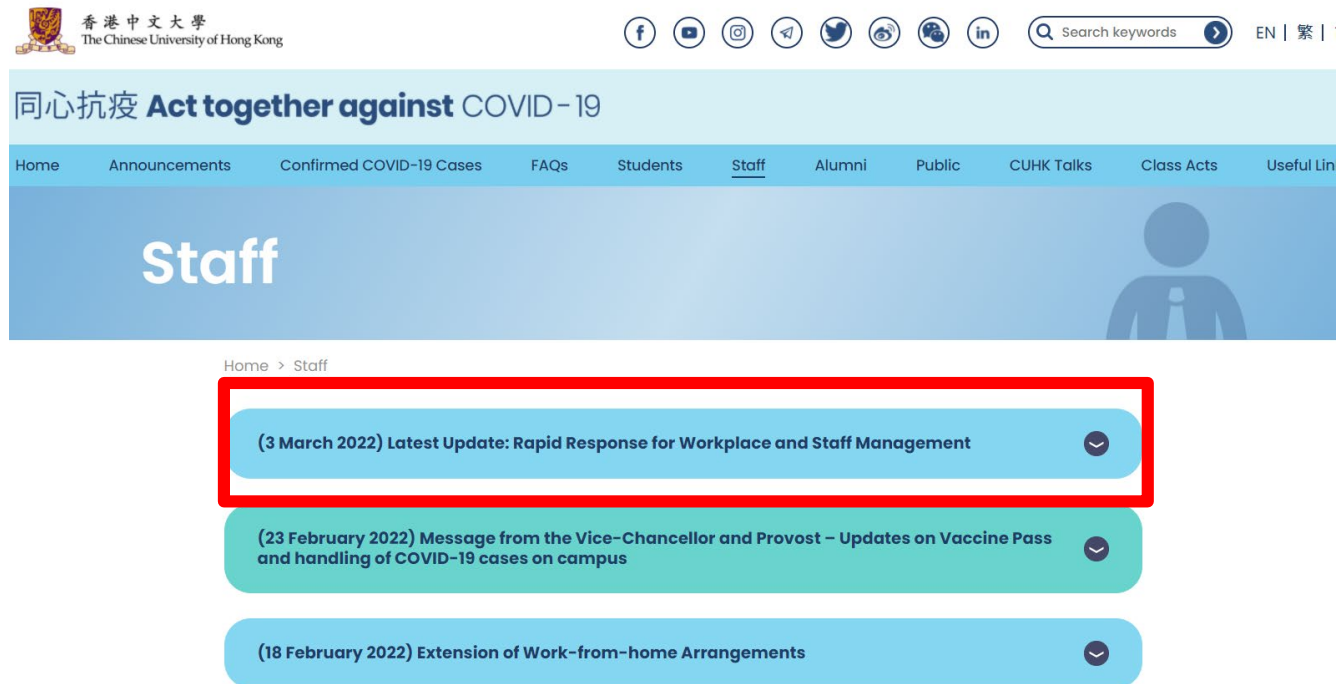
Updates on Protocols and Strategies (cont'd)

- Experience of handling protocols
 - Students and hostels residents
 - Units should adjust according to own setting and nature of business
- Units should make own plan for the coming weeks
 - Anticipated lower manpower due to confirmed cases
 - Define essential service to be maintained
 - Plan to cope with work during compulsory universal testing



Action Checklists for HoDs and University Members under COVID-19

(updated from time to time)



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Staff

Home > Staff

- (3 March 2022) Latest Update: Rapid Response for Workplace and Staff Management**
- (23 February 2022) Message from the Vice-Chancellor and Provost – Updates on Vaccine Pass and handling of COVID-19 cases on campus
- (18 February 2022) Extension of Work-from-home Arrangements



Action checklists for HoDs and University members under COVID-19

- Actions for UHS when informed of confirmed cases
 - Provide advice to HoD & employee
 - Update list of confirmed case
 - Inform CPRO
- From medical and health perspective
 - Tips and advice for departments' in-house management
 - Use of self-medical surveillance forms
- Handling of infected staff and students living on campus
- Usual enquiries received and effective use of UHS hotline service
- All units to set up its own rapid response group internally to handle staff infection cases





Resources and support from Estates Management Office



Resources and support from Estates Management Office

Office/unit(*) ⇒ UHS ⇒ EMO ⇒ Specialist Contractor

- Contractor will carry out the disinfection fogging
- Colleagues may return to the venue at least 1 hour after the disinfection work.

** including Colleges and BG areas*



How to facilitate the disinfection work?

- EMO currently engage a specialist contractor to carry out disinfection work.
- Manpower of the contractor is fully stretched due to the outbreak of Covid-19.
- EMO need to place the disinfection work orders to the contractor before **1:00pm** each day. The contractor will try their best to arrange the disinfection work on the next day.
- Therefore, UHS shall inform EMO the locations which need disinfection before **12:30pm** each day.



How to facilitate the disinfection work?

- Under the current protocol, disinfection will be carried out at venues where the confirmed case may take off his/her mask, ie. his/her working station, nearby toilet and pantry, and the student room in Colleges.
- When report to UHS, office/unit should provide a layout plan indicating these venues.
- Office/unit should also assign a staff as a coordinator for the disinfection work and open/close the door according to the scheduled time. Please write down the contact telephone number on the layout plan.
- After checking, UHS will pass the layout plan to EMO.



How to facilitate the disinfection work?

- EMO will consolidate all the requests and plan for the route for the disinfection team.
- EMO will also roughly estimate the size of the disinfection area so that the contractor can plan for their resources.
- EMO will then place the work order to the contractor to carry out the work, if possible, on the next day.
- Upon receiving the confirmation of the contractor, EMO will inform the coordinator of respective office/unit to wait for the disinfection team.



How to facilitate the disinfection work?

- EMO will assign one works supervisor to coordinate the disinfection work. He will call the coordinator of respective office/unit before arrival of the disinfection team.
- 1 hour after completion of the disinfection work, colleagues of the office/unit may return to the venue.
- Please clean the cups/food containers/utensils etc with water thoroughly.
- They can work in the venue as usual.



How to facilitate the disinfection work?

- As there are quite a number of confirmed cases recently, UHS and EMO may only be able to arrange the disinfection work as soon as practicable.
- Offices/units are advised to close the venue before disinfection work can be carried out.
- On the other hand, office/unit may liaise with outside contractor at their own accord to carry out the disinfection work on urgent basis, or to cover more area including the communal area in the vicinity. They may contact our contractor or other contractors available in the market.



How to facilitate the disinfection work?

Disinfectant used by our specialist contractor:

90-day long lasting anti-virus Germagic coating

- According to the laboratory report provided by the contractor, Covid-19 virus falls on the coating within 90 days will be killed/deactivated.
- After application, you may still use 1:49 diluted bleach or alcohol to clean the surface.
- Therefore, even if a confirmed case happens to visit the venue after the fogging work, it is **not necessary** to carry out disinfection fogging again within the 90-day period. Colleagues may use 1:49 diluted bleach or alcohol spray to sanitize the place under such circumstances.



How to facilitate the disinfection work?

- Same as all other offices/units, EMO is suffering **severe manpower shortage** at present moment. Quite a number of EMO colleagues have contracted Covid-19 or are close contacts. They are under quarantine and cannot return to campus to work for the time being.
- However, we still try our best to **maintain the sanitization work in communal area and toilets** on campus. Hope colleagues can understand that we may not be able to provide weekly cleaning work inside office space as before. Repair and maintenance work has also been slow down due to the same reason.
- Colleagues are advised to **sanitize their own working booth each day** and put the rubbish (especially the **takeaway meal boxes**) into a trash bag tidily. Workmen/OAs are requested to dispose the trash bags to designated trash bins on campus.





For enquiry regarding disinfection work request, please email to
disinfection@cuhk.edu.hk





Further Resources and Support



Further Resources and Support

Government announcement on latest handling in the community:

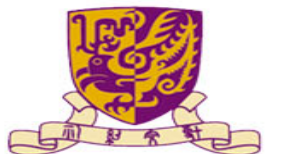
- [COVID-19 Thematic Website - Together, We Fight the Virus](#)

Further support for staff:

- EAP service to support staff's mental health and well-being
- PWSD online talk series on "Coping Skills in times of Pandemic"

Further support for students:

- Contact OSA's Wellness and Counselling Centre at 3943 7208 / 3943 3493 during office hours or by 24-hour hotline 5400 2055



Government announcement



The Government of
the Hong Kong Special Administrative Region

同心抗疫 *Together,
We Fight the Virus!*

[Local Situation Dashboard](#) | [Latest News](#) | [News Videos](#) | [What is COVID-19](#) | [Clarifications](#) | [Useful Information](#) | [Updates on Infection Situation](#) | [Health Tips](#) | [Resource Centre](#) | [Community Involvement](#)

[Hong Kong Vaccination Dashboard](#)

[Data on COVID-19 Death Cases](#)

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COVID-19 Vaccination Programme

HOT



Points to Note for Persons Pending Admission

HOT



Rapid Antigen Tests

HOT



Early Testing and Detection - Points to Note for Testing Means and Positive Results

HOT



Vaccine Pass

HOT



StayHomeSafe Scheme

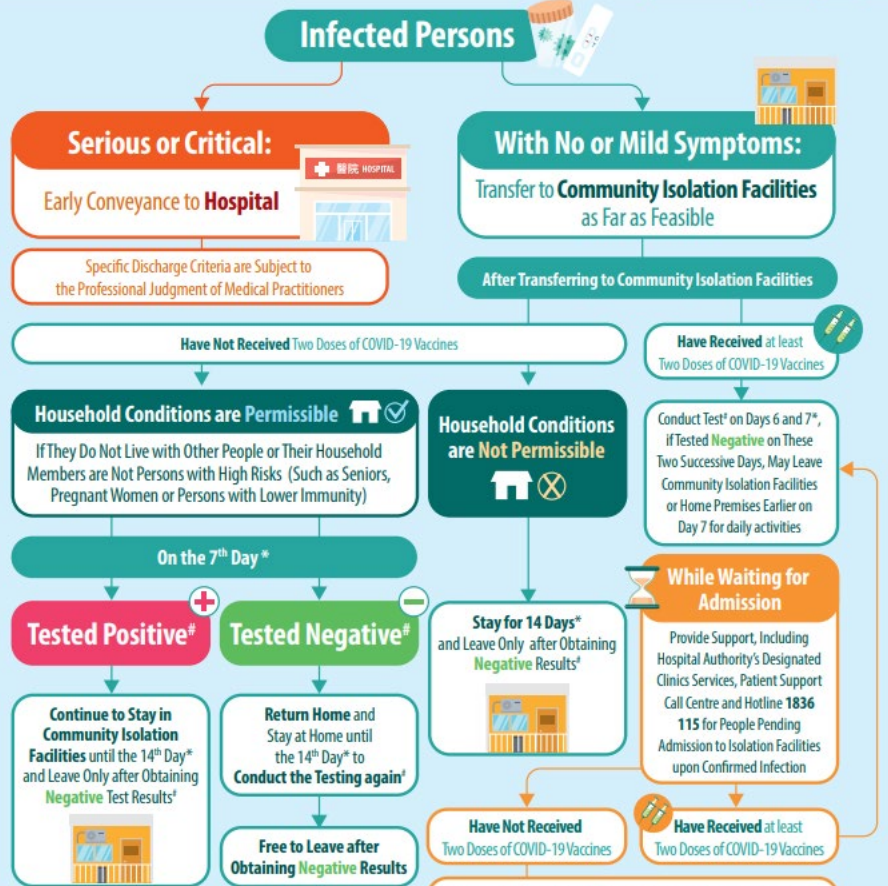
HOT



Guides on Discharge Criteria and Persons Pending Admission (updated from time to time)

COVID-19 Infected Persons Discharge Criteria

Version Date: 27 February 2022



* The Day Following Testing or Collection of Sample is Counted as 1st Day; if There is no such Testing or Collection Record, the Day on Receiving Positive Nucleic Acid Test Result is Counted as 1st Day



EAP service to support staff's mental health and well-being



FOUR DIMENSIONS
Consulting Limited

Employee Assistance Programme

Professional Personal
Counselling and Consultation
Work/ life Information and Resource Service

24-Hour Telephone Hotline

2721 3939

All information will be kept STRICTLY CONFIDENTIAL

Professional Personal Counselling and Consultation includes

Psychological Consultation	Work Consultation	Family Consultation	Work/life Information
 Emotional disturbance	 Job adjustment and career development	 Pre-marital and marital counselling	 Health and mental health
 Interpersonal relationship	 Collateral relationship	 Parenting	 Community resources and referral services
 Life stress	 Pre-retirement	 Family relationship	 Child care and elder care

Comprehensive & Accessible Work/ life Information
Professional & Confidential Consultation & Counselling



EAP Tips to Cope with Health-related Anxiety on HRO Webpage ([link](#))

EAP Tips to Cope with Health-related Anxiety



- o "COVID-19 Tips" - wellness tips to help you cope with adversity (Eng)



- o "Self-care under COVID-19" - short video clips to help you enhance your personal wellness during the pandemic (available in Eng and Chi)



- o Work-life Balance under the New Normal (Eng)
- o 新常態下工作生活「新」平衡 (Chi)



- o Smart Things to Do in the 30mins Before Bed (Eng)
- o 善用睡前半小時提升睡眠質素 (Chi)



PWSD online talk series on "Coping Skills in times of Pandemic" for staff

We have invited representatives from Hong Kong Christian Service, the University's EAP service provider, to deliver an online talk series:

1. Self-care Under COVID-19

Dates & Time: 1:00 pm - 2:00 pm, March 16, 2022 (Wednesday) (Cantonese session)
1:00 pm - 2:00 pm, March 21, 2022 (Monday) (English session)

2. Enhancing Positivity Under COVID-19

Date & Time: 1:00 pm - 2:00 pm, March 31, 2022 (Thursday)

Language: Cantonese

Registration: <https://webapp.itsc.cuhk.edu.hk/ras/restricted/eventlist?id=40>

(Note: staff login required)

Registration deadline: March 9, 2022





Thank you and stay well!

