

Guidelines For Prevention of Influenza Pandemic (For Staff)

Level 1: Alert Response Level

When:

- there are confirmed cases of Highly Pathogenic Avian Influenza (HPAI) outbreaks in poultry populations **outside** Hong Kong; or
- there are confirmed cases of HPAI **in** Hong Kong in imported birds in quarantine, in wild birds, in recreational parks, in pet bird shops or in the natural environment; or
- there is/are confirmed human case(s) of avian influenza **outside** Hong Kong.

Measures:

- Maintain normal way of life.
- Maintain practice of personal and environmental hygiene, such as frequent hand washing.
- Consult your doctor if you feel unwell especially when you run a fever, and follow your doctor's advice to stay at home.
- Wear a proper surgical mask when you suffer respiratory tract infection such as coughing or sneezing.
- Maintain general awareness and vigilance of possible Pandemic and Avian Influenza outbreak.
- Keep track of the development of Pandemic and Avian Influenza outbreak infection in the community, and visit the University website: [Campus Prevention of Avian Flu](#) and Government website: [Centre for Health Protection](#) regularly for updated information.

Level 2: Serious Response Level

When:

- there are confirmed Highly Pathogenic Avian Influenza (HPAI) outbreaks in the environment of or among poultry population in retail markets, wholesale markets or farms **in** Hong Kong due to a strain with known human health impact; or
- there is/are confirmed human case(s) of avian influenza **in** Hong Kong **without** evidence of efficient human-to-human transmission.

Measures:

- Maintain normal way of life.
- Report to your Head of Department or Health Centre if you consider yourself a HPAI Close Contact or have been told by the Department of Health that you are a Close Contact, or suspected or confirmed HPAI patient.
- Follow the advice from the Department of Health to stay at home or designated centres during the incubation period if being identified as a HPAI Close Contact by the Department of Health.
- Staff who are HPAI Close Contacts as identified by the Department of Health may be granted leave of absence from the University.
- Consult a doctor if you are sick especially with respiratory symptoms with or without fever, and follow your doctor's advice to stay at home.
- Staff may approach Health Centre for issuance of health certificates if they plan to leave Hong Kong.

Level 3: Emergency Response Level

When:

- there is evidence confirming efficient human-to-human transmission of novel influenza occurring **overseas** or **in Hong Kong**; or
- World Health Organization (WHO) declares an influenza pandemic (i.e. the influenza strain is beginning to cause several outbreaks in at least one country, and spread to other countries).

Measures:

- Report to your Head of Department or Health Centre if you consider yourself a Highly Pathogenic Avian Influenza (HPAI) Close Contact or have been told by the Department of Health that you are a Close Contact, or suspected or confirmed HPAI patient.
- Follow the advice from the Department of Health to stay at home or special designated centres during the incubation period if being identified as a HPAI Close Contact by the Department of Health.
- Staff who are HPAI Close Contacts as identified by the Department of Health may be granted leave of absence from the University.
- Staff who are not in close contact with a HPAI patient and have no symptoms of illness but are seriously concerned about their health may apply for their own accrued/advance annual/vacation or unpaid leave.
- Consult a doctor if you are sick especially with respiratory symptoms with or without fever, and follow your doctor's advice to stay at home.
- Staff may approach Health Centre for issuance of health certificates if they plan to leave Hong Kong.

SPEICAL APPROVAL

- Heads of Departments have the discretion to grant exgratia leave if there are special circumstances that merit special consideration.
- Where is a sick staff who has not accumulated sufficient number of paid sickness days to cover the sick leave, Heads of Departments, given these exceptional circumstances, may grant exgratia leave to cover the absence.
- Under special circumstances, Heads of Departments have the discretion to allow their staff to work at home provided that normal office operation is not affected.
- If warranted, Heads of Departments may make arrangement for staff to work on a roster to maintain skeleton staff to provide physical essential service on campus. If may be necessary to direct team(s) of staff to work on a separate location(s).