

Student self-reporting of flu-like symptoms

To: Students

Cc: Faculty and staff

Dear Students,

In view of the increasing number of confirmed Influenza A/H1N1 cases occurring every day in Hong Kong and our high student population, the University is taking every step necessary to prevent the spread of flu within the University.

In order to effectively monitor possible outbreaks on campus, a system has been implemented under Administrative Information Management System (AIMS) where students can use to report their inability to attend class due to sick leave resulting from flu-like symptoms such as fever, cough and sore throat. The self-reporting system will enable the University to quickly identify and respond to any cluster of flu-like illness among any class or programme.

Students who report their illness on the self-reporting system in AIMS are asked to also advise their teacher or department of their inability to attend class. The self-reporting system DOES NOT replace regular sick leave application procedures.

Reporting procedure

Step 1: Log onto student version of AIMS

Step 2: Click on Student Record tab

Step 3: Click on 'Reporting Inability to Attend Class Due to Flu-Like Symptoms'

Step 4: Fill in details as required

Any University members who are confirmed of having contracted Influenza A/H1N1 must report to their department or the [Ad-hoc Group on Prevention of Influenza Pandemic](#) (by phone at 3442 7466 or via email: preventflu@cityu.edu.hk).

Dr Ellen Ko

Vice-President for Finance and Administration

Chairman of the Ad-hoc Group on Prevention of Influenza Pandemic

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