

Social Distancing Measures at LKYSPP

Fri 27 Mar 2020

- **Dedicated Seminar Rooms for ZOOM Teaching**, effective Monday 30 March in SR2-1 and SR2-2. All other seminar rooms (LKS, MM, and TB) cleaned and locked, with no airconditioning. This ensures students and staff are not using seminar rooms unattended and thereafter requiring our operations teams in performing essential cleaning. At the same time, the Classroom Support Unit has permanently set up ZOOM facilities.
- **At Least One-meter Social Distancing in Common & Study Areas**, such as OTH Lobby, Student Lounge, Staff Lounge, Computer Lab, Lower Quad Benches, effective Friday 27 March. Among other things, we have removed chairs to allow only alternate seating. The sofas are pushed aside to be sparsely distributed. Notifications have been posted for social distancing on the tables so no one will occupy those spaces.
- **At least One-meter Social Distancing in Queues**, such as queues for lift, queues for temperature screening station, effective Friday 27 March. Clear demarcation using red tape in straight lines on the floors of those areas.
- **Strict Floor load on Common Areas**, such as lift and pantry, effective Friday 27 March. Clear demarcation using red tape for boxes are placed on the floor of these areas. Notices have been put up that lifts can only convey one person at a time.
- **At least One-meter Social Distancing for Office Space**. Office cubicles are at least one meter apart.
- **Restricted Access to Office**, effective January 2020. Only staff with valid access rights are allowed to enter offices. Lifts are rendered inoperable on weekends.
- **At least Two-meter Social Distancing in Meeting Rooms**, effective Monday 30 March. Chairs have been removed to allow alternate seating only. Notification to practice social distancing are put up on the table in those spaces that no one can occupy. We continue to strongly encourage Zoom/Skype meeting as far as possible.

BCP at LKYSPP

LKYSPP activated split-team working on Mon 17 Feb, and we have been on that ever since. We have done this keeping to the following principles:-

- Minimize cross contamination within departments.
- Maintain essential services, and ensure adequate back-up for critical functions.
- Divide staff in specific essential services into at least 2 groups, and implement physical separation.
- Physical separation of Academic leadership (e.g. Dean, Vice-Deans, Assistant-Deans)