

**Departmental Contingency Plan for Building and Real Estate**  
**In preparation for a Pandemic transmitted via airborne / droplet means**

Areas of Concern	Alert and Serious Response Levels	Emergency Response Level
<p>1. <b><u>Designate staff member(s)</u></b> to arrange for the request, receipt and distribution of surgical masks and other items of special personal protective equipment.</p>	<ul style="list-style-type: none"> <li>• I.K. Chan (Technician) is designated to arrange for the request, receipt and distribution of personal protective equipment.</li> <li>• C.F. Wong (Assistant Technical Officer) is the back-up staff.</li> </ul>	<ul style="list-style-type: none"> <li>• I.K. Chan (Technician) is designated to arrange for the request, receipt and distribution of personal protective equipment in HSEO. C.F. Wong (Assistant Technical Officer) is the back-up staff.</li> </ul>
<p>2. <b><u>Provide surgical masks</u></b> to staff members who have frequent/close contact with the general public.</p>	<ul style="list-style-type: none"> <li>• Not applicable/Subject to departmental operational needs.</li> </ul>	<ul style="list-style-type: none"> <li>• When there is evidence of efficient human-to-human transmission of the pandemic virus (e.g., Avian Flu) in the Hong Kong society, or when there is a confirmed human case of the pandemic virus involving a member of the PolyU community, Senior Management will likely proclaim a mandatory “mask-wearing” policy in PolyU. Under such circumstances, I.K. Chan / C.F. Wong is responsible for providing surgical masks to staff.</li> </ul>
<p>3. <b><u>Report “confirmed” cases</u></b> of the pandemic virus involving departmental staff to Head of HSEO immediately.</p>	<ul style="list-style-type: none"> <li>• <b>Mrs. Vivien Kao</b> (SEO) is responsible for reporting such cases to Head, HSE.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Mrs. Vivien Kao</b> (SEO) is responsible for reporting such cases to Head, HSE.</li> </ul>

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4. Develop a <b><u>contingency plan</u></b> for BRE by making reference to the following guidelines issued by the HKSAR government:	<ul style="list-style-type: none"> <li>A contingency plan has been developed.</li> </ul>	<ul style="list-style-type: none"> <li>A contingency plan has been developed.</li> </ul>															
(4a) Identify <b><u>core teams and their members</u></b> for maintaining designated <b><u>essential services</u></b> in the unit, and plan for them additional infection control measures and back-up staff.	<ul style="list-style-type: none"> <li>Not applicable.</li> </ul>	<ul style="list-style-type: none"> <li>The leader and member(s) of each team are listed as follows:</li> <li> <table border="1" data-bbox="1346 544 2029 991"> <thead> <tr> <th>Essential Services</th> <th>Designated Personnel</th> <th>Back-up Staff</th> </tr> </thead> <tbody> <tr> <td>Teaching/e-learning* System</td> <td><b>Johnny Wong</b></td> <td><b>Checky Kwok</b></td> </tr> <tr> <td>Upload of material</td> <td><b>Ken Chui</b></td> <td><b>Wing Man Leung</b></td> </tr> <tr> <td>Administrative</td> <td><b>Vivien Kao</b></td> <td><b>Irene Wu</b></td> </tr> <tr> <td>Health &amp; Safety</td> <td><b>I.K. Chan</b></td> <td><b>C.F. Wong</b></td> </tr> </tbody> </table> </li> </ul>	Essential Services	Designated Personnel	Back-up Staff	Teaching/e-learning* System	<b>Johnny Wong</b>	<b>Checky Kwok</b>	Upload of material	<b>Ken Chui</b>	<b>Wing Man Leung</b>	Administrative	<b>Vivien Kao</b>	<b>Irene Wu</b>	Health & Safety	<b>I.K. Chan</b>	<b>C.F. Wong</b>
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(4b) Prepare a <b><u>staff roster plan</u></b> to meet with a crisis arising from staff shortage resulting from high rate of illness, or the need to take care of sick family members or absenteeism due to fear of exposure to infection.	<ul style="list-style-type: none"> <li>The staff roster plan has been prepared and is ready for use.</li> </ul>	<ul style="list-style-type: none"> <li>When there is evidence of efficient human-to-human transmission of the pandemic virus in the Hong Kong society, or when there is a confirmed human case of the pandemic virus involving a member of the PolyU community, the staff roster plan may be activated.</li> <li>Please Referring to <b>Appendix 1</b> for the details of Roster Plan.</li> </ul>															

Areas of Concern	Alert and Serious Response Levels	Emergency Response Level															
<p>(4c) Implement <b><u>social distancing strategies</u></b> such as splitting of work teams into smaller groups to work at different sites, use of different access points, reductions in the number of meetings, etc.</p>	<ul style="list-style-type: none"> <li>• Not applicable.</li> </ul>	<ul style="list-style-type: none"> <li>• When there is evidence of efficient human-to-human transmission of the pandemic virus in the Hong Kong society, or when there is a confirmed human case of the pandemic virus involving a member of the PolyU community, <b><u>segregated working areas</u></b> will be created. Staff from the same team will be assigned to work in different areas. There should be <b><u>minimum social contact</u></b> between staff working in different areas.</li> </ul> <table border="1" data-bbox="1330 638 1951 951"> <thead> <tr> <th data-bbox="1330 638 1615 689">Team</th> <th data-bbox="1615 638 1783 689">Area A</th> <th data-bbox="1783 638 1951 689">Area B</th> </tr> </thead> <tbody> <tr> <td data-bbox="1330 689 1615 783">Teaching/e-learning* System</td> <td data-bbox="1615 689 1783 783"><b>ZS719</b></td> <td data-bbox="1783 689 1951 783"><b>ZN709</b></td> </tr> <tr> <td data-bbox="1330 783 1615 834">Upload of material</td> <td data-bbox="1615 783 1783 834"><b>ZN1006a</b></td> <td data-bbox="1783 783 1951 834"><b>ZN1005</b></td> </tr> <tr> <td data-bbox="1330 834 1615 885">Administrative</td> <td data-bbox="1615 834 1783 885"><b>ZS727</b></td> <td data-bbox="1783 834 1951 885"><b>ZS725a</b></td> </tr> <tr> <td data-bbox="1330 885 1615 951">Health &amp; Safety</td> <td data-bbox="1615 885 1783 951"><b>ZB207a</b></td> <td data-bbox="1783 885 1951 951"><b>ZN207</b></td> </tr> </tbody> </table>	Team	Area A	Area B	Teaching/e-learning* System	<b>ZS719</b>	<b>ZN709</b>	Upload of material	<b>ZN1006a</b>	<b>ZN1005</b>	Administrative	<b>ZS727</b>	<b>ZS725a</b>	Health & Safety	<b>ZB207a</b>	<b>ZN207</b>
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<p>(4d) Designate <b><u>back-up office(s)</u></b> for staff relocation in case of contamination and for facilitating disinfection.</p>	<ul style="list-style-type: none"> <li>• Not applicable.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Backup General Office – ZS-721</li> <li>• Backup staff office –ZS-729;ZS-735; ZN-737;ZN-739;ZN-743;</li> <li>• Back up Research Staff office: ZS-716;ZN-705-706;ZS-736</li> <li>• Other rooms assigned by Senior Management</li> </ul>															

Areas of Concern	Alert and Serious Response Levels	Emergency Response Level	
<p>(4e) Designate <b><u>deputies of each team leader</u></b> in case these team leaders get sick.</p>	<ul style="list-style-type: none"> <li>Not applicable.</li> </ul>	<b>Management</b>	<b>Back-up staff</b>
		Head	<b>Associate Heads</b>
		Scheme Chair	<b>Francis Wong</b>
		DRC Chairman	<b>Ni Meng</b>
		Discipline Leaders	<b>Eddie Hui / Patrick Lam</b> (C&RE Economics)  <b>Edwin Chan / Andy Wong</b> (C&RE Law & Policy)  <b>Francis Wong / Daniel Chan</b> (C&RE Management)  <b>Heng Li / Michael Yam</b> (Information and Construction Technology)
		Programme Leaders	<b>Deputies</b>

<b>Areas of Concern</b>	<b>Alert and Serious Response Levels</b>	<b>Emergency Response Level</b>
(4f) Provide <b><u>training and briefings</u></b> on personal protective equipment to staff members.	<ul style="list-style-type: none"><li>• If the use of higher levels of PPE (e.g. N95 masks) is necessary, training and fit testing will be provided.</li></ul>	<ul style="list-style-type: none"><li>• If the use of higher levels of PPE (e.g. N95 masks) is necessary, training and fit testing will be provided.</li><li>• I.K. Chan (Technician) is designated to provide training of the use of higher levels of PPE. C.F. Wong (Assistant Technical Officer) is the back-up staff.</li></ul>
(4g) <b><u>Test and review the departmental contingency plan</u></b> regularly, and take necessary actions to correct any inadequacies.	<ul style="list-style-type: none"><li>• The plan will be tested and reviewed when there are substantial changes in core team members and/or back-up office locations.</li></ul>	<ul style="list-style-type: none"><li>• A review of the plan will be carried out when there is new medical/epidemiological data available on the nature and transmission of the pandemic virus</li></ul>

**Contact information**

Functional group leader and backup staff can seek advice and instruction by contacting responsible BRE staff at contact point when there is evidence of efficient human-to-human transmission of the pandemic virus in the Hong Kong society, or when there is a confirmed human case of the pandemic virus involving a member of the PolyU community.

<u>Functional Group Leader and Backup Staff</u>	<u>Post</u>	<u>Duties</u>	<u>Contact Number</u>	<u>Email address</u>
Prof. Albert P.C. Chan	Head & Professor	1) Coordinates with Chairman of DHSE Committee and Instructs BRE staff to take their pre-assigned duties in the contingency. 2) Backup staff of Dr. Michael C.H. YAM  • <b>Contact Point:</b> Ms Cho Wai Man Winnie (HSEO) Dr. Michael C.H. YAM	27665814     3400 8399 27664380	bsachan@polyu.edu.hk     winnie.wm.cho@polyu.edu.hk michael.yam@polyu.edu.hk
Dr. Michael C.H. YAM	Associate Professor (Chairman of DHSE Committee)	1) Leader of the contingency plan 2) Review the contingency plan from time to time. 3) Back-up staff of Prof. Heng LI (Discipline Leader - C&RE Information and Construction Technology)  • <b>Contact Point:</b> Ms Cho Wai Man Winnie (HSEO) Prof. Albert P.C. Chan Prof. Heng LI	27664380     3400 8399 27665814 27665879	michael.yam@polyu.edu.hk     winnie.wm.cho@polyu.edu.hk bsachan@polyu.edu.hk heng.li@polyu.edu.hk

Prof. Edwin H.W. CHAN	Associate Head (Research Scheme Chairman) (Discipline Leader - C&RE Law & Policy)	<ol style="list-style-type: none"> <li>1) Back-up staff of Department Head</li> <li>2) Coordinates research issues during pandemic period</li> <li>3) Coordinates academic staff's matter in the discipline of C&amp;RE Law &amp; Policy during pandemic period</li> </ol> <ul style="list-style-type: none"> <li>• <b>Contact Point:</b> Prof. Albert P.C. Chan Dr. Michael C.H. YAM (Chairman of DHSE Committee)</li> </ul>	27665800          27665814 27664380	edwin.chan@polyu.edu.hk          <u>bsachan@polyu.edu.hk</u> michael.yam@polyu.edu.hk
Prof. Yat Hung CHIANG	Associate Head (Teaching Scheme Chairman)	<ol style="list-style-type: none"> <li>1) Back-up staff of Department Head</li> <li>2) Coordinates teaching issue during pandemic period</li> </ol> <ul style="list-style-type: none"> <li>• <b>Contact Point:</b> Prof. Albert P.C. Chan Dr. Michael C.H. YAM (Chairman of DHSE Committee)</li> </ul>	27665822          27665814 27664380	chiang.yat-hung@polyu.edu.hk          <u>bsachan@polyu.edu.hk</u> michael.yam@polyu.edu.hk

Dr. Patrick S.W. FONG	Associate Head (Partnership Scheme Chairman)	<p>1) Back-up staff of Department Head 2) Coordinates partnership issue during pandemic period</p> <ul style="list-style-type: none"> <li><b>Contact Point:</b> Prof. Albert P.C. Chan Dr. Michael C.H. YAM (Chairman of DHSE Committee)</li> </ul>	27665801  27665814 27664380	patrick.fong.bre@polyu.edu.hk  <u>bsachan@polyu.edu.hk</u> michael.yam@polyu.edu.hk
Prof. Eddie C.M. HUI	Professor (Discipline Leader - C&RE Economics)	<p>Coordinates academic staff's matter in the discipline of C&amp;RE Economics during pandemic period</p> <ul style="list-style-type: none"> <li><b>Contact Point:</b> Prof. Albert P.C. Chan Dr. Michael C.H. YAM (Chairman of DHSE Committee)</li> </ul>	27665881  27665814 27664380	eddie.hui@polyu.edu.hk  <u>bsachan@polyu.edu.hk</u> michael.yam@polyu.edu.hk
Prof. Heng LI	Professor (Discipline Leader - C&RE Information and Construction Technology)	<p>Coordinates academic staff's matter in the discipline of C&amp;RE Information and Construction Technology during pandemic period</p> <ul style="list-style-type: none"> <li><b>Contact Point:</b> Prof. Albert P.C. Chan Dr. Michael C.H. YAM (Chairman of DHSE Committee)</li> </ul>	27665879  27665814 27664380	heng.li@polyu.edu.hk  <u>bsachan@polyu.edu.hk</u> michael.yam@polyu.edu.hk

Prof. Francis K.W. WONG	Professor (Discipline Leader - C&RE Management)	<p>1) Coordinates academic staff's matter in the discipline of C&amp;RE Management during pandemic period</p> <p>2) Back-up staff of Prof. Yat Hung CHIANG (Teaching Scheme Chair)</p> <ul style="list-style-type: none"> <li>• <b>Contact Point:</b>  Prof. Albert P.C. Chan  Prof. Yat Hung CHIANG  Dr. Michael C.H. YAM (Chairman of DHSE Committee)</li> </ul>	27665821       27665814 27665822 27664380	francis.wong@polyu.edu.hk       <u>bsachan@polyu.edu.hk</u> chiang.yat-hung@polyu.edu.hk michael.yam@polyu.edu.hk
Dr. Meng NI	Associate Professor	Back-up staff of Prof. Edwin H.W. CHAN  <ul style="list-style-type: none"> <li>• <b>Contact Point:</b>  Prof. Edwin H.W. CHAN (Research Scheme Chairman)  Dr. Michael C.H. YAM (Chairman of DHSE Committee)</li> </ul>	27664152   27665800  27664380	meng.ni@polyu.edu.hk   edwin.chan@polyu.edu.hk  michael.yam@polyu.edu.hk
Dr. Patrick T.I. LAM	Associate Professor	Back-up staff of Prof. Eddie C.M. HUI  <ul style="list-style-type: none"> <li>• <b>Contact Point:</b>  Prof. Eddie C.M. HUI (Discipline Leader - C&amp;RE Economics)  Dr. Michael C.H. YAM (Chairman of DHSE Committee)</li> </ul>	27665799   27665881  27664380	tsun.ip.lam@polyu.edu.hk   <u>eddie.hui@polyu.edu.hk</u>  michael.yam@polyu.edu.hk

Dr. Andy K.D. WONG	Associate Professor	Back-up staff of Prof. Edwin H.W. CHAN  <ul style="list-style-type: none"> <li>• <b>Contact Point:</b>            Prof. Edwin H.W. CHAN (Discipline Leader - C&amp;RE Law &amp; Policy)            Dr. Michael C.H. YAM (Chairman of DHSE Committee)</li> </ul>	27665831  27665800  27664380	andy.wong@polyu.edu.hk  <u>edwin.chan@polyu.edu.hk</u>  michael.yam@polyu.edu.hk
Dr. Daniel W.M. CHAN	Associate Professor	Back-up staff of Prof. Francis K.W. WONG  <ul style="list-style-type: none"> <li>• <b>Contact Point:</b>            Prof. Francis K.W. WONG (Discipline Leader - C&amp;RE Management)            Dr. Michael C.H. YAM (Chairman of DHSE Committee)</li> </ul>	27664387  27665814  27664380	daniel.w.m.chan@polyu.edu.hk  francis.wong@polyu.edu.hk  michael.yam@polyu.edu.hk

Clara HUI	Personal Secretary of Department Head	<p>Supports department head in implementation of the contingency plan</p> <ul style="list-style-type: none"> <li> <b>Contact Point:</b>            Prof. Albert P.C. Chan (Head)            Dr. Michael C.H. YAM (Chairman of DHSE Committee)         </li> </ul>	<p>27665140</p> <p>27665814</p> <p>27664380</p>	<p>clara.hui@polyu.edu.hk</p> <p><a href="mailto:bsachan@polyu.edu.hk">bsachan@polyu.edu.hk</a></p> <p><a href="mailto:michael.yam@polyu.edu.hk">michael.yam@polyu.edu.hk</a></p>
Ms Chloe SHING	Assistant Officer	<p>1) Back-up staff of Clara HUI</p> <p>2) Coordinates BRE research staff and students study arrangement during the Pandemic period.</p> <ul style="list-style-type: none"> <li> <b>Contact Point:</b>            Clara HUI            Prof. Albert P.C. Chan (Head)            Dr. Michael C.H. YAM (Chairman of DHSE Committee)         </li> </ul>	<p>27665808</p> <p>27665140</p> <p>27665814</p> <p>27664380</p>	<p>Chloe.shing@polyu.edu.hk</p> <p><a href="mailto:clara.hui@polyu.edu.hk">clara.hui@polyu.edu.hk</a></p> <p><a href="mailto:bsachan@polyu.edu.hk">bsachan@polyu.edu.hk</a></p> <p><a href="mailto:michael.yam@polyu.edu.hk">michael.yam@polyu.edu.hk</a></p>
Miss Esther LEUNG	Assistant Officer	<p>Back-up staff of Ms Chloe SHING</p> <ul style="list-style-type: none"> <li> <b>Contact Point:</b>            Ms Chloe SHING            Dr. Michael C.H. YAM (Chairman of DHSE Committee)         </li> </ul>	<p>27668120</p> <p>27665808</p> <p>27664380</p>	<p>Esther.leung@polyu.edu.hk</p> <p><a href="mailto:Chloe.shing@polyu.edu.hk">Chloe.shing@polyu.edu.hk</a></p> <p><a href="mailto:michael.yam@polyu.edu.hk">michael.yam@polyu.edu.hk</a></p>

Dr. Johnny K.W. WONG	Assistant Professor	<p>Coordinates BRE undergraduate students study arrangement during the Pandemic period.</p> <ul style="list-style-type: none"> <li>• <b>Contact Point:</b> Dr. Michael C.H. YAM (Chairman of DHSE Committee)</li> </ul>	27665565	johnny.wong@polyu.edu.hk
Mrs Vivien KAO	Senior Executive Officer	<ol style="list-style-type: none"> <li>1) Reports confirmed cases of the pandemic virus involving departmental staff to Head of HSEO immediately.</li> <li>2) Follow up the suspected case pandemic virus involving departmental staff to Head of HSEO immediately.</li> <li>3) Announces the confirmed cases and suspected case to BRE staff and students through email and BRE web pages.</li> </ol> <ul style="list-style-type: none"> <li>• <b>Contact Point:</b> Dr. Michael C.H. YAM (Chairman of DHSE Committee) Ms Cho Wai Man Winnie (HSEO)</li> </ul>	27665809	vivien.kao@polyu.edu.hk

Ms Irene WU	Executive Officer	Backup staff of Mrs Vivien KAO  <ul style="list-style-type: none"> <li>• <b>Contact Point:</b> Mrs Vivien KAO Dr. Michael C.H. YAM (Chairman of DHSE Committee) Ms Cho Wai Man Winnie (HSEO)</li> </ul>	27664367  27665809 27664380  3400 8399	irene.wu@polyu.edu.hk  vivien.kao@polyu.edu.hk michael.yam@polyu.edu.hk  winnie.wm.cho@polyu.edu.hk
Checky Kwok	Project Associate	Backup staff of Dr. Johnny K.W. WONG  <ul style="list-style-type: none"> <li>• <b>Contact Point:</b> Dr. Johnny K.W. WONG Dr. Michael C.H. YAM (Chairman of DHSE Committee)</li> </ul>	27664104  27665565 27664380	checky.kwok@polyu.edu.hk  johnny.wong@polyu.edu.hk michael.yam@polyu.edu.hk
Ken CHUI	Assistant Technical Officer	<ol style="list-style-type: none"> <li>1) Contact Vivien Kao for obtaining the confirmed and suspected cases.</li> <li>2) Upload the most updated confirmed and suspected cases and departmental arrangement towards the disease to BRE web pages.</li> </ol> <ul style="list-style-type: none"> <li>• <b>Contact Point:</b> Dr. Michael C.H. YAM (Chairman of DHSE Committee) Mrs Vivien KAO</li> </ul>	27665870  27664380  27665809	ken.chui@polyu.edu.hk  michael.yam@polyu.edu.hk  vivien.kao@polyu.edu.hk

Leung Wing Man	Technician	Backup staff of Ken CHUI  <ul style="list-style-type: none"> <li><b>Contact Point:</b> Ken CHUI Dr. Michael C.H. YAM (Chairman of DHSE Committee) Mrs Vivien KAO</li> </ul>	27665869   27665870 27664380  27665809	wing-man.leung@polyu.edu.hk   ken.chui@polyu.edu.hk michael.yam@polyu.edu.hk  vivien.kao@polyu.edu.hk
I.K. CHAN	Senior Technician	Arranging for the request, receipt and distribution of personal protective equipment in BRE.  <ul style="list-style-type: none"> <li><b>Contact Point:</b> Dr. Michael C.H. YAM (Chairman of DHSE Committee) Mrs Vivien KAO Ms Cho Wai Man Winnie (HSEO)</li> </ul>	27665793   27664380  27665809 3400 8399	iat.keong.chan@polyu.edu.hk   michael.yam@polyu.edu.hk  vivien.kao@polyu.edu.hk winnie.wm.cho@polyu.edu.hk
C.F.Wong	Assistant Technical Officer	Backup staff of I.K. CHAN  <ul style="list-style-type: none"> <li><b>Contact Point:</b> I.K. CHAN Dr. Michael C.H. YAM (Chairman of DHSE Committee) Mrs Vivien KAO Ms Cho Wai Man Winnie (HSEO)</li> </ul>	27665793   27665793 27664380  27665809 3400 8399	cf.wong@polyu.edu.hk   iat.keong.chan@polyu.edu.hk michael.yam@polyu.edu.hk  vivien.kao@polyu.edu.hk winnie.wm.cho@polyu.edu.hk
Ms Cho Wai Man Winnie	Assistant Environmental Health Manager (Department of HSEO)	pandemic flu arrangement in campus	3400 8399	winnie.wm.cho@polyu.edu.hk

**Appendix 1: Roster Plan**

<b>Functional Core Staff</b>	<b>Back-up Staff</b>	<b>Duties</b>
Prof. Albert CHAN	Prof. Edwin H.W. CHAN <u>or</u> Prof. Yat Hung CHIANG <u>or</u> Dr. Patrick S.W. FONG (To be Confirmed)	1) Coordinates with Chairman of DHSE Committee and Instructs BRE staff to take their pre-assigned duties in the contingency.
Dr. Michael C.H. YAM	Prof. Albert CHAN	1) Chairman of DHSE Committee 2) Leader of the contingency plan 3) Review the contingency plan from time to time.
Prof. Edwin H.W. CHAN	Dr. Meng NI	<b>Research scheme chairman</b> <b>Discipline leader – C&amp;RE Law &amp; Policy</b> <ul style="list-style-type: none"> <li>• Coordinates research issue during pandemic period</li> </ul>
Prof. Yat Hung CHIANG	Prof. Francis K.W. WONG	<b>Teaching Scheme Chairman</b> <ul style="list-style-type: none"> <li>• Coordinates teaching issue during pandemic period</li> </ul>
Dr. Patrick S.W. FONG	Dr. Stanley C.W. YEUNG	<b>Partnership Scheme Chairman</b> <ul style="list-style-type: none"> <li>• Coordinates partnership issue during pandemic period</li> </ul>
Prof. Eddie C.M. HUI	Dr. Patrick T.I. LAM	<b>Discipline Leader - C&amp;RE Economics</b> <ul style="list-style-type: none"> <li>• Coordinates academic staff's matter in the discipline of C&amp;RE Economics during pandemic period</li> </ul>
Prof. Heng LI	Dr. Michael C.H. YAM	<b>Discipline Leader - C&amp;RE Information and Construction Technology</b> <ul style="list-style-type: none"> <li>• Coordinates academic staff's matter in the discipline of C&amp;RE Information and Construction Technology during pandemic period</li> </ul>

Prof. Francis K.W. WONG	Dr. Daniel W.M. CHAN	<b>Discipline Leader - C&amp;RE Management</b> <ul style="list-style-type: none"> <li>Coordinates academic staff's matter in the discipline of C&amp;RE Management during pandemic period</li> </ul>
Prof. Edwin H.W. CHAN	Dr. Andy K.D. WONG	<b>Discipline Leader - C&amp;RE Law &amp; Policy</b> <ul style="list-style-type: none"> <li>Coordinates academic staff's matter in the discipline of C&amp;RE Law &amp; Policy during pandemic period</li> </ul>
Clara HUI	Ms Chloe SHING	<b>Personal Secretary of Department Head</b> <ul style="list-style-type: none"> <li>Supports department head in implementation of the contingency plan.</li> </ul>
Ms Chloe SHING	Miss Esther LEUNG	<b>Coordinator of research staff and students</b> <ul style="list-style-type: none"> <li>Coordinates BRE research staff and students study arrangement during the Pandemic period.</li> </ul>
Dr. Johnny K.W. WONG	Checky Kwok	<b>Coordinator of undergraduate students</b> <ul style="list-style-type: none"> <li>Coordinates BRE undergraduate students study arrangement during the Pandemic period.</li> </ul>
Mrs Vivien KAO	Ms Irene WU	<b>Monitoring Pandemic Case</b> <ol style="list-style-type: none"> <li>1) Reports confirmed cases of the pandemic virus involving departmental staff to Head of HSEO immediately.</li> <li>2) Follow up the suspected case pandemic virus involving departmental staff to Head of HSEO immediately.</li> <li>3) Announces the confirmed cases and suspected case to BRE staff and students through email and BRE web pages.</li> <li>4) Coordinates administrative and technical staff's matter during pandemic period.</li> </ol>

Ken CHUI	Leung Wing Man	<b>Announcing of Pandemic Case</b> <ol style="list-style-type: none"><li>1) Contacts Vivien Kao for obtaining the confirmed and suspected cases.</li><li>2) Uploads the most updated confirmed and suspected cases and departmental arrangement towards the disease to BRE web pages.</li></ol>
I.K. CHAN	C.F.Wong	<b>DHSO</b> <ul style="list-style-type: none"><li>• Arranging for the request, receipt and distribution of personal protective equipment in BRE.</li></ul>

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