

**Preventive measures for COVID-19
implemented by the Legislative Council Secretariat
(with effect from 4 May 2020)**

In view of the latest situation of COVID-19 epidemic in Hong Kong, the Legislative Council ("LegCo") Secretariat ("Secretariat") will implement the following special arrangements with effect from 4 May **(revised arrangements are shown in bold type and underlined)**:

- (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) **Members' Entrance 2 and Footbridge Entrance of the Complex will be open between 7:00 am and 8:00 pm from Monday to Friday, or 30 minutes after the end of the last meeting of the day (whichever is later)**;
- (f) 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);
- (g) 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;
- (h) **the Public Complaints Office will be reopened;**
- (i) **the Library and Archives will be reopened and the public may visit them by appointments;**
- (j) except for those who are required to work from home for the reason that their live-in family members are subject to compulsory home quarantine, **all Secretariat staff will resume normal work. Meanwhile, the Secretariat will implement flexible working hours and lunch hours in order to maintain social distancing;**
- (k) **the Fitness Room** in the Members' Activity Room on 5/F of the Complex **remains temporarily closed**; and

- (1) the LegCo Cafeteria remains open but will implement the new requirements regarding catering premises, including, among others, ensuring there is a distance of at least 1.5 m between tables available for use within the Cafeteria, requiring customers to wear face masks, conducting body temperature screening on customers, and providing hand sanitizers. [Note]
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. The Secretariat also strongly urges all Complex users to minimize the number of people gathering when conducting any activities inside the Complex.
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

29 April 2020

[Note] These are implemented in accordance with the latest direction issued by the Government on 21 April 2020 to suspend, with effect from 23 April, the requirement for the number of customers in catering premises to not exceed 50% of the normal seating capacity of the premises.