

**Preventive measures for COVID-19  
implemented by the Legislative Council Secretariat  
(with effect from 23 March 2020)**

In view of the latest situation of COVID-19 epidemic in Hong Kong, the Legislative Council ("LegCo") Secretariat ("Secretariat") has enhanced its measures for disease prevention and implemented the following special arrangements:

- (a) all persons who are subject to compulsory quarantine will be denied entry into the LegCo Complex ("the Complex"). All Secretariat staff, others who work at the Complex and visitors who have had close contact with initially confirmed cases and confirmed cases of COVID-19 or persons who are subject to compulsory quarantine, will also be denied entry into the Complex;
- (b) the Complex is closed from 8:00 pm each day to 7:00 am the following day. All Complex users must leave by 8:00 pm;
- (c) all persons entering the Complex are subject to body temperature screening;
- (d) any persons who refuse to undergo body temperature screening or whose body temperature is higher than 37.5°C may be denied entry into the Complex;
- (e) Footbridge Entrance is closed;
- (f) on a day when meetings of LegCo or its committees are held, Members' Entrance 2 will be open from 7:00 am to 30 minutes after the end of the last meeting of the day. Members' Entrance 2 will be closed on a day when no meeting is held;
- (g) Public Entrance 2 of the Complex will be open between 7:00 am and 8:00 pm from Monday to Sunday, or 30 minutes after the end of the last meeting of the day (whichever is later);
- (h) all public services in the Complex, including the Public Complaints Office, Library and Archives, are suspended;
- (i) Secretariat staff whose live-in family members are subject to compulsory home quarantine are required to work from home. The Secretariat will make flexible working and lunch arrangements according to the operational needs of respective divisions; and
- (j) the LegCo Cafeteria remains open to facilitate persons working in the Complex so that they do not have to go out for meals.

2. Any personal data collected by the Secretariat in the implementation of the aforesaid measures will be handled in accordance with the requirements of the Personal Data (Privacy) Ordinance (Cap. 486). For enquiries about collection of personal data, please contact the Secretariat's Personal Data Privacy Officer at 3919 3012.

3. When meetings of LegCo and its committees are held, a maximum of five members of the public will be admitted to observe each meeting with a view to reducing the number of people at the Public Galleries of the Chamber/conference rooms.

4. The epidemic prevention measures which have been implemented earlier will remain in force. They include:

- (a) all persons entering the Complex are required to walk on the disinfectant floor mat at the entrance before entry;
- (b) cleaning and disinfection of various facilities and common areas, particularly the equipment and facilities in the Chamber and various conference rooms including microphones, are performed at a higher frequency;
- (c) hand sanitizers are provided at the reception counters, pantries and toilets;
- (d) surgical masks are provided to Secretariat staff who have frequent contact with members of the public while discharging duties (e.g. staff performing reception and security duties), who provide services or support for meetings in the Chamber/conference rooms, and who have special needs (e.g. medical conditions);
- (e) all persons attending meetings are strongly advised to wear surgical masks and bring their own cups or bottles;
- (f) the cleaning service contractor is required to ensure the provision of surgical masks to the cleaners working in the Complex; and
- (g) the LegCo Cafeteria is required to step up cleaning and disinfecting and its staff are required to wear surgical masks.

5. Complex users are strongly advised to observe the following:

- (a) maintain good personal hygiene at all times and perform hand hygiene frequently, especially before touching the mouth, nose or eyes, or after touching public installations such as handrails or door knobs, or when hands are contaminated by respiratory secretion after coughing or sneezing;
- (b) when having respiratory symptoms, wear a surgical mask and seek medical advice promptly; and

- (c) keep abreast of the latest health information disseminated by the Centre for Health Protection:

<https://www.chp.gov.hk/en/index.html>



Website of the Centre for Health Protection

6. For enquiries, please contact the Estate and Security Office at 3919 3044.

Legislative Council Secretariat

22 March 2020