

## Visiting Arrangements During Pandemic (Individual / Family)

To complement the latest Campus Access Policy issued by HKBU, changes on procedures for registration and accessing the campus are as follows as from November 2020:

1. For applicants who have not provided the names of all visitors on the reservation form, please submit the **Visitors Names List** to us via email at least **5 working days prior to the visiting date**. If the date of receiving this Visiting Arrangement is less than 5 working days before the visiting date, please submit Visitors Names List **immediately**.
2. **Access Code for Entry to HKBU** for each visitor will be sent to the applicants via email **before the visiting date** (e.g. the applicants will receive 3 emails if there are 3 visitors in total). Each email with the name of the visitor indicated includes a QR code for accessing the campus and a link towards the Health Declaration Form. Please forward the email to the corresponding visitor.
3. Visitors should complete the **Health Declaration Form** before accessing the campus **on the visiting date**, those who fail to do so will not be granted access to the campus. (For detailed procedure please refer to the last page)
4. Guardians may help juvenile visitors to keep the emails and complete the Health Declaration Forms.
5. Visitors should arrive the security checkpoint near the **Student Residence Halls entrance** (for location please refer to the another attachment “**Transportation**”) on time and access the campus by scanning the QR code, and **arrive S Gallery 10 minutes before the visiting time**.
6. The parking facilities of HKBU are not open to the public, all vehicles should leave after dropping-off passengers near the **Student Residence Halls entrance**.
7. For security purpose, a QR code can only be used once and is only available **during the visiting period**. No transferable of the approved application.

8. Please do not stay in the campus after the visit.

For enquiries or changes in information, please contact us via phone (3411 7164) or email.

Thank you for your cooperation and participation!

Sustainability Gallery

### Email of Access Code for Entry to HKBU (Sample)

You **MUST** submit the HKBU Health Declaration Form **ON THE DAY** of visiting our Campus. Please **PRINT** this email for ease of access to the Declaration Form via the QR code provided.

Dear Leung,



827436681  
Leung  
(3)

**Please show this QR code  
at the security checkpoint**

**Click "here" if the QR code  
is not displaying well**

Embedded above is a one-time QR code (you may also click [here](#) to retrieve it) for your visit to Hong Kong Baptist University Campus, which is valid **ONLY** at the following Entry Point(s) during the following Entry Period:

<b>Visitor ID</b>	827436681
<b>Name of Event</b>	SG visiting
<b>Entry Period</b>	03 Jul 2020 10:45 - 11:15
<b>Entry Point(s)</b>	• 3 - Baptist University Road Campus - Level 1, Academic and Administration Building

**Time allowed for accessing the campus**

Please present your QR code at the QR code scanner at the above Entry Point(s). Our security staff may ask for your personal identification document (e.g. HKID card or passport) for verification.

If you need to re-enter the Campus within the Entry Period, you have to scan your QR code at an exit QR code scanner when you leave the Campus.

Health Declaration

## Procedures for accessing the Health

## Declaration Form on next page

In view of the continuing spread of the novel coronavirus pneumonia around the world, stringent preventive measures have been implemented at the HKBU campus entrances. You **MUST** submit the online health declaration [\[here\]](#) **ON THE DAY** of entry to our Campus. You may also access the form via the following QR Code. Please note, declaration expires at 5 a.m. each day.



**Click [\[here\]](#) or scan the QR code to access and complete the Health Declaration Form, please do it on the visiting date (you are suggested to finish it before heading out)**

Access will be denied if you:

- have not submitted the online form;
- are required by the government to carry out compulsory quarantine. Please refer to the most updated list from the Centre for Health Protection (<https://www.chp.gov.hk/>);
- have any fever, fatigue, cough, diarrhoea, vomiting or flu-like symptoms;
- have been in close contact with any confirmed or suspected cases of COVID-19; OR
- are having a fever as revealed in the temperature test at the campus entrances.

#### Note

The QR code is not transferrable to other parties. The University reserves the right to refuse any person from entering the Campus without prior notice.

The personal information you provided will be used for your entry to our Campus only and will be deleted after three weeks from the last day of permitted entry. More information about the Privacy Policy statement of the University can be obtained at <https://www.hkbu.edu.hk/eng/about/privacy.jsp>.

A location map of Visitor Entry Points is enclosed with this email for your reference.

Thank you.

Johnnycheng  
Tel.: 3411 2860  
Institute of Bioresource and Agriculture  
Hong Kong Baptist University

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