

**Special Work Arrangement Schedule due to Covid-19**

Last updated: 17 Apr 2020

During the special work arrangement, except the scheduled days as listed below, our staff will work at home to provide limited services. Please contact us by email at [hkbsa@hkolympic.org](mailto:hkbsa@hkolympic.org)

Apr 17 (Fri)	A special work arrangement for HKBA office in the week of 20 April. Our staff will keep working at home except for the scheduled day(s). Our office hours has been shortened to 10:00-16:00 to reduce social contact while traveling; lunch hours remain unchanged, 13:00-14:00.									
Date (2020)	Work in Office	Nicky SSE	Marco SE	PO TE	Yuki ASE	Chris ASE	Winnie ACCT	Kathy ASE	Andy AA	Staff in office/day
Apr 20 (Mon)	Nicky, Yuki, Winnie, Kathy, Andy	Office			Office		Office	Office	Office	5
Apr 21 (Tue)	Nicky, PO, Winnie, Kathy	Office	Storage	Office		Storage	Office	Office	Storage	4
Apr 22 (Wed)	Nicky, Marco, Yuki, Chris, Andy	Office	Office		Office	Office	SL	Office	Office	5
Apr 23 (Thu)	Nicky, PO, Winnie, Kathy	Office		Office			Office	Office	CL	4
Apr 24 (Fri)	Nicky, Marco, PO, Yuki, Chris	Office	Office	Office	Office	Office	CL		CL	5
Apr 25 (Sat)	non-business day									0
Apr 26 (Sun)	non-business day									0
No. of days work in office & storage:		5	3	3	3	3	3	3	3	

Apr 11 (Sat)	A special work arrangement for HKBA office in the week of 14 April. Our staff will keep working at home except for the scheduled day(s). Our office hours has been shortened to 10:00-16:00 to reduce social contact while traveling; lunch hours remain unchanged, 13:00-14:00.									
Date (2020)	Work in Office	Nicky SSE	Marco SE	PO TE	Yuki ASE	Chris ASE	Winnie ACCT	Kathy ASE	Andy AA	Staff in office/day
Apr 13 (Mon)	Public holiday									0
Apr 14 (Tue)	Nicky, Marco, Winnie, Kathy	Office	Office				Office	Office		4
Apr 15 (Wed)	Nicky, PO, Winnie, Kathy, Andy	AM: Office PM: Meeting		Office			Office	Office	Office	4
Apr 16 (Thu)	Nicky, Marco, Yuki, Winnie	Office	Office		Office	Storage	Office		Storage	4
Apr 17 (Fri)	Nicky, PO, Yuki, Chris	Office		Office	Office	Office	CL			4
Apr 18 (Sat)	non-business day									0
Apr 19 (Sun)	non-business day									0
No. of days work in office & storage:		3.5	2	2	2	2	3	2	2	

Apr 03 (Fri)	A special work arrangement for HKBA office in the week of 30 March. Our staff will keep working at home except for the scheduled day(s). Our office hours has been shortened to 10:00-16:00 to reduce social contact while traveling; lunch hours remain unchanged, 13:00-14:00.									
Date (2020)	Work in Office	Nicky SSE	Marco SE	PO TE	Yuki ASE	Chris ASE	Winnie ACCT	Kathy ASE	Andy AA	Staff in office/day
Apr 06 (Mon)	Nicky, PO, Chris	Office		Office	SO	Office				3
Apr 07 (Tue)	Nicky, Marco, Winnie	Office	Office		SO		Office			3
Apr 08 (Wed)	Nicky, Kathy, Andy	Office			SO			Office	Office	3
Apr 09 (Thu)	Nicky, Winnie	Office			SO		Office			2
Apr 10 (Fri)	Public holiday									0
Apr 11 (Sat)	non-business day									
Apr 12 (Sun)	non-business day									
No. of days work in office:		4	1	1	0	1	2	1	1	

Mar 28 (Sat)	HKBA Office will conduct health protection control on Monday, 30 March 2020. No services on 30 March. In response to the worsening situation of the COVID-19 infection in Hong Kong. A special work arrangement for HKBA office will be implemented at the next level in the week of 30 March. Our staff will keep working at home except for the scheduled day(s). Meanwhile, our office hours will be further shortened to 10:00-16:00 to reduce social contact while traveling; lunch hours remain unchanged, 13:00-14:00.									
Date (2020)	Work in Office	Nicky SSE	Marco SE	PO TE	Yuki ASE	Chris ASE	Winnie ACCT	Rosanne SE	Andy AA	Staff in office/day
Mar 30 (Mon)	Nicky	Office								1
Mar 31 (Tue)	Nicky, Winnie, Rosanne	Office			SO		Office	Office		3
No. of days work in office:		2	0	0	0	0	1	1	0	

Date (2020)	Work in Office	Nicky SSE	Marco SE	PO TE	Yuki ASE	Chris ASE	Winnie ACCT	Kathy ASE	Andy AA	Staff in office/day
Apr 01 (Wed)	Nicky, PO, Kathy	Office		Office	SO			Office		3
Apr 02 (Thu)	Nicky, Marco, Chris	Office	Office		SO	Office				3
Apr 03 (Fri)	Nicky, Winnie, Andy	Office			SO		Office		Office	3
Apr 04 (Sat)	non-business day									
Apr 05 (Sun)	non-business day									
No. of days work in office:		3	1	1	0	1	1	1	1	

Go to next page for the previous arrangement.

**Special Work Arrangement Schedule due to Covid-19**

Last updated: 17 Apr 2020

Mar 23 (Mon)	<i>To follow the suggestion from HKSAR Government on 21 March, to reduce social contact in response to the worsening situation of the COVID-19 infection in Hong Kong. A special work arrangement for HKBA office will be implemented with effect from 23 March. Our staff will keep working at home except for the scheduled days. Meanwhile, our office hours will be shortened to 10:00-17:00; lunch hours remain unchanged, 13:00-14:00.</i>									
Date (2020)	Work in Office	Nicky SSE	Rosanne SE	Marco SE	PO TE	Yuki ASE	Chris ASE	Winnie ACCT		Staff in office/day
Mar 23 (Mon)	Nicky, PO, Chris, Winnie	Office			Office		Office	Office		4
Mar 24 (Tue)	Nicky, Rosanne, Yuki, Andy	Office	Office			Office				3
Mar 25 (Wed)	Nicky, Marco, Chris, Winnie	Office		Office			Office	Office		4
Mar 26 (Thu)	Nicky, Rosanne, PO, Andy	Office	Office		Office					3
Mar 27 (Fri)	Nicky, Marco, Yuki	Office		Office		Office				3
Mar 28 (Sat)	non-business day									
Mar 29 (Sun)	non-business day									
No. of days work in office:		5	2	2	2	2	2	2		2

Mar 02 (Mon)	<i>To follow the announcement by the HKSAR Government, with effect from today (2 Mar), HKBA office resumes normal services. To reduce social contact and infection while travelling in peak hours, our staff have selected their office hours as below: 1) 0830-1730; 2) 0900-1800, and 3) 1000-1900</i>									
--------------	--	--	--	--	--	--	--	--	--	--

Date (2020)	Work in Office	Nicky SSE	Rosanne SE	PO TE	Yuki ASE	Chris ASE	Winnie ACCT	Kary AA		Staff in office/day
Feb 24 (Mon)	Nicky, Rosanne, Chris, Kary	Office	Office			Office		Office		4
Feb 25 (Tue)	Nicky, PO, Yuki, Winnie	Office		Office	Office		Office			4
Feb 26 (Wed)	Nicky, Rosanne, Kary, Andy	Office	Office					Office		3
Feb 27 (Thu)	Nicky, PO, Chris, Winnie	Office		Office		Office	Office			4
Feb 28 (Fri)	Nicky, Yuki, Andy	Office			Office					2
Feb 29 (Sat)	non-business day									
Mar 01 (Sun)	non-business day									
No. of days work in office:		5	2	2	2	2	2	2		2

Feb 15 (Sat)	<i>To tie in with the response level under the "Preparedness and Response Plan for Novel Infectious Disease of Public Health Significance" being raised to Emergency Response Level and avoid people from gathering. The Leisure and Cultural Services Department (LCSD) announced that various LCSD cultural and leisure facilities will continue to be temporarily closed; except special arranged programme, all baseball activities to be held will be cancelled until March 2 (Monday). A special work arrangement for HKBA office has been implemented. Our staff will keep working at home except for the scheduled days. Meanwhile, our office hours will be shortened to 10:00-16:00; lunch hours remain unchanged, 13:00-14:00.</i>									
--------------	---	--	--	--	--	--	--	--	--	--

Date (2020)	Work in Office	Nicky SSE	Rosanne SE	PO TE	Yuki ASE	Chris ASE	Winnie ACCT	Kary AA		Staff in office/day
Feb 17 (Mon)	Nicky, Rosanne, Chris, Kary	Office	Office			Office		Office		4
Feb 18 (Tue)	Nicky, PO, Yuki, Winnie	Office		Office	Office		Office			4
Feb 19 (Wed)	Nicky, Rosanne, Kary, Andy	Office	Office					Office		3
Feb 20 (Thu)	Nicky, PO, Chris, Winnie	Office		Office		Office	Office			4
Feb 21 (Fri)	Nicky, Yuki, Andy	Office			Office					2
Feb 22 (Sat)	non-business day									
Feb 23 (Sun)	non-business day									
No. of days work in office:		5	2	2	2	2	2	2		2

Jan 31 (Fri)	<i>To follow the suggestion from the Government, a special work arrangement for the Hong Kong Baseball Association will be implemented from 10 February to 14 February. Our staff will keep working at home except for the scheduled days. Meanwhile, to avoid the peak hours of public transportation, our office hours will be shortened to 10:00-16:00; lunch hours remain unchanged, 13:00-14:00.</i>									
--------------	---	--	--	--	--	--	--	--	--	--

Date (2020)	Work in Office	Nicky SSE	Rosanne SE	PO TE	Yuki ASE	Chris ASE	Winnie ACCT	Kary AA		Staff in office/day
Feb 10 (Mon)	Nicky, Rosanne (Feb 11-14 Off), Kary	Office	Office					Office		3
Feb 11 (Tue)	Nicky, PO, Chris, Winnie	Office	CL	Office		Office	Office			4
Feb 12 (Wed)	Nicky, Yuki, Kary, Andy	Office	CL		Office			Office		3
Feb 13 (Thu)	Nicky, PO, Chris, Winnie	Office	CL	Office		Office	Office			4
Feb 14 (Fri)	Nicky, Yuki, Andy	Office	CL		Office					2
Feb 15 (Sat)	non-business day									
Feb 16 (Sun)	non-business day									
No. of days work in office:		5	1	2	2	2	2	2		2

Jan 31 (Fri)	<i>Novel coronavirus outbreak concern, Chief Executive Carrie Lam Cheng Yuet-ngor announced today (31 January), primary and secondary schools and preschools in Hong Kong will remain closed until March 2 while civil servants will be allowed to work from home until 9 February. To follow the suggestion, special work arrangement for Hong Kong Baseball Association Secretariat will be extended to 9 February. All employees of the Association are not required to return to the offices but to work at home. Please contact us by email (please go to "Contact Us" to find the email address of our staff) or Facebook Messenger.</i>									
--------------	--	--	--	--	--	--	--	--	--	--

Jan 29 (Wed)	<i>Refer to a Government spokesman announced on 28 January, in order to reduce the risk of the spread of the novel coronavirus in the community, special work arrangement for Hong Kong Baseball Association Secretariat will be implemented from 2pm on 29 January. Except for staff of the Association providing emergency services, all other employees of the Association are not required to return to the offices but to work at home. The measure will be implemented tentatively until February 2. The Government will review the situation before then. Please contact us by email (please go to "Contact Us" to find the email address of our staff) or Facebook Messenger.</i>									
--------------	---	--	--	--	--	--	--	--	--	--