

THE EDUCATION UNIVERSITY OF HONG KONG
STUDENT AFFAIRS OFFICE

A Quick Guide to Check-in Procedures in Student Halls, Semester 2, 2022-23

(Updated on 30 December 2022)

Part I: Precautionary Measures for COVID-19 in Student Halls

1. Updated precautionary measures effective from 31 December 2022

In line with the Government's adjustment of anti-epidemic policies, the University will further relax its precautionary measures on campus and student halls with effect from 31 December 2022. Details are as follows:

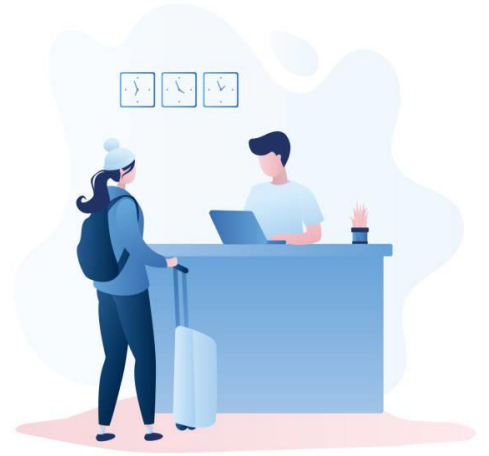
- (a) The vaccination requirement for campus and hall access will be removed.
- (b) All student-residents are required to wear a surgical mask in all public areas.
- (c) All inbound students from other countries or regions can check-in to the student halls upon arrival. They are advised to observe the health advice from the Department of Health of the HKSAR Government.
- (d) Other precautionary measures including 'No visitors' policy', body temperature check at the hall entrance, provision of hand sanitizer in common rooms and areas, enhanced cleansing and disinfection of hall facilities, etc., will be in force, and reviewed from time to time.

2. Handling procedures for COVID-19 cases in student halls

- If you have tested COVID-19 positive, you **MUST** report your case to the Center for Health Protection (CHP) and respective Hall Management Office IMMEDIATELY.
- The online reporting form for respective student hall is available on the Hall Management Section's website (https://www.eduhk.hk/sao/info/student_halls/prevention_of_covid19_in_student_halls/) and listed below:
 - Northcote Hall: https://eduhk.au1.qualtrics.com/jfe/form/SV_417JpG4SW4Cu1w2
 - Grantham Hall: https://eduhk.au1.qualtrics.com/jfe/form/SV_2bq8dlA25oAgt38
 - Robert Black Hall: https://eduhk.au1.qualtrics.com/jfe/form/SV_3Ux8fz9OZlsGOXk
 - Jockey Club Student Quarters: https://eduhk.au1.qualtrics.com/jfe/form/SV_1BJmP1uri9GXTfg
- For details, please refer to "Handling Procedures for COVID-19 Cases in Student Halls, 2022-23 (Updated on 30 December 2022)" available on the Hall Management Section's website (https://www.eduhk.hk/sao/info/student_halls/prevention_of_covid19_in_student_halls/).

Part II: Normal Check-in Procedures in Student Halls

1. Check-in procedures should be completed within the opening hours (Monday to Friday, 09:00 – 12:30; 14:00 – 17:00) of respective Hall Management Office during the designated mass check-in periods for each residential year / on the approved early check-in date, if applicable.
2. Early check-in/Late check-in/Non-office hour check-in are NOT accepted unless with PRIOR approval from the Hall Management Section with justified reasons and supporting documents.



3. A student-resident should present his/her student ID card (EdU Card) to the hall staff at the respective Hall Management Office during check-in.
4. The student ID card will be encoded for activating access right of respective student hall. Each student-resident will be given “*Offer Letter*”, “*Student Hall Registration Form*” and “*Student Hall Inventory List*” for completion.
5. A student-resident of NH/GH/RBH should submit two identical passport photos for the photo album be placed at the Security Counter and on the “*Student Hall Registration Form*”.
6. A student-resident should sign on the “*Student Hall Registration Form*” upon their collection of the room and drawer keys (*and mailbox key for NH, GH and RBH residents*).
7. A student-resident should check his/her room inventory and the keys given before signing the “*Student Hall Inventory List*”.
8. A student-resident should return the completed “*Offer Letter*”, “*Student Hall Registration Form*” and “*Student Hall Inventory List*” to respective Hall Management Office on the same day within office hours (before 5:20 p.m.). For JCSQ student-residents, the “*Student Hall Inventory List*” can be returned to the Hall Management Office within five working days.



Should you have any enquiries regarding the check-in procedures, please contact the Hall Management Office of your assigned hall or email to shostel@eduhk.hk.