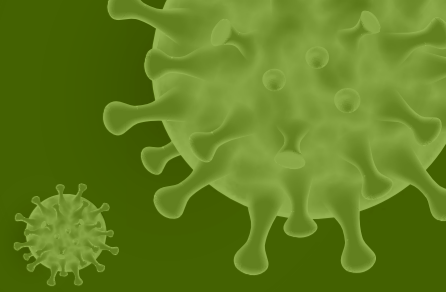# I'm a staff tested positive. What should I do next?

What should staff members do if they test positive for COVID-19?

- Inform Heads of Departments / Units

- Register the test result via the 'Declaration System for Individuals Tested Positive for COVID-19 using Rapid Antigen Test' maintained by the Department of Health.

- For those undergoing home quarantine, call "StayHomeSafe Scheme" Hotline 1833019 to report the result immediately.

- 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.

- Take personal protective measures:
  - Call 999 for ambulance transfer to a hospital, if you have:
    - Fever at or above 38°C,
    - shortness of breath,
    - palpitations,
    - or chest pain,
  - If one only has a mild fever, cough or sore throat, arrange consultation at a designated clinic or call Hospital Authority hotline 23006555.

- Quarantine Period
  - Employee has only taken one dose of vaccine or below — 14 days.
  - Employee has already taken 2 doses of vaccine — To conduct Rapid Antigen Tests (RAT) on Day 6 and Day 7.
    - Can leave home if test results are negative on both days.
    - If there is one positive result or more, he/she should continue the quarantine or home quarantine.

- For the leave and work arrangements
  - Please go to the Human Resources Office's website https://www.hro.cuhk.edu.hk/en-gb/about/events-highlights/111-hro-qas-in-the-time-of-covid-19 (staff login required) for information about leave and work arrangements.

For those living on campus

- Stay in residence and await government instructions.

- Inform the staff quarters administration.

- Refer to the Centre for Health Protection guidelines and follow the instruction of the government health officials.

- Obtain and keep relevant notice / order from the Government's Department of Health.

- Submit relevant sick leave application afterwards.

Last updated on: 14 March 2022

My staff member / co-worker is tested positive. What should I do next?

What should Heads of Departments/Units do if their staff members test positive for COVID-19?

· Inform University Health Service.

· Immediate release of the employee concerned from duty.

· Establish a contact point in the Departments / Units.

· 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.

· Liaise with Estates Management Office (EMO) for overall cleaning of affected worksite if needed. Departments / Units will be put in a queue as there has been a surge of service requests.
  Alternatively, Units that prefer quicker service are welcome to arrange disinfection with service providers in the market at their own cost.

· Inform co-workers in Departments / Units.

· Request co-workers to conduct self-medical surveillance for a period of 7 days.

What should Co-workers do if their colleagues test positive for COVID-19?

· Self-medical surveillance for 7 days.

Last updated on: 14 March 2022

I'm a 'close contact' staff. What should I do next?

- Inform Head of Department / Unit.

- Undergo home quarantine as required by the government.

- Please 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.

- Quarantine Period
  - Employee has only taken one dose of vaccine or below — 14 days.
    ◦ If there is one positive result or more, the employee should continue the home quarantine and follow relevant procedures.
  - Employee has already taken 2 doses of vaccine — To conduct Rapid Antigen Tests (RAT) on Day 6 and Day 7.
    ◦ Can leave home if test results are negative on both days.
    ◦ If there is one positive result or more, he/she should continue the quarantine or home quarantine.
  ◦ If there is one positive result or more, the employee should continue the home quarantine and follow relevant procedures.

- For the leave and work arrangements
  - Please go to the Human Resources Office's website https://www.hro.cuhk.edu.hk/en-gb/about/events-highlights/111-hro-qas-in-the-time-of-covid-19 (staff login required) for information about leave and work arrangements.
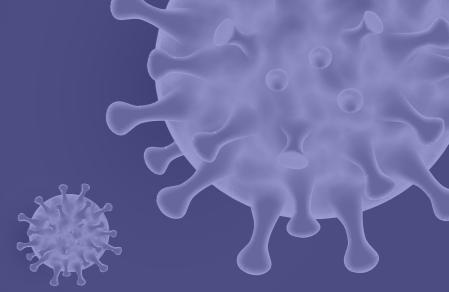
For Heads of Departments/Units

- Arrange the employee concerned to work from home, if practicable.

- Establish a contact point in the Departments/Units.

- May arrange own staff to sanitize the concerned area by 1:49 diluted bleach if needed.

For those living on campus

- Stay in residence and await government instructions.

- Inform the staff quarters administration.

Last updated on: 14 March 2022

I am required to undertake compulsory testing. What should I do next?

- Follow instructions of the Government's Department of Health (DH).

- Inform Heads of Departments / Units.

- 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.

For Heads of Departments/Units

- 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.

Last updated on: 14 March 2022