

Rapid Response for Workplace and Staff Management

This checklist serves as a simple guide for prompt actions of various parties upon an employee being tested positive for COVID-19 or classified as close contact or required to undertake compulsory testing. Heads of Departments/Units (HoDs) may exercise discretion and take appropriate actions as the circumstances warrant. Orders/Advice, if any, from the Government’s Department of Health (DH) or other health should take precedence and be strictly observed.

Action party	Actions in case of		
	Category A – Employee being tested positive for COVID-19	Category B – Employee being classified as close contact ¹	Category C – Employee being required to undergo compulsory testing
Employee concerned	<p><u>If an employee is Rapid Antigen Test (RAT) positive:</u></p> <ul style="list-style-type: none"> • Inform HoD • Inform UHS² • Register the test result via the ‘Declaration System for Individuals Tested Positive for COVID-19 using Rapid Antigen Test’ (www.chp.gov.hk/ratp) maintained by the DH • For those living or working in areas with positive sewage testing results, call the HKSAR govt’s dedicated 24-hour hotline 2280 4772 to arrange door-to-door sample collection service for confirmatory testing free of charge • Quarantine for 14 days if he/she has taken only one dose of vaccine or below. • Conduct RAT on Day 6 and Day 7 if he/she has already taken 2 doses of vaccine. <ul style="list-style-type: none"> ○ Can leave home if test results are negative on both days. 	<ul style="list-style-type: none"> • Inform HoD • Undergo home quarantine as required by the government • Refer to the StayHomeSafe Scheme website for home quarantine measures about close contacts • Home care guidelines can be found on http://www.ccouc.cuhk.edu.hk/home-care-guidelines-covid-19 • Home quarantine for 14 days and conduct daily RAT if he/she has taken only one dose of vaccine or below. <ul style="list-style-type: none"> ○ If there is one positive result or more, the employee becomes a Category A person and he/she should continue the home quarantine and follow Category A procedures. 	<ul style="list-style-type: none"> • Follow instructions of DH • Inform HoD • Obtain and keep relevant notice / order from DH • Submit relevant application for time release or sick leave • Work from home, if practicable, until receiving first negative test result, and then resume work at site as appropriate • Self-medical surveillance for 7 days

¹ ‘Close contact’ refers to a person who lives in the same household with a COVID-19 confirmed case, or has had food or beverage together with a COVID-19 confirmed case on the same table without mask or barrier.

² UHS hotline: 3943 6436 (office hours) or email: healtheducation.uhs@cuhk.edu.hk

	<ul style="list-style-type: none"> ○ If there is one positive result or more, he/she should continue the quarantine or home quarantine. ● Stay home, avoid going out, and take personal protective measures <ul style="list-style-type: none"> ○ If severe symptoms develop, such as fever at or above 38°C, shortness of breath, palpitations or chest pain, call 999 as early as possible for ambulance transfer to a hospital ○ If one only has a mild fever, cough or sore throat, arrange consultation at a designated clinic or call Hospital Authority hotline 23006555. ● <u>For those living on campus</u> <ul style="list-style-type: none"> ○ stay in residence and await government instructions ○ inform the staff quarters administration ○ Refer to the CHP guidelines and follow the instruction of the government health officials ● Take a photo of the test result shown on the RAT test cassette with the testing date appropriately indicated ● Obtain and keep relevant SMS / notice / order from DH ● Submit relevant sick leave application afterwards 	<ul style="list-style-type: none"> ● Home quarantine for 7 days and conduct daily RAT if he/she has taken two doses of vaccine. <ul style="list-style-type: none"> ○ Can leave home if test results are negative on Day 6 and Day 7. ○ If there is one positive result or more, the employee becomes a Category A person and he/she should continue the home quarantine and follow Category A procedures. ● For those living on campus, <ul style="list-style-type: none"> ○ stay in residence and await government instructions ○ inform the staff quarters administration 	
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HoD	<ul style="list-style-type: none"> • Inform UHS • Immediate release of the employee concerned from duty • Establish a contact point in the D/U • Immediate close of potentially affected area(s) of worksite and arrange work-from-home until further notice (until after cleaning or disinfection is conducted at the venue concerned) • May arrange own staff to sanitize the concerned area by 1:49 diluted bleach if needed • Consult EMO via email disinfection@cuhk.edu.hk for overall sanitization of affected worksite if needed • Inform co-workers in D/U • Request co-workers to assess whether they are close contact (see Note 1 for definition) • Request those who are not close contacts to observe self-medical surveillance for 7 days 	<ul style="list-style-type: none"> • Arrange the employee concerned to work from home, if practicable • Establish a contact point in the D/U • May arrange own staff to sanitize the concerned area by 1:49 diluted bleach if needed 	<ul style="list-style-type: none"> • Release of the employee concerned from onsite work for undergoing compulsory testing • Arrange the employee concerned to work from home, if practicable, until receiving first negative test result
Co-workers	<ul style="list-style-type: none"> • If a co-worker is a close contact (see Note 1 for definition), he/she becomes a Category B person and should follow Category B procedures • If a co-worker is not a close contact, self-medical surveillance for 7 days 		
UHS	<ul style="list-style-type: none"> • Provide advice to HoD & employee • Update list of confirmed case • Inform CPRO 		
EMO	<ul style="list-style-type: none"> • Arrange sanitization of affected worksite, if needed 		
CPRO	<ul style="list-style-type: none"> • Update U website on confirmed COVID-19 cases • Prepare press release if necessary 		

Last updated on 8 March 2022