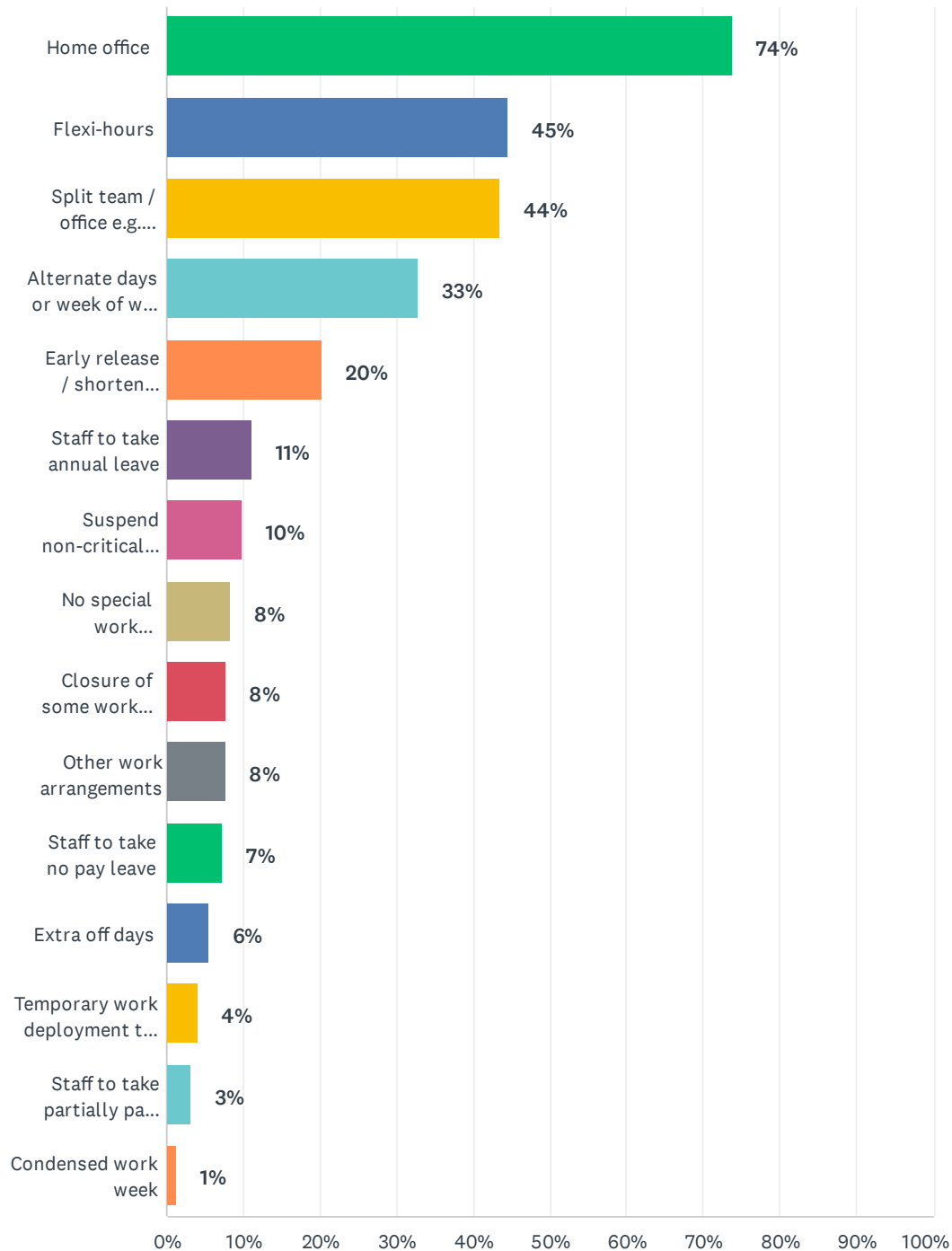


# Q1 In view of the current coronavirus outbreak in Hong Kong, what special work arrangement(s) has / have been put in place at your organisation to cope with the situation? (please select all that apply)

Answered: 377 Skipped: 0

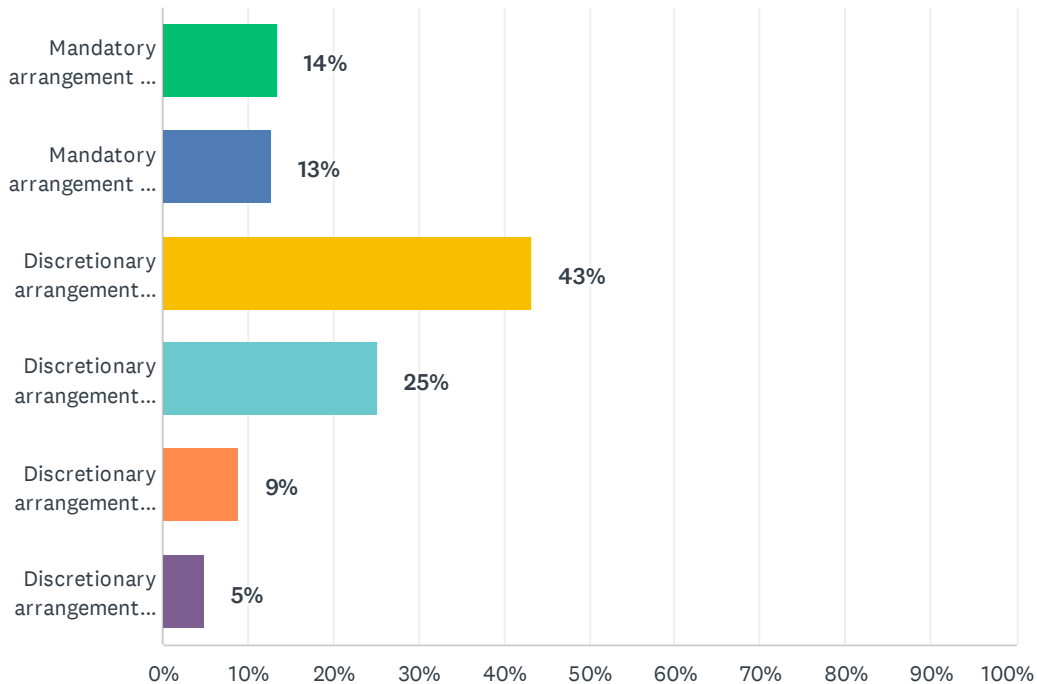


## HR Pulse Check : HR Measures against Coronavirus Outbreak

ANSWER CHOICES	RESPONSES	
Home office	74%	278
Flexi-hours	45%	168
Split team / office e.g. Employees are split into A/B team. From Mon to Wed, A team work from office & B team work from home. On Thurs & Fri, A team work from home & B team work from office. In the following week, work arrangement is swapped.	44%	164
Alternate days or week of work / shift schedule	33%	124
Early release / shorten business hours	20%	76
Staff to take annual leave	11%	42
Suspend non-critical services	10%	37
No special work arrangement adopted	8%	31
Closure of some work locations / shops / outlets	8%	29
Other work arrangements	8%	29
Staff to take no pay leave	7%	27
Extra off days	6%	21
Temporary work deployment to other positions	4%	15
Staff to take partially paid leave upon mutual agreement	3%	12
Condensed work week	1%	5
Total Respondents: 377		

## Q2 Which of the following sentence best describes the home office arrangement implemented at your organisation? (Please select all that apply)

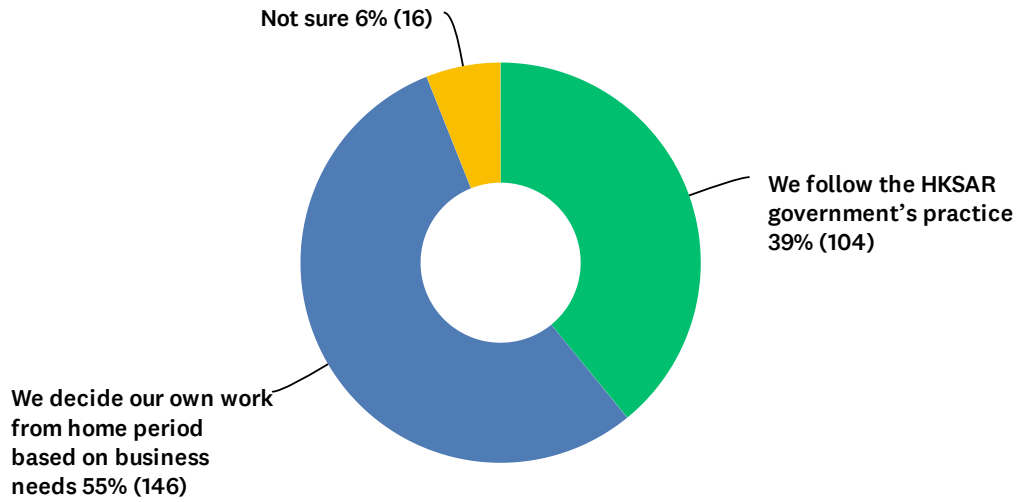
Answered: 266 Skipped: 111



ANSWER CHOICES	RESPONSES	
Mandatory arrangement for ALL employees	14%	36
Mandatory arrangement for SOME employees	13%	34
Discretionary arrangement decided by line managers / department heads for ALL employees	43%	115
Discretionary arrangement decided by line managers / department heads for SOME employees	25%	67
Discretionary arrangement decided by individual employee for ALL employees	9%	24
Discretionary arrangement decided by individual employee SOME employees	5%	13
Total Respondents: 266		

### Q3 How does your organisation determine the period during which your organisation's employees can work from home?

Answered: 266 Skipped: 111

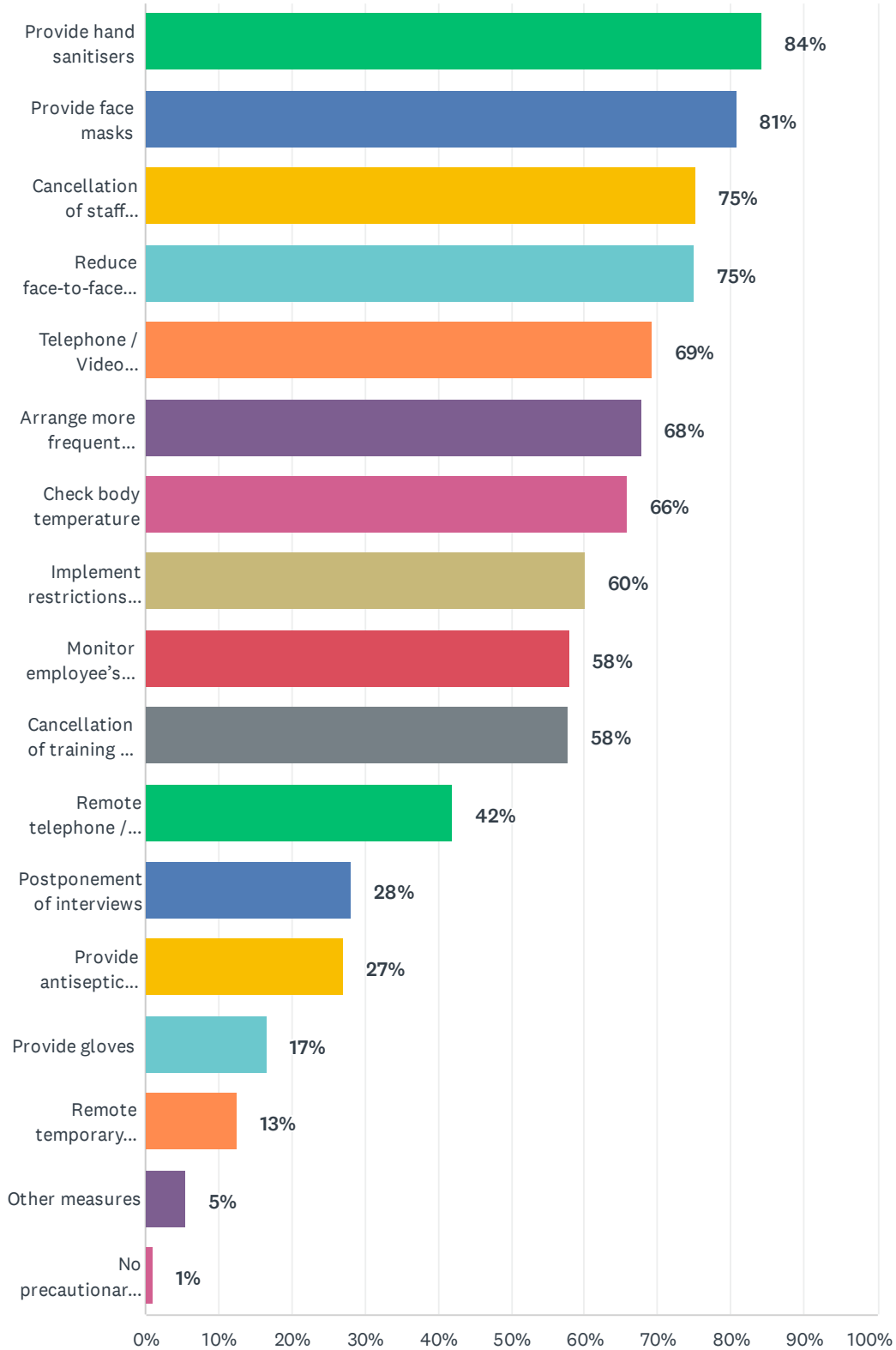


ANSWER CHOICES	RESPONSES	
We follow the HKSAR government's practice	39%	104
We decide our own work from home period based on business needs	55%	146
Not sure	6%	16
<b>TOTAL</b>		<b>266</b>

Q4 What precautionary measure(s) has / have been adopted by your organisation to reduce the risk of exposure to the virus? (please select all that apply)

Answered: 348 Skipped: 29

# HR Pulse Check : HR Measures against Coronavirus Outbreak

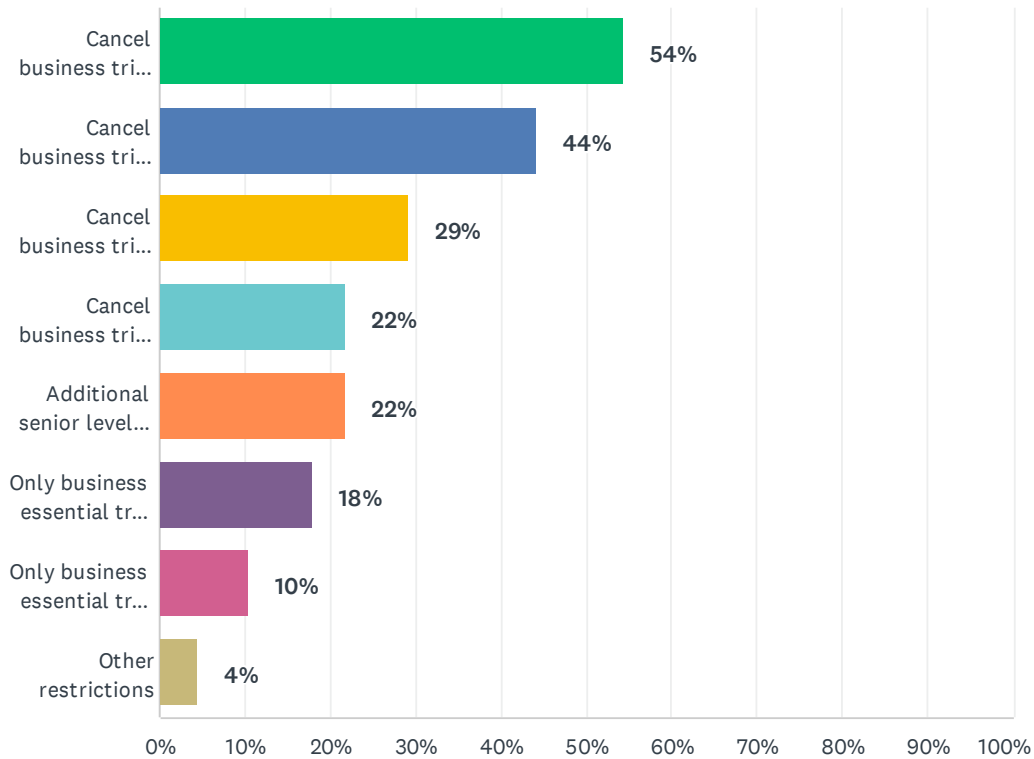


## HR Pulse Check : HR Measures against Coronavirus Outbreak

ANSWER CHOICES	RESPONSES	
Provide hand sanitisers	84%	293
Provide face masks	81%	281
Cancellation of staff activities	75%	262
Reduce face-to-face business meetings	75%	261
Telephone / Video conferencing instead of face-to-face meetings	69%	241
Arrange more frequent cleaning in workplace	68%	236
Check body temperature	66%	229
Implement restrictions on business travel	60%	209
Monitor employee's health condition	58%	202
Cancellation of training and / or forums	58%	201
Remote telephone / video interviews	42%	146
Postponement of interviews	28%	98
Provide antiseptic wipes	27%	94
Provide gloves	17%	58
Remote temporary offices	13%	44
Other measures	5%	19
No precautionary measure adopted	1%	4
Total Respondents: 348		

### Q5 Which of the follow restriction(s) related to business travel is / are implemented as a result of the current situation? (Please select all that apply)

Answered: 202 Skipped: 175

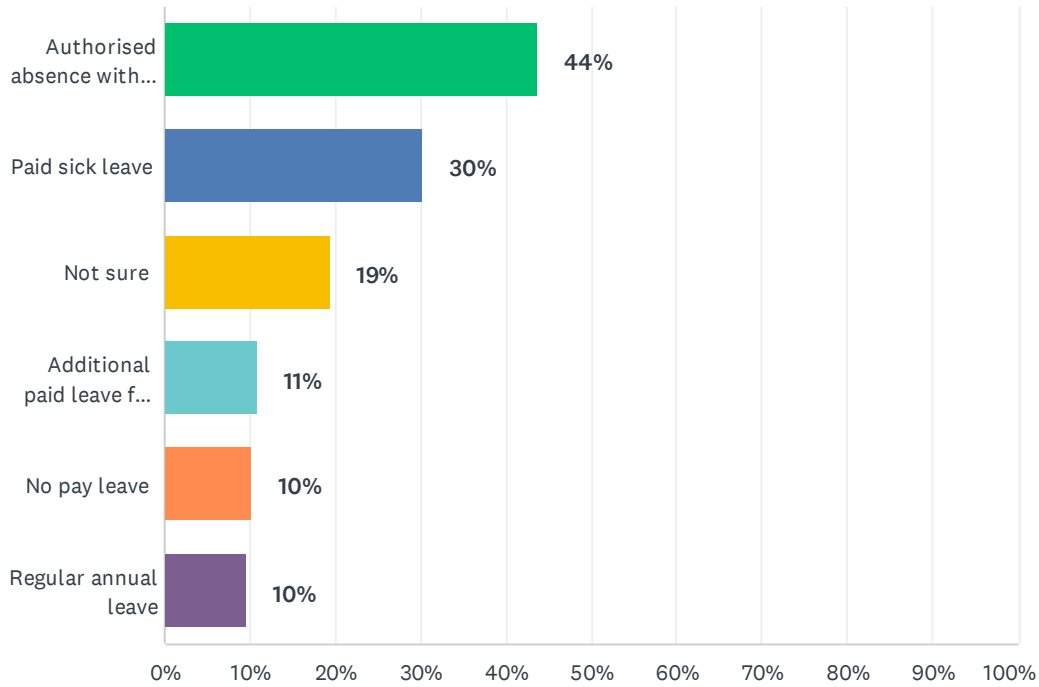


ANSWER CHOICES	RESPONSES	
Cancel business trips to China	54%	110
Cancel business trips to China and other high risk destinations	44%	89
Cancel business trips to Wuhan / Hubei province only	29%	59
Cancel business trips regardless of destination	22%	44
Additional senior level approval required for any business trips to China	22%	44
Only business essential trips to any destination are allowed	18%	36
Only business essential trips to China are allowed	10%	21
Other restrictions	4%	9
Total Respondents: 202		



### Q6 If an employee is on quarantine order and cannot report for duty, how will their leave of absence be treated? (Please select all that apply)

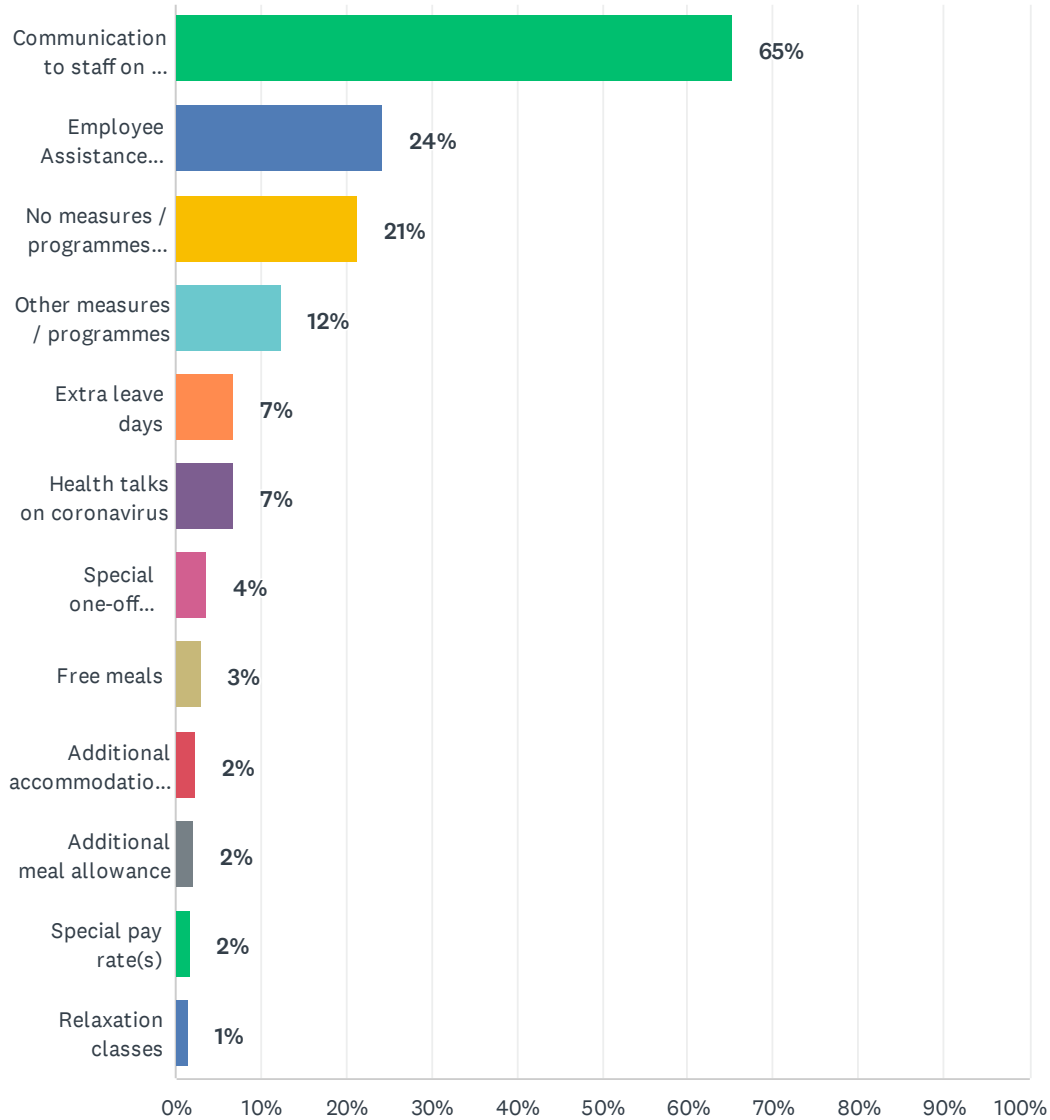
Answered: 334 Skipped: 43



ANSWER CHOICES	RESPONSES	
Authorised absence with pay	44%	146
Paid sick leave	30%	101
Not sure	19%	65
Additional paid leave from organisation	11%	36
No pay leave	10%	34
Regular annual leave	10%	32
Total Respondents: 334		

## Q7 What measures or programmes are now in place to help your employees get through the outbreak? (please select all that apply)

Answered: 337 Skipped: 40

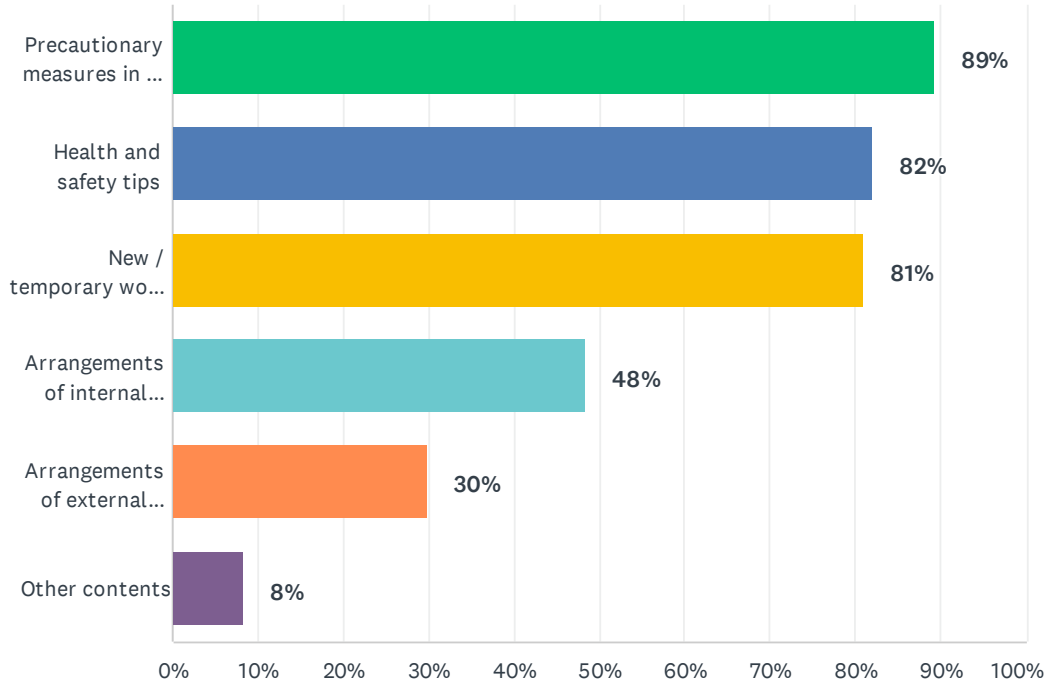


## HR Pulse Check : HR Measures against Coronavirus Outbreak

ANSWER CHOICES	RESPONSES	
Communication to staff on the outbreak and other related arrangements	65%	220
Employee Assistance Programme (EAP) services	24%	82
No measures / programmes currently in place	21%	72
Other measures / programmes	12%	42
Extra leave days	7%	23
Health talks on coronavirus	7%	23
Special one-off allowance	4%	12
Free meals	3%	10
Additional accommodation allowance	2%	8
Additional meal allowance	2%	7
Special pay rate(s)	2%	6
Relaxation classes	1%	5
Total Respondents: 337		

### Q8 Regarding your organisation's communication to employees on the outbreak, what is it usually about? (Please select all that apply)

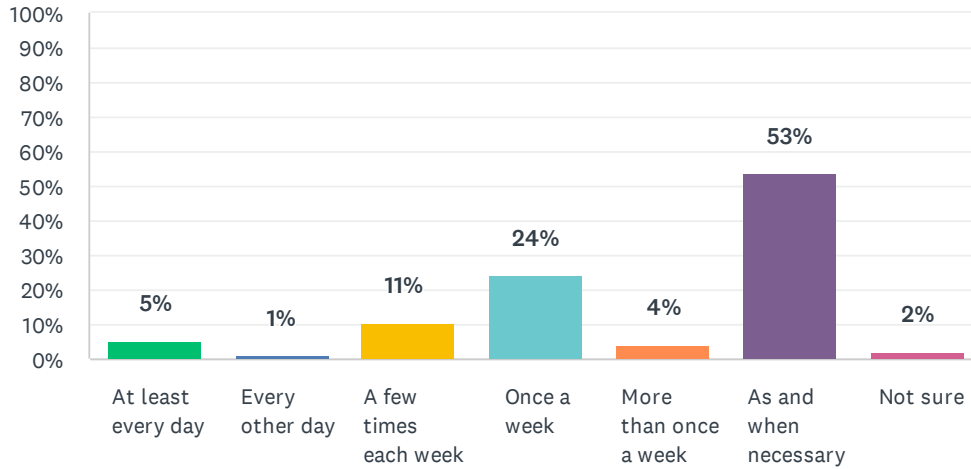
Answered: 217 Skipped: 160



ANSWER CHOICES	RESPONSES	
Precautionary measures in the workplace	89%	194
Health and safety tips	82%	178
New / temporary work arrangements	81%	176
Arrangements of internal events, meetings, training & staff activities	48%	105
Arrangements of external events, meetings and other activities involving other parties	30%	65
Other contents	8%	18
Total Respondents: 217		

## Q9 How often does your organisation send this kind of communication to your employees?

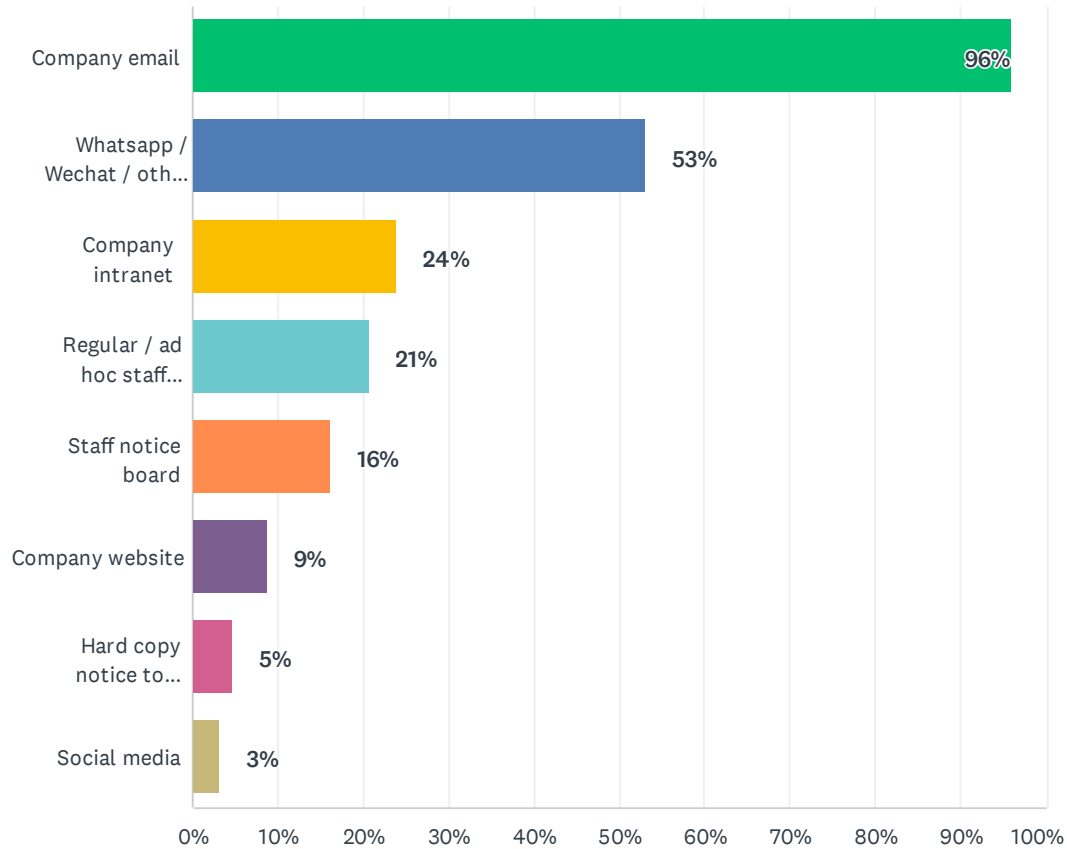
Answered: 217 Skipped: 160



ANSWER CHOICES	RESPONSES	
At least every day	5%	11
Every other day	1%	2
A few times each week	11%	23
Once a week	24%	52
More than once a week	4%	9
As and when necessary	53%	116
Not sure	2%	4
<b>TOTAL</b>		<b>217</b>

## Q10 Through what communication channels are these messages sent to your employees? (please select all that apply)

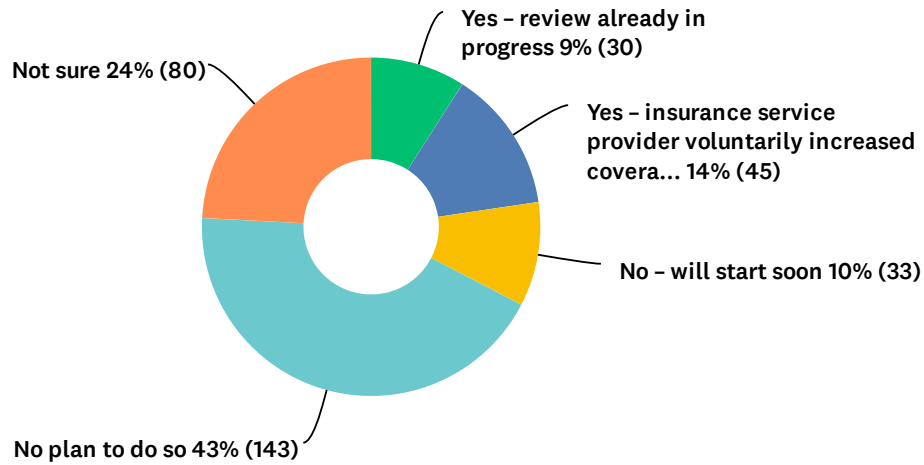
Answered: 217 Skipped: 160



ANSWER CHOICES	RESPONSES	
Company email	96%	208
Whatsapp / Wechat / other instant messaging apps	53%	115
Company intranet	24%	52
Regular / ad hoc staff meeting	21%	45
Staff notice board	16%	35
Company website	9%	19
Hard copy notice to individual staff	5%	10
Social media	3%	7
Total Respondents: 217		

## Q11 Does your organisation plan to review the medical insurance coverage as a result of the current outbreak?

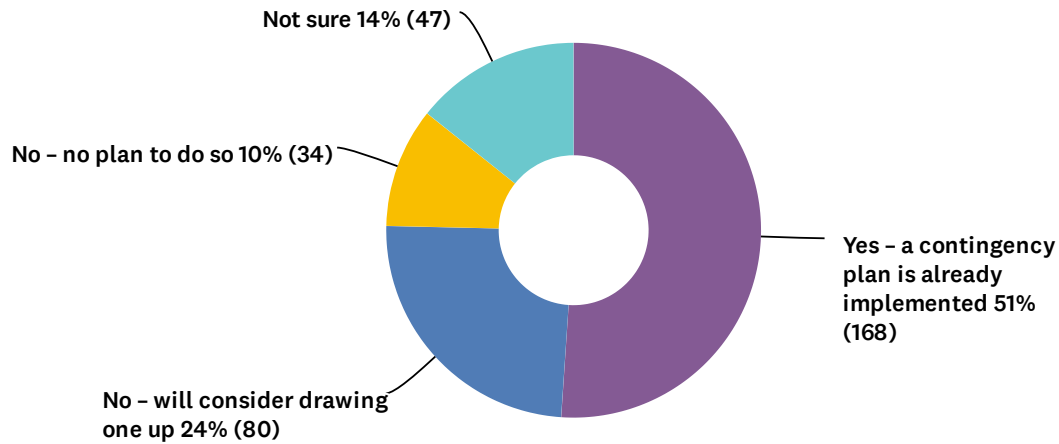
Answered: 331 Skipped: 46



ANSWER CHOICES	RESPONSES	
Yes – review already in progress	9%	30
Yes – insurance service provider voluntarily increased coverage on coronavirus related cases	14%	45
No – will start soon	10%	33
No plan to do so	43%	143
Not sure	24%	80
<b>TOTAL</b>		<b>331</b>

## Q12 Does your organisation have a contingency plan in place in case one of your employees is confirmed to be infected by the Coronavirus?

Answered: 329 Skipped: 48



ANSWER CHOICES	RESPONSES	
Yes – a contingency plan is already implemented	51%	168
No – will consider drawing one up	24%	80
No – no plan to do so	10%	34
Not sure	14%	47
<b>TOTAL</b>		<b>329</b>

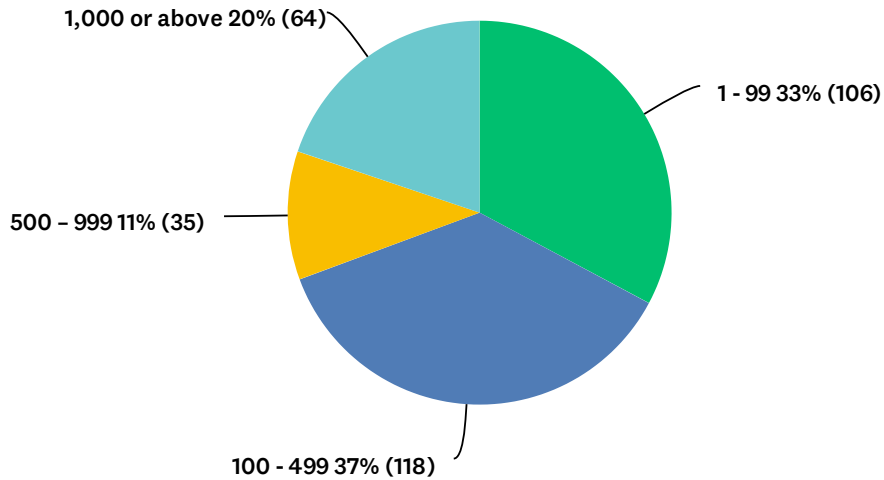


**Q13 Are there any other topics related to this coronavirus outbreak which you are interested in? If yes, please indicate below**

Answered: 54 Skipped: 323

### Q14 What is the number of full-time employees currently employed by your company and working in Hong Kong?

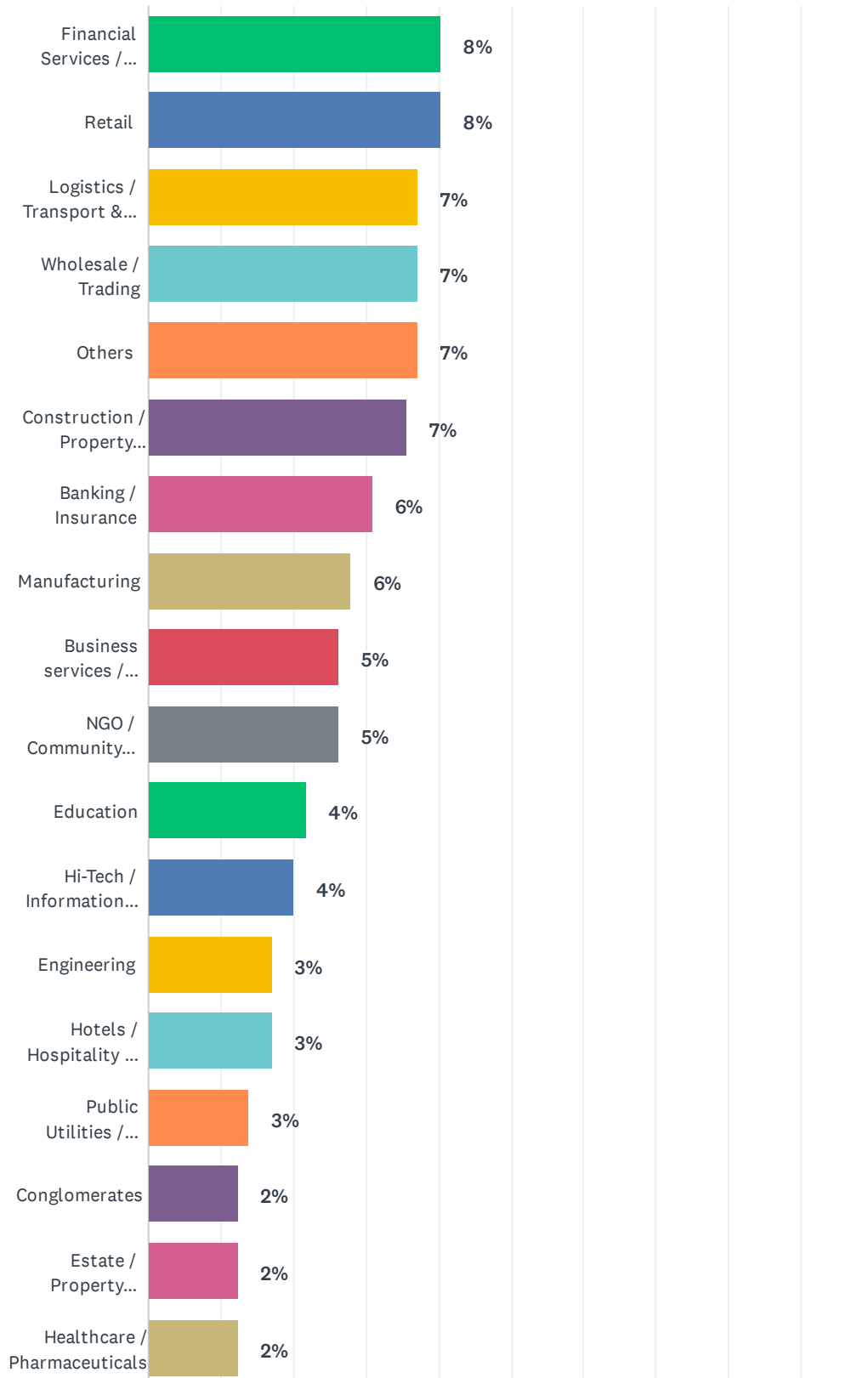
Answered: 323 Skipped: 54



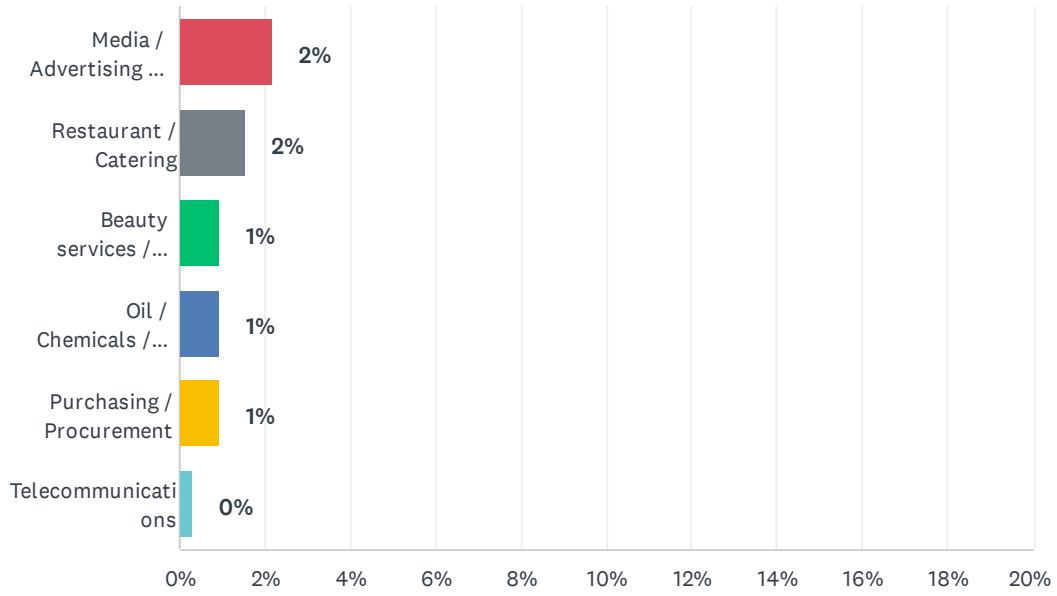
ANSWER CHOICES	RESPONSES	
1 - 99	33%	106
100 - 499	37%	118
500 - 999	11%	35
1,000 or above	20%	64
TOTAL		323

## Q15 Which of the following industrial classification best describes the principal operation of your organisation in Hong Kong?

Answered: 323 Skipped: 54



# HR Pulse Check : HR Measures against Coronavirus Outbreak



## HR Pulse Check : HR Measures against Coronavirus Outbreak

ANSWER CHOICES	RESPONSES	
Financial Services / FinTech	8%	26
Retail	8%	26
Logistics / Transport & related services	7%	24
Wholesale / Trading	7%	24
Others	7%	24
Construction / Property Development	7%	23
Banking / Insurance	6%	20
Manufacturing	6%	18
Business services / Professional services	5%	17
NGO / Community services / Social services	5%	17
Education	4%	14
Hi-Tech / Information Technology / ICT	4%	13
Engineering	3%	11
Hotels / Hospitality / Tourism related services	3%	11
Public Utilities / Statutory bodies / Government	3%	9
Conglomerates	2%	8
Estate / Property Management	2%	8
Healthcare / Pharmaceuticals	2%	8
Media / Advertising / Publishing	2%	7
Restaurant / Catering	2%	5
Beauty services / Personal services	1%	3
Oil / Chemicals / Energy	1%	3
Purchasing / Procurement	1%	3
Telecommunications	0%	1
<b>TOTAL</b>		<b>323</b>