



## **Precautionary measures at the Academy Building in response to COVID-19**

The Hong Kong Academy of Medicine (Academy) has been closely monitoring the latest development of COVID-19. Health and wellbeing of all visitors and staff members remain the top priority of the Academy. A series of precautionary measures have been introduced and reinforced at the Academy Building, following guidelines set by the Government and health authorities.

### **Building entrance and access control**

All visitors and contractor workers are required to:

- have temperature screened by Building Management Office staff at main gate or control points on the ground floor. Those with high body temperature (forehead temperature higher than 37.5 °C) may be denied entry and asked to seek medical advice promptly;
- wear surgical masks which is mandatory; and
- use the LeaveHomeSafe mobile application on their mobile phones to scan specific LeaveHomeSafe QR code(s) displayed at lift lobbies (LG/F and G/F) and loading bay entrance before entering the event venues according to the Prevention and Control of Disease (Requirements and Directions) (Business and Premises) Regulation (Cap. 599F). Visitors and contractor workers who are eligible not to do so have to register their names, contact numbers and the date and time of their visits.

### **Hygienic environment**

The Academy's Building Management Office has stepped up preventive measures to ensure a hygienic environment, including but not limited to the following:

- All staff members are required to have their temperatures screened upon arrival and wear surgical masks during their duties, and will be asked to seek medical advice promptly and remain at home if they feel unwell with symptoms.
- Floor mats at main entrance and high-touch surfaces such as lift panels, door handles and vending machines are sanitised with 1.99 diluted bleach every 2 hours.
- Hygiene amenities including alcohol 70-80% hand sanitisers are available at reception and all lift lobbies with automatic hand sanitiser dispensers installed.
- Restroom facilities such as toilets (with lids remain closed), sinks, vanity units, and paper towel dispensers are disinfected 4 times a day.
- Baby care room is cleaned and disinfected every day.
- All air-handling units are cleaned and sanitised frequently to enhance exhaust ventilation systems.
- Air purifiers are installed in designated catering venues of the Academy Building to comply with the requirement of having a minimum of 6 air changes per hour under the Prevention and Control of Disease (Requirements and Directions) (Business and Premises) Regulation (Cap. 599F).
- Drainage pipes are maintained properly with water added to U-traps once a week.
- Isolation areas for individuals with symptoms to rest and wait for ambulance are designated for use when necessary. Staff members are prepared for emergency situations.

### **Safe meetings and events**

Organisers can be assured that appropriate precautions have been in place to minimise the spread of COVID-19 and keep delegates safe, including but not limited to the following:

- Organisers are required to:
  - arrange themselves and person(s) who provide services for the event (if any) to undergo a polymerase chain reaction- based nucleic acid test for COVID-19 with the test sample taken within 14 days prior to the day(s) the event is held (the sample for such test should be obtained by combined nasal and throat swab) and ensure that themselves and person(s) who provide services for the event obtain SMS (mobile phone text message) notification containing the result of the test before the commencement of the event and keep record of SMS notification for 31

days; or adopt alternative measures, which ensure that the relevant persons have completed a COVID-19 vaccination course and keep the vaccination record as proof of vaccination;

- submit precautionary measures and health declaration form for completion by delegates to Academy's Event Team at least 10 days ahead of events;
  - remind delegates to check their temperatures and scan specific LeaveHomeSafe QR code(s) before attending events;
  - advise delegates to refrain from attending the events if they are currently under compulsory quarantine or medical surveillance order by the Department of Health, have respiratory illnesses or high body temperature (forehead temperature higher than 37.5 °C);
  - enhance pre-registration communication by offering information on precautionary measures;
  - provide surgical masks to delegates who need an extra one when necessary;
  - report suspected case(s) promptly and accompany delegates with symptoms to the isolation areas designated by the Academy; and
  - keep a full list of delegates, staff members and person(s) who provide services for the event (if any) that contains personal particulars, telephone numbers, date and time of their visits for 31 days to facilitate contact tracing when necessary.
- Delegates are advised to:
    - have their temperatures screened and recorded upon arrival;
    - scan the LeaveHomeSafe QR code(s) using the LeaveHomeSafe mobile application on their mobile phones to be allowed to enter the venues. Delegates who are eligible not to do so have to register their names, contact numbers and the date and time of their visits;
    - fill out health declaration forms provided by organisers;
    - refrain from attending events and seek medical advice promptly if they feel unwell, respiratory illnesses or high body temperature (forehead temperature higher than 37.5 °C);
    - wear surgical masks at all times inside venues except when consuming food and drinks; and
    - maintain good personal hygiene.
  - Signage and queue ropes in all high-traffic areas such as registration counters serve as gentle reminders for delegates to maintain safe social distancing.
  - 70-80% alcohol hand sanitisers are available at reception and other convenient locations in the venues.
  - Venue and seating configurations have been adjusted to be compliant with safe social distancing guidelines at all times. As a result, meeting capacities may have reduced in size.
  - All AV equipment will be sanitised after every use, with microphones in particular sanitised between uses and shared use are not recommended.
  - Food safety standards and serving protocols have been reinforced. Menus are revised to offer individually plated and packed meals where relevant.
  - All venues will be thoroughly cleaned and disinfected prior to and after events.

### **Worry-free dining experience**

The Academy's caterer has stepped up different measures from menu planning, food preparation to serving, including but not limited to the following:

- All dine-in catering venues of the Academy Building comply with the latest requirement on air change / air purifiers in seating areas under the Prevention and Control of Disease (Requirements and Directions) (Business and Premises) Regulation (Cap. 599F). Food and Environmental Hygiene Department.
- All chefs and waiting staff are required to:
  - complete the COVID-19 vaccination course;
  - have temperature screened and recorded twice per day before and during work. Those with respiratory illnesses or high body temperature (forehead temperature higher than 37.5 °C) must refrain from work and seek medical advice promptly;
  - wear surgical masks at all times;
  - wear gloves when handling food items and sanitise their hands frequently;
  - adhere to food safety and hygiene rules; and
  - maintain good personal hygiene.
- Menus are revised to offer individually plated and packed meals where relevant. All dishes are served covered at buffets and service chopsticks/ spoons are offered for all shared dishes at banquets.

- Digital menus are displayed at Canteen with contactless payment options (e.g. Octopus, credit cards, mobile app) available.
- Table arrangement has been adjusted to 1.5-metre distance from each other with seating capacity per table adjusted to be compliant with safe social distancing guidelines according to the mode of operation defined under relevant regulations.
- Temperature checks and LeaveHomeSafe QR code checks for all diners are conducted before entering the Canteen, the Academy Lounge and other catering venues.
- Signage and queue ropes at Canteen entrance serve as reminders to maintain safe social distancing.
- 70-80% alcohol hand sanitisers are available at Canteen and the Academy Lounge entrance and other convenient locations.
- Mask envelopes and alcohol wet wipes are given out to guests.
- Dining tabletops, chairs, tableware and food trays are sanitised frequently.
- Designated “Hygiene Assistant” at restaurants equipped with gloves and designated trays are assigned to clean tables and remove used tableware.

The Academy will continue to monitor the COVID-19 situation and make necessary adjustments to the precautionary measures. This page will continue to be updated with the latest information.

More relevant guidelines are available on the official website of Centre for Health Protection, Department of Health (<https://www.chp.gov.hk/en/features/102742.html>). Please stay vigilant and fight the COVID-19 together.

For enquiries, please contact the Academy Secretariat at [hkam@hkam.org.hk](mailto:hkam@hkam.org.hk).

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