



## Special Notice

### HKIB Operates Online During Office Closure

**3 January 2021, Hong Kong** - The office of The Hong Kong Institute of Bankers (HKIB) will be closed until 8 January 2021 as one of its employees has preliminarily tested positive for COVID-19 on 1 January 2021. The remaining employees will be working from home and the Institute will continue to operate online to provide services during office closure. All FLEX Learning\* courses will be held online as scheduled when the office is temporarily closed.

The employee concerned, who is part of the back-office support team, has not taken part in any physical member events, training activities or external meetings for the 14 days prior to the test. The most recent working date of the employee concerned was 24 December 2020.

Deep cleaning and disinfection has been carried out at the office and training facilities. As a precaution, the HKIB has requested all its employees to have virus testing and will provide them with the necessary assistance. The Institute will continue to monitor the health condition of all employees and will communicate closely with the respective authorities.

Members of the Institute and trainers as well as guests who visited the HKIB office between 18 December and 31 December 2020 are encouraged to have a test for the virus.

Temperature screening has been implemented at the HKIB office since early 2020. All individuals will continue to be required to put on a mask during their visit to the Institute's premises. Hand sanitiser is also available for use, if needed.

Should any parties have an enquiry about the meetings and training activities organised by the HKIB or any matters related to this incident, they may email [cs@hkib.org](mailto:cs@hkib.org).

*\*Note: FLEX Learning, launched in May 2020, is a virtual classroom training arrangement that provides banking practitioners with a flexible learning experience, allowing them to continue their scheduled training in a safe, interactive and effective way during the Covid-19 outbreak.*

\*\*\*ENDS\*\*\*