



Provost and Vice-President (Administration)

To	All Staff
From	Provost and Vice-President (Administration)
Date	March 16, 2020
Subject	Conditions for Making Official Travel and Leave Application
Enquiry	hro@cuhk.edu.hk / fno@cuhk.edu.hk / healtheducation.uhs@cuhk.edu.hk

Dear Colleagues,

As the COVID-19 pandemic continues to wreak havoc around the world, the University is devoting every effort in safeguarding the health and well-being of our students and staff. The University is heavily engaged in multiple aspects to help reducing the risk of infection in the community.

International travel is now a major risk for contracting COVID-19. The HKSAR Government has adopted heightened control measures, including compulsory quarantine at designated centres or at home for incoming visitors and residents who have visited specified countries/regions. To help protect our community, the University will be placing appropriate controls on official travels outside Hong Kong. The following measures, approved by the Emergency Response Group chaired by the Vice-Chancellor, will be implemented with immediate effect:

Official Trips

1. Heads of Departments/Units should make arrangements with staff members to cancel or defer their proposed plans for official trips, including duty visits, conference attendance, attachment, academic exchange, etc., irrespective of destinations, in the coming three months up to and including 15 June 2020.
2. New applications for official trips taking place beyond 15 June 2020 may be approved, on conditions that (a) the destinations are not under the HKSAR Government's Red Outbound Travel Alert at any point of time, (b) the staff member concerned duly notes that approval can be rescinded with 14 days' notice by the approval authority, and (c) the staff member agrees to being charged a period of personal leave in case compulsory quarantine is eventually applicable.

3. For staff members whose official trips have already been approved, they are advised to cancel or postpone their trips if those, irrespective of destinations, are scheduled to take place on or before 15 June 2020. Staff members should be prepared that approved trips taking place after 15 June 2020 may be subject to rescinding of approval. In this connection, costs of trip cancellation or postponement can be covered by the original funding source subject to approval of the budget holder.
4. Should there be travel or trips that are considered absolutely necessary, staff members may discuss with their supervisors for seeking exceptional approval from the Faculty Dean/Supervising Officer via their respective Heads of Departments/Units.

Personal Leave

5. Staff members should seriously consider deferring or cancelling their personal travel plans in the coming three months up to and including 15 June 2020.
6. New applications for personal leave with travel plans, irrespective of destinations, may be approved on conditions that the staff member concerned agrees to being charged a period of personal leave in case compulsory quarantine is eventually applicable after their return from travel.
7. For those whose personal leave with travel plans (within the coming three months) have already been approved, or those who go on trips during their private time (e.g. weekends), their leave account will be charged a period of personal leave in case compulsory quarantine at quarantine centres or at home is eventually applicable.

Returning from Trips

8. Staff members who are now visiting/travelling overseas should note that they may be ordered by the HKSAR Government for compulsory quarantine at the quarantine centres or at home upon their return. In this event, they should inform their Head of Department/Unit and the Information Co-ordinator of Committee on Health Promotion and Protection (CHPP). They should not go to office for work during the quarantine period and may arrange to work from home where practicable. Personal leave for the quarantine period is not required, provided that the destinations do not belong to the specified places of visit requiring additional leave coverage already announced by the University previously.
9. Staff members who return (including those returned in the last 14 days) to Hong Kong without being required to undertake any quarantine, irrespective of whether they have been on official trips, personal leave or private time travel, should make a health declaration and observe medical surveillance for 14 days,

making use of the online forms. Staff members with respiratory symptoms should seek medical advice immediately.

The cut-off date of 15 June 2020 for the above measures is a preliminary threshold to allow further review depending on the COVID-19 situation. The measures may be extended to a further date or adjusted when found necessary.

Enquiries on the above may be directed to the Human Resources Office (email: hro@cuhk.edu.hk) or Finance Office (email: fno@cuhk.edu.hk) as appropriate. Enquiries on health and hygiene measures may be directed to the Information Co-ordinator of CHPP at 3943 6436 (office hours) or email to healtheducation.uhs@cuhk.edu.hk.

Your co-operation and understanding is necessary to help protecting the family, the staff members and the community.

With best regards,

Alan K.L. Chan
Provost

Eric Ng
Vice-President (Administration)

c.c. Vice-Chancellor
Pro-Vice-Chancellors
Associate Vice-Presidents
College Heads/Masters
Deans of Faculties/Graduate School
Heads of Departments/Units

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