

Emergency Measures for Workplace and Staff Management Upon An Employee Being Tested Positive for COVID-19 or Being Classified as Close Contact

The checklist serves as a simple guide for prompt actions. 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 or other health authorities, e.g. the University's Committee on Health Promotion and Protection (CHPP), should take precedence and be strictly observed.

	Checklist Item	In case of			Action Party
		Scenario A - Employee being tested positive for COVID-19	Scenario B - Employee being classified as close contact ¹	Scenario C - Employee suspected to be other contact ²	
1	Inform HoD	Yes	Yes	Yes	Employee
2	Inform CHPP ³ hotline	Yes	Yes	May consult CHPP as needed	Employee & HoD
3	Immediate release of the employee concerned from duty	Yes	Yes	To be decided; may assign to work from home depending on the assessed risk	HoD
4	Establish a contact point in the D/U	Yes	Yes	Yes	HoD
5	Immediate close of affected worksite and work-from-home until further notice	Yes	To be decided, after consulting CHPP	Not applicable	HoD, after consulting CHPP
6	Arrange overall cleaning of affected worksite	Yes	Yes	Not applicable	EMO & HoD
7	Self-medical surveillance for 14 days of colleagues in the affected worksite	Yes	Yes	Yes	HoD and colleagues concerned
https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=9052214					

13 July 2020

¹ As classified by Centre for Health Protection of the Department of Health; the employee will be given an order for compulsory quarantine of 14 days at the Government's designated quarantine centre.

² The employee is associated to someone who is tested positive for COVID-19 or classified as close contact, but the employee is not under Scenario (A) or (B). Advice should be sought from CHPP on a case-by-case basis.

³ CHPP hotline: 3943 6436 (office hours) or email: healtheducation.uhs@cuhk.edu.hk