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

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.
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.
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.

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

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.