

# For Staff and Students

## If you are well with:

- No fever
- No respiratory or other symptoms
- No history of close contact
- No history of recent travel to infected areas

1. Observe personal hygiene, frequent handwashing, check body temperature regularly, if necessary.
2. Visit **Health Promotion and Protection** website for updates on university strategies and information on Pandemic Influenza / Avian Flu / SARS campaign.
3. Contact information coordinator, Mrs Pauline Kan for general advice on prevention by phone or email.

1. The Information Coordinator will contact you for follow up information and action daily.
2. The Information Coordinator will inform the relevant Colleges, Faculties, Departments, Units, OAL and Hostels of the referral and progress.
3. The Information Coordinator will inform EMO and University Safety & Environment Office for immediate disinfection of the workplace, classroom, hostel, as appropriate.
4. The Chairman of the **Committee on Health Promotion and Protection** will be notified and relevant Progress Report will be uploaded in the **Health Promotion and Protection** website.

## If you are sick and have:

- Fever and/or
- Respiratory symptoms or other symptoms

- Wear a mask.
- Consult a doctor & request for a temperature measurement.

Treated & discharged at the clinic

1. Follow the medical advice.
2. See the doctor again if so advised or when sickness is not improving.
3. If advised, take sick leave.
4. Check body temperature daily.
5. Wear mask; frequent handwashing.

Referral to the A&E Department

Admitted & later discharged from the hospital

1. Follow all the advice from the A&E or the hospital, including daily follow up & surveillance.
2. You may be advised to stay at home/special isolation facility for observation.
3. Consult a doctor again if sickness is not improving.
4. Check body temperature daily.
5. Wear mask; frequent handwashing.

## If you have history of close contact with a Pandemic Influenza / Avian Flu / SARS patient and:

- No fever
- No respiratory or other symptoms

1. Stay at home throughout the incubation period.
2. Check body temperature daily.
3. Wear mask at home; frequent handwashing.
4. Consult a doctor if you feel unwell.
5. Staff may consult UHS for issue of special leave certificate.
6. Medical screening for symptom-free close contact is **not** considered necessary or useful.
7. Visit **Health Promotion and Protection** website for updates on university strategies and information on Pandemic Influenza / Avian Flu / SARS campaign.

Liaise with Information Coordinator, Mrs Pauline Kan (Tel: 26096436, Email: [pauline-kan@cuhk.edu.hk](mailto:pauline-kan@cuhk.edu.hk))

# For Student Hostel Management

## General Observation

1. Maintain hostel environmental hygiene: regular general cleansing & disinfection procedures.
2. Advise students on frequent hand washing and observe the university mask policy.
3. Advise students to consult a doctor if they feel unwell especially with fever.
4. Maintain sufficient stock of thermometers.
5. Visit **Health Promotion and Protection** website for regular updates.
6. Ensure that all residents are aware of the Pandemic Influenza / Avian Flu / SARS guidelines and preventive measures.

## Measures for Newly Admitted Residents

1. Ask the students to fill in the Health Declaration.
2. Check students' body temperature.
3. Brief new residents of Pandemic Influenza / Avian Flu / SARS preventive measures.
4. Liaise with the UHS Information Coordinator, Mrs Pauline Kan, if in doubt.

## If a resident reports sick with:

- fever and/or
- respiratory symptoms

1. Check his or her body temperature.
2. Ask the student to wear a mask.
3. Ask the student to see a doctor. UHS can be contacted at 26096422 for appointment.
4. When the student attends the clinic or hospital, inform the staff if the fever is  $\geq 38^{\circ}\text{C}$  or if there is history of close contact with Pandemic Influenza / Avian Flu / SARS patient.
5. If UHS has closed and the student has a fever  $\geq 38^{\circ}\text{C}$  with respiratory symptoms and/or is very sick, contact Security Unit for Ambulance service to hospital. This is particularly important when community transmission of Pandemic Influenza / Avian Flu / SARS is occurring.
6. If the student refuses referral to a hospital, advise the student to return home or arrange the student to be temporarily accommodated in a single room pending consultation at a clinic later, while observing personal hygiene.
7. Liaise with UHS Information Coordinator if the student has been sent to hospital.
8. The Information Coordinator will inform you as soon as possible, of the outcome after the consultation/referral, and if disinfection of the student's room is needed.
9. The Information Coordinator will also directly advise you all necessary arrangements for close contacts e.g. roommates of the sick student.

## If a resident is recommended admission to an isolation facility such as the Special Purpose Residence (SPR)

1. Normally students with Pandemic Influenza / Avian Flu / SARS related problems or acute respiratory illness should be advised to stay at their own home.
2. The decision for admission is made by UHS or HA physicians for students who are (a) close contact of Pandemic Influenza / Avian Flu / SARS cases or (b) suffer acute respiratory infection, and are unable to stay at their own home.
3. You will be duly informed by UHS staff when the student is advised to stay at the SPR.
4. You will also be informed if the student refuses admission. The student should not return to his or her hostel.
5. Immediate disinfection of the student's room.
6. The Information Coordinator or the SPR staff will keep you informed of the progress of the student's health daily.
7. Inform the student's roommate of the admission.

## When Pandemic Influenza / Avian Flu / SARS cases occur in HK and/or community transmission takes place with or without affecting students of your hostel

1. Observe and follow the University's Pandemic Influenza / Avian Flu / SARS Action Plan which refers to community transmission and which concerns situations when staff/students on campus are affected.
2. Observe the updates and announcements on the **Health Promotion and Protection** webpage for information, policies and University activity arrangements.
3. Contact UHS Information Coordinator if a resident has been admitted for Pandemic Influenza / Avian Flu / SARS through his or her own arrangement, for information, contact tracing and disinfection process.
4. Contact UHS Information Coordinator for clarification on any specific measures.