



HONG KONG ACADEMY OF MEDICINE
香港醫學專科學院

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, staff members 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; and
- wear surgical masks before entering the Academy Building.

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 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.
- 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:
 - 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 before attending events;
 - advise delegates to refrain from attending the events if they 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;
 - prepare infrared thermometers for temperature checks before entering venues;
 - 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 and staff members that contains personal particulars and telephone numbers to facilitate contact tracing when necessary.
- Delegates are advised to:
 - have their temperatures screened and recorded upon arrival;
 - 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 chefs and waiting staff are required to:
 - 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 Dining Room 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.
- Temperature checks for all diners are conducted before entering the Dining Room.
- Signage and queue ropes at Dining Room entrance serve as reminders to maintain safe social distancing.
- 70-80% alcohol hand sanitisers are available at Dining Room 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.

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.

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