

My Helping Hand at Home

Newsletter for Employers of
Foreign Domestic Helpers

Issue 5 — December 2020



We Fight COVID-19 Together!

The Coronavirus Disease 2019 (COVID-19) pandemic has brought exceptional challenges to Hong Kong. The Hong Kong Special Administrative Region Government (the Government) has all along accorded top priority to the prevention and control of the disease, and has launched a series of measures to assist members of the public, including foreign domestic helpers (FDHs) and their employers, to cope with the pandemic. The Labour Department (LD) has from time to time disseminated latest information relating to the employment of FDHs to FDHs, employers and members of the public through various channels, including press releases, the dedicated FDH Portal (www.fdh.labour.gov.hk), FDH groups, employer groups, employment agency (EA) associations and consulates-general of FDH-sending countries in Hong Kong, etc.



Distribution of promotional leaflets on testing service for FDHs during mobile broadcast at the Statute Square in Central.



Publicity van for conducting mobile broadcast on fighting COVID-19 together parked at the Victoria Park in Causeway Bay.

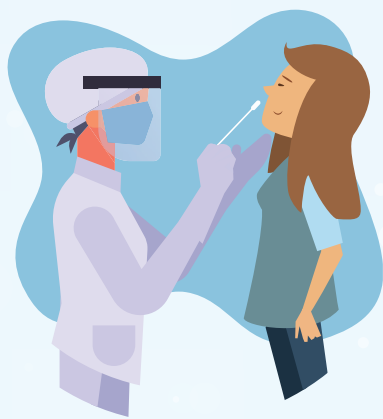


勞工處
Labour Department



COVID-19 Testing Service for FDHs

Testing is an integral part of preventing and fighting COVID-19. The Government has implemented a series of testing schemes to achieve the objective of “early identification, early isolation and early treatment”. To safeguard the health of FDHs and employers, the Government has provided COVID-19 testing service for FDHs staying in boarding facilities since August 2020. All FDHs whose previous employment contracts have expired or have been terminated and who are waiting to join the new employers’ family may take the test free of charge. We strongly encouraged eligible FDHs to actively participate in the test and strongly advised employers to check that their FDHs have a valid negative test result before joining the family. Besides, FDHs could join the Universal Community Testing Programme in September 2020.



Testing service for FDHs staying in boarding facilities of EAs

9 August to 26 August 2020

Three rounds of testing service for FDHs whose previous employment contracts have expired or terminated and who are waiting to join their new employers’ family

Since 25 August 2020

1 September to 14 September 2020

Testing service for members of the public in Hong Kong (including FDHs) through the Universal Community Testing Programme





Distribution of specimen bottles to FDHs staying in EAs' boarding facilities (August).



The Secretary for Labour and Welfare, Dr Law Chi-kwong, visited the specimen collection centre at the Harbour Road Sports Centre in Wan Chai to learn more about the specimen collection process (25 August).



Distribution/collection point of specimen collection packs at the Immigration Tower in Wan Chai (October to November).



Distribution/collection point of specimen collection packs at Wan Chai Sports Ground (December).



Online advertisement on promoting the testing service for FDHs.



Please visit the dedicated FDH Portal of LD (www.fdh.labour.gov.hk) for the latest update on COVID-19 testing service for FDHs.



Special arrangements by the Immigration Department

In February and March 2020, the Government implemented the following flexibility measures to assist employers and FDHs to cope with the special circumstances arising from the COVID-19 pandemic. In view of the development of the pandemic, the Government has extended the relevant measures in June and September 2020 respectively. The Government will continue to monitor the situation closely and review the relevant measures as necessary. At the same time, the Immigration Department (ImmD) also has expedited the processing of employment visa applications by FDHs who are in Hong Kong, hence reducing the number of FDHs and length of their stay in boarding facilities, so as to minimise the risk of infection.

❖ *Putting in place flexibility measures*

- (1) **Allow employers to extend the validity period of the existing contract with their outgoing FDHs.** This arrangement is to assist employers whose contract with their existing FDHs is due to expire soon, but their newly hired FDHs cannot fly in to commence the new contract.
- (2) **Flexibly consider applications from FDHs for an extension of limit of stay in Hong Kong as visitors.** This measure is applicable to FDHs who are unable to return to their place of origin due to the pandemic and/or international travel restrictions arising from the pandemic. Without prejudice to the principle of guarding against abuse, ImmD will exercise discretion to handle the applications depending on individual case merits.
- (3) **Consider exercising discretion to allow FDHs to defer home leave.** Under the prevailing mechanism, an FDH on a renewed contract with the same employer, or due to start a new contract with a new employer upon the expiry of an existing contract, may apply to ImmD for deferring home leave for not more than one year after the existing contract ends, subject to agreement of his/her current employer or new employer. In view of the latest situation of the pandemic, if an FDH wishes to further defer his/her home leave, ImmD will, on individual case merits, consider exercising discretion to allow it.

❖ *Expediting the processing of employment visa applications*

ImmD has been expediting the processing of employment visa applications by FDHs who are in Hong Kong, especially applications for change of employer from those whose employment contracts have expired normally. At the same time, to combat abuse in changing employers through the arrangement for premature contract termination (commonly known as “job-hopping”), ImmD will, during case assessment, continue to closely scrutinise the details of applicants, such as the number and reasons for their premature contract termination in the last 12 months. For suspected “job-hopping” cases, ImmD will refuse the employment visa applications and require the applicants to leave Hong Kong.

For details of the measures, please refer to the relevant press releases on the dedicated FDH Portal of LD (www.fdh.labour.gov.hk). For enquiries on visa applications for FDHs, please contact ImmD by calling the enquiry hotline at 2824 6111 or by email to enquiry@immd.gov.hk.

Appeals to FDHs to Fight COVID-19 Together

To enhance FDHs' anti-epidemic awareness, LD conveyed to FDHs the importance of observing personal hygiene and complying with the relevant infection control regulations through a wide range of promotional and educational activities. At the same time, employers are encouraged to discuss with their FDHs the appropriate rest day arrangement in light of the present special circumstances. Employers should also maintain effective communication with their FDHs to help them understand more about the pandemic.

❖ *Encouraging FDHs to stay home for rest on their rest days to minimise the risk of infection*

LD encouraged FDHs to stay home for rest on their rest days as far as possible and to stay away from crowds and practise social distancing. Employers can discuss with their FDHs on the appropriate rest day arrangement, including taking the rest day on weekdays instead of at weekends. Some frequently asked questions and answers on rest day arrangements and relevant employment matters are available on the dedicated FDH Portal of LD (www.fdh.labour.gov.hk) for employers' reference.

Statutory Requirements on Rest Day Arrangement

Employers are reminded that they must not compel their FDHs to work on a rest day. According to the Employment Ordinance (EO), if an employer requests an FDH to work on a rest day, the employer must substitute another rest day for the FDH within 30 days after the original rest day; the employer must also notify the FDH of the arrangement within 48 hours after he/she is required to work. An employer who compels his/her FDH to work on a rest day without the agreement of the FDH or fails to grant rest days to the FDH is in breach of the EO and is liable to prosecution and, upon conviction, to a maximum fine of \$50,000.

❖ *Disseminating infection control information to FDHs and appealing for their compliance with the related regulations*

LD conducted mobile broadcasts and distributed promotional leaflets in Chinese, English and major FDH languages (including Tagalog, Bahasa Indonesia and Thai) at popular gathering places of FDHs (e.g. Statue Square in Central, Victoria Park in Causeway Bay and footbridge near Fa Yuen Street in Mong Kok, etc.) at weekends and on public holidays since April 2020, to call upon FDHs to comply with the regulations on group gatherings and mask-wearing. Besides, LD from time to time conducted mobile broadcast in collaboration with other government departments (including the Food and Environmental Hygiene Department, the Home Affairs Department, Hong Kong Police Force and the Leisure and Cultural Services Department).

LD also worked with consulates-general of FDH-sending countries in Hong Kong to disseminate infection control information to their nationals through their websites and social media platforms. Besides, the Government distributed and posted promotional leaflets and posters in major FDH languages in public and private housing estates across the territory, broadcasted appeal messages in radio programmes targeting FDHs, promoted the messages on the Government's social media platforms and screened publicity messages at enquiry centres of the Home Affairs Department.

To strengthen the protection of FDHs staying in the boarding facilities of EAs, LD provided EAs with masks for distribution to FDHs staying in their boarding facilities during August to October 2020. LD also reminded EAs that they should avoid arranging FDHs to stay in crowded environments, be alert and remind FDHs to pay attention to personal hygiene and practise social distancing. Furthermore, LD distributed promotional souvenirs to FDHs to remind them to observe personal hygiene.



Cover Story

LD conducted mobile broadcasts in collaboration with other government departments



Choi Hung Road Playground in Wong Tai Sin.



Footbridge near Victoria Park in Causeway Bay.



Poster on regulation of group gatherings in different languages put up on the footbridge in Central.



Poster on regulation of mask wearing in different languages put up at the popular gathering places of FDHs in Tsing Yi.



Distribution of eating utensil sets to remind FDHs not to share meals during gatherings on rest days/holidays.



Distribution of mask holders to remind FDHs of wearing mask and observing personal hygiene.

For the latest anti-epidemic information related to FDHs, please visit the dedicated FDH Portal of LD (www.fdh.labour.gov.hk). For enquiries on employment matters of FDHs, you may seek LD's assistance through its dedicated email account for FDH matters (fdh-enquiry@labour.gov.hk).



News

Minimum Allowable Wage and Food Allowance Remain Unchanged

The Government reviews the Minimum Allowable Wage (MAW) and food allowance for FDHs regularly. On 29 September 2020, the Government announced that the MAW for FDHs would remain at \$4,630 per month, and the food allowance would remain at not less than \$1,121 per month. Under the Standard Employment Contract, employers are required to provide FDHs with food free of charge. Employers may, however, choose to pay a food allowance in lieu.

Extension of Statutory Maternity Leave from 10 Weeks to 14 Weeks

The Employment (Amendment) Ordinance 2020 (Amendment Ordinance) comes into operation on 11 December 2020. The major amendments are:

- extending female employees' statutory maternity leave from 10 weeks to 14 weeks;
- the definition of "miscarriage" under the EO is updated from "before 28 weeks of pregnancy" to "before 24 weeks of pregnancy"¹; and
- a certificate of attendance is accepted as documentary proof for entitling an eligible employee to sickness allowance for any day on which the employee has attended a medical examination in relation to her pregnancy.

Employers, after payment of all maternity leave pay (MLP) on the normal pay day, may apply to the Government for reimbursement of the 11th to 14th weeks' MLP payable and paid under the EO. For details, please refer to the relevant information on the Reimbursement of Maternity Leave Pay Scheme published by LD.

More information on this subject is available at LD's website (www.labour.gov.hk). For further enquiries, please call LD's hotline at 2717 1771 (handled by "1823") or email to LD's dedicated email account for FDH matters (fdh-enquiry@labour.gov.hk).

In light of the COVID-19 pandemic, LD has suspended the activities organised for FDHs and employers (including briefings on employment of FDHs and information kiosks for FDHs) until further notice. Please visit the dedicated FDH Portal of LD (www.fdh.labour.gov.hk) for the latest announcement and information.

¹ The definition of "miscarriage" is updated as "the expulsion of the products of conception which are incapable of survival after being born before 24 weeks of pregnancy".



**Latest
Information**



Territory-wide Identity Card Replacement Exercise

Commencing on 27 December 2018, the Territory-wide Identity Card Replacement Exercise (Replacement Exercise) covers all Hong Kong residents, regardless of whether they are Hong Kong permanent residents, or residents for employment, investment, residence or study in Hong Kong. Therefore, **FDHs** working in Hong Kong and holding the old form of smart Hong Kong identity card (HKIC) shall apply for the new HKIC during the specified call-up period for their year of birth.

Tips for employers

1. Remind your FDHs to pay attention to the Replacement Schedule.
2. FDHs only need to bring along their existing old form smart HKICs for HKIC replacement at any one of the Smart Identity Card Replacement Centres.

Make Appointment First!



Immigration Department
Mobile Application
Booking & Form Pre-filling



Online Booking &
Form Pre-filling
www.gov.hk/newicbooking



24-hour Telephone Booking
2121 1234



Appointment booking period
• 24 working days

Applicant for identity card
replacement may bring along



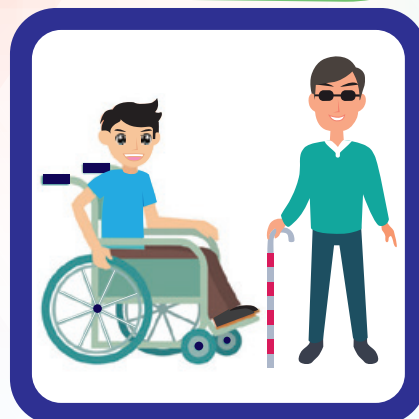
Two family members or friends
aged 65 or above



**Replace identity
cards together**



*Details of Carrying Arrangement



Two persons with disabilities
(who have met the
replacement requirements*)

If the accompanied applicant is under 18 years of age, he/she must be accompanied by his/her father/mother or legal guardian aged 18 or above. The accompanying father/mother or legal guardian should produce his/her proof of identity (e.g. identity card or other valid travel document). If the applicant is accompanied by a legal guardian, the legal guardian should produce proof of the guardianship.

For an applicant under 11 years of age, the accompanying father/mother or legal guardian should also produce:

- The applicant's existing smart Hong Kong permanent identity card;
- Original of the applicant's other proof of identity, such as passport or other valid travel document or recent school document with certified photograph (e.g. student handbook or school record book); and
- The applicant's recent full-face photo with size of 50 X 40 mm if the applicant is not taller than 90 cm.

Please note that HKIC holders born in 2008 to 2011 or 2001 to 2004 will respectively reach the age of 11 or 18 during the Replacement Exercise (i.e. from 2019 to 2022). These HKIC holders are required to apply for a juvenile or adult HKIC at one of the five Registration of Persons Offices.



新智能身份證
New Smart ID



For details of the Replacement Exercise, please visit the Smart ID website www.smartid.gov.hk or call the Immigration Department enquiry hotline at 2824 6111.



Video Monitoring is not the Answer Building Trust is the Solution

From time to time, there have been discussions among employers on social media platforms on how to know more about the performance of FDHs at home. Installing closed circuit TV systems (CCTV) at home for video monitoring is a means often put forth by employers. Many employers think that video monitoring conducted at home is not regulated by any legislation. However, such monitoring practice may already have involved the collection of personal data, which is regulated by the Personal Data Privacy Ordinance (PDPO), since the employer would be collecting personal information about his/her FDH who is an identified individual in a working environment. The FDH employer, as a data user under such circumstances, is then required to comply with the requirements under the PDPO, including the six data protection principles (DPPs)² under the PDPO.

LD does not recommend video monitoring of FDHs. Before installing a CCTV at home for video monitoring, you should first consider other alternatives to achieve the same purpose. Employers are recommended to consider the least intrusive means and with the least intrusion to the privacy of the FDHs. For example:

- ✓ Encouraging children or elderly persons at home to share their observations on your FDH's performance with you. You may also pay attention to their interactions with your FDH. This helps you know more about the attitude of your FDH towards them.
- ✓ Agreeing upon a work schedule with your FDH so that he/she can complete the tasks in the right priority. You can also observe his/her work efficiency. If you find that your FDH's performance is unsatisfactory, or that he/she fails to finish his/her job within the scheduled time, you may take the initiative to talk to him/her and try to understand the difficulties that he/she encounters at work and his/her needs. You can make appropriate adjustments or changes to achieve an agreeable and feasible work schedule if necessary.
- ✓ Reward good performance. When your FDH performs well, you may give him/her positive feedback and recognition to boost his/her morale and work efficiency, so that he/she will be more committed to work and finish the work properly on his/her own initiative.

Furthermore, you should also thoroughly consider if there is a genuine need to implement a monitoring system, taking into account the privacy rights of your FDH. If, after serious consideration, you still wish to conduct video monitoring on your FDH's performance at home, please make sure that the act of video monitoring is directly related to the employment of your FDH and is only be conducted when there is a pressing need and in accordance with DPP1(1)³ of the PDPO. Besides, you should pay attention to the following matters:

² The six DPPs under the PDPO are (i) Purpose and manner of collection of personal data, (ii) Accuracy and duration of retention of personal data, (iii) Use of personal data, (iv) Security of personal data, (v) Information to be generally available and (vi) Access to personal data. For details, please refer to the website of the office of the Privacy Commissioner for Personal Data, Hong Kong at http://www.pcpd.org.hk/english/data_privacy_law/ordinance_at_a_Glance/ordinance.html.

³ DPP1(1) of the PDPO requires that personal data shall only be collected where it is necessary for or directly related to a lawful purpose which is directly related to the function or activity of the data user and that the data collected shall be adequate but not excessive.



I. Conducting the monitoring in an overt manner

You should conduct monitoring in an overt manner unless there are very special circumstances which justify the use of covert monitoring (such as using hidden “pinhole” cameras) as it is highly privacy-intrusive. **The Privacy Commissioner for Personal Data strongly discourages the practice of covert monitoring in view of its highly intrusive nature.**

II. Giving written notification

Openness and transparency of monitoring activity is essential for promoting trust between you and your FDH. You should clearly notify your FDH about the installation of the video monitoring system at home before conducting the first monitoring activity. Where practicable, you should issue a written notice to your FDH stating the purposes of monitoring and the duration of retention of video records. You may take initiative to understand and address concerns of your FDH. You should conduct monitoring activities after obtaining his/her consent as far as practicable.

III. Implementing the monitoring measures at appropriate locations

No cameras should capture images showing activities inside a toilet, bathroom and the private area where your FDH rests after work.

IV. Handling the video records properly

Usage	Unless you have obtained the prescribed consent of your FDH or there is an applicable exemption provided for under the PDPO, your FDH’s personal data collected in monitoring records can only be used for purposes stated in the notification given to him/her or a directly related purpose.
Storage and Disposal	You should carefully safeguard the personal data collected in video monitoring records against unauthorised and accidental access.
Retention Period	Under normal circumstances, video monitoring records should not be retained for more than seven days. You should routinely erase the records that contain the personal data of your FDH.



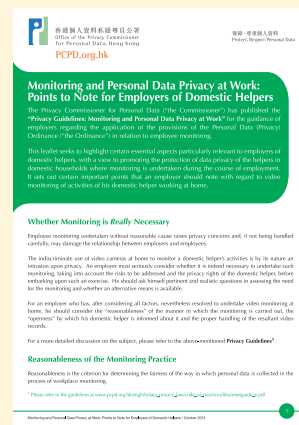


Office of the Privacy Commissioner for Personal Data, Hong Kong has issued the following publications, to assist employers to understand the points-to-note when monitoring employees at work:

Monitoring and Personal Data Privacy at Work: Points to Note for Employers of Domestic Helpers

(www.pcpd.org.hk/english/data_privacy_law/code_of_practices/files/points_to_note_15102015_e.pdf)

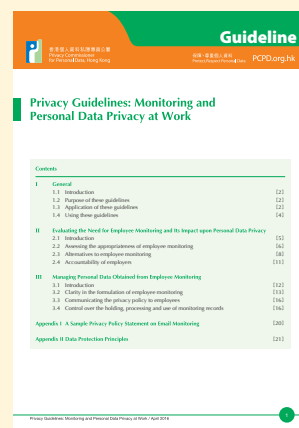
- To highlight the important aspects which employers should pay attention to when conducting video monitoring of their domestic helpers in households, such as assessing the necessity of conducting monitoring activities objectively and reasonably, conducting monitoring in a reasonable and overt manner, as well as using and retaining the video records properly, etc.



Privacy Guidelines: Monitoring and Personal Data Privacy at Work

(www.pcpd.org.hk/english/data_privacy_law/code_of_practices/files/Monitoring_and_Personal_Data_Privacy_At_Work_revis_Eng.pdf)

- To elaborate on how the PDPO is applicable to employee monitoring activities, and provide employers with relevant information on the compliance with DPPs of the PDPO when using the monitoring system involving collection of personal data of employees.



No employee likes to work under surveillance round-the-clock. Installing a monitoring system at home to observe the performance of FDHs will make them feel not being trusted, thus harming your employment relationship with your FDH, and cause them to bear unnecessary work pressure that would adversely affect their work performance.

Instead of estranging your FDH because of the monitoring activities, you should provide appropriate guidance and care in order to build a trusting employment relationship, so that your FDH will be committed to working for your family.

(Source: Office of the Privacy Commissioner for Personal Data, Hong Kong.)

If you have any suggestions about this newsletter, please email us at fdh-enquiry@labour.gov.hk. Thank you.

薑餅人

Gingerbread Men

Gingerbread Men

(菲律賓文 Tagalog)

Kue Jahe Bentuk Orang

(印尼文 Bahasa Indonesia)



材料 : / Ingredients: / Mga sangkap: / Bahan:



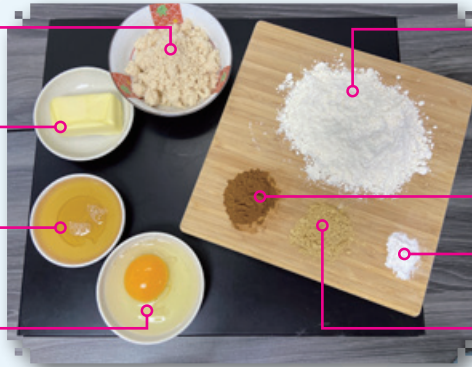
[份量 : 約 60 塊 (薑餅人大小約 6cm x 5cm) / Serving: Around 60 pieces (size of Gingerbread Men is around 6cm x 5cm) / Pagsisilbi: Humigit kumulang ng 60 piraso (laki ng Gingerbread Men ay mga 6 cm x 5cm) / Porsi: Sekitar 60 potong (ukuran perpotong dari Kue Jahe Bentuk Orang adalah 6cm x 5 cm)]

黃糖 (75 克) / Brown sugar (75g) /
Asukal na pula (75g) / Gula merah (75g)

無鹽牛油 (60 克) / Unsalted butter (60g) /
Unsalted butter (60g) /
Mentega tawar (60g)

蜜糖 (170 克) / Honey (170g) /
Honey (170g) / Madu (170g)

雞蛋 (1 隻) / Egg (1 piece) /
Itlog ng manok (1 piraso) /
Telur ayam (1 butir)



低筋麵粉 (460 克) / Cake flour (460g) /
Harina (460g) / Terigu protein rendah (460g)

肉桂粉 (8 克) / Ground cinnamon (8g) /
Pulbos ng kanela (8g) /
Kayu manis bubuk (8g)

泡打粉 (7 克) / Baking powder (7g) /
Baking powder (7g) / Baking powder (7g)

薑粉 (10 克) / Ground ginger (10g) /
Pulbos ng luya (10g) / Jahe bubuk (10g)



製作步驟 : / Cooking steps: / Pagluluto hakbang: / Cara memasak:



1

把無鹽牛油在室溫下放軟，備用。把低筋麵粉、薑粉、肉桂粉和泡打粉放入大碗拌勻，然後過篩備用。

Soften the unsalted butter at room temperature and set aside. Mix the cake flour, ground ginger, ground cinnamon and baking powder in a big bowl, then sift them and set aside.

Palalambutin ang unsalted butter sa temperatura ng kwarto at itabi. Sa isang malaking mangkok halo ang harina, pulbos ng luya, pulbos ng kanela at baking powder at salaing mabuti, at itabi.

Taruh mentega tawar di suhu ruangan sampai tidak beku, sisihkan. Masukkan terigu protein rendah, jahe bubuk, kayu manis bubuk, baking powder ke dalam wadah mangkuk besar, diaduk rata dan diayak, sisihkan.



2

把步驟 1 的無鹽牛油和黃糖在另一個大碗內打發至鬆軟，然後加入蜜糖和雞蛋拌勻成糊狀。

Put the unsalted butter of Step 1 and the brown sugar in another big bowl and beat them until fluffy. Then add honey and egg and mix them well till turning into a batter.

Sa isang mangkok ilagay ang unsalted butter na isinigawa sa hakbang 1 at dagdagan ng asukal na pula bating mabuti hanggang sa maghalo. Magdagdag ng honey at itlog ng manok ihalo ng mabuti hanggang sa mabuo ito sa isang batter.

Taruh mentega tawar di langkah 1 ke dalam mangkuk besar bersama gula merah dikocok sampai lembut, lalu tambahkan madu dan telur ayam diaduk menjadi adonan kental.



3

逐少加入步驟 1 的麵粉混合物到步驟 2 的麵糊，直至形成麵團。

Add the flour mixture of Step 1 gradually into the batter of Step 2 till forming a dough.

Ihalo ang harina sa hakbang 1 na isinasagawa sa hakbang 2 batter nang pa unti unti hanggang bumuo ng isang masa.

Sedikit demi sedikit tambahkan campuran tepung di langkah 1 ke dalam adonan kental di langkah ke 2, sampai menjadi tidak lengket di tangan.



4

把步驟 3 的麵團分成兩份，壓扁，然後用保鮮紙包好。把麵團放入雪櫃冷藏最少 3 小時或過夜。

Divide the dough of Step 3 in half, flatten them and wrap in cling film. Chill the dough in the fridge for at least 3 hours or overnight.

Hatiin ang masa na isinagawa sa hakbang 3, patagin ang bawat isa at balutin ng plastik. Palamigin ang masa sa loob ng ref ng hindi bababa sa 3 oras o magdamag.

Bagi adonan yang tidak lengket di tangan di langkah 3 ke menjadi dua bagian, pipihkan dan bungkus pakai plastik perekat. Dinginkan adonan tersebut ke dalam kulkas paling sedikit 3 jam atau satu malam.



5

預熱焗爐 10 分鐘至 170°C。另外，在焗盤上鋪上烘焙紙備用。把步驟 4 的麵團壓成約 0.3cm 厚度，用曲奇模壓出薑餅人形狀。

Preheat the oven for 10 minutes to 170°C. Line the baking tray with baking paper and set aside. Roll out the dough of Step 4 to about 0.3cm thickness. Stamp out the gingerbread men shapes with a cookie cutter.

Painitin ang oven nang 10 minuto sa 170°C. Ilinyng ang mga baking tray na may baking paper at itabi muna. I-roll ang masa na isinagawa sa hakbang 4 gamit ang rolling pin hanggang sa numipis ito nang humigit kumulang 0.3cm ang kapal. Gamitan ng cookie cutter sa hugis nang gingerbread men.

Terlebih dahulu panaskan oven selama 10 menit dengan suhu 170°C. Sementara di atas loyang alasi kertas minyak dah sisihkan. Ambil adonan dari kulkas di langkah ke 4 giling pipih dengan tebal 0.3cm, cetak dengan cetakan kue jahe bentuk orang.



6

把步驟 5 的薑餅人麵團放到焗盤上，每個薑餅人之間距離約 0.5cm，並將薑餅人放入已預熱的焗爐，焗 15 分鐘。

Place the gingerbread men shapes of Step 5 on the lined baking tray about 0.5cm apart. Put them in the preheated oven and bake for 15 minutes.

Ilagay ang mga hugis gingerbread men na isinagawa sa ika hakbang 5 sa mga naka linyang baking tray na may layo na 0.5cm sa bawat isa. Ilagay sa pinainit na oven at maghurno sa loob ng 15 minuto.

Susun hasil cetakan kue jahe bentuk orang di langkah ke 5 ke atas loyang dengan jarak sekitar 0.5cm satu sama lain, dan masukkan ke oven yang sudah dipanaskan sebelumnya, panggang selama 15 menit.



7

從焗爐取出步驟 6 的曲奇，放涼，便可以用不同顏色的朱古力筆為薑餅人曲奇加上裝飾，製作完成。

Put the cookies of Step 6 on the rack until they completely cool down. Then, decorate them with different coloured chocolate icing pens. Ready to serve.

Ilagay ang mga cookies na isinagawa sa hakbang 6 sa rack hanggang ito ay lumamig. At, palamutan ito ng mga ibatibang makulay na tsokolate icing pens. Handa na itong maghatid.

Keluarkan kue jahe bentuk orang di langkah ke 6 ke atas jaring-jaring, dinginkan. Kemudian, hias kue jahe bentuk orang dengan pena dekorasi icing warna- warni. Siap disajikan.



家融

外傭僱主通訊

第五期 2020 年 12 月



封面
故事

同心抗疫！

2019 冠狀病毒病疫情為香港帶來前所未有的挑戰。香港特別行政區政府（政府）一直把防疫抗疫工作放在首位，並推出一系列措施以協助市民應對疫情，包括外籍家庭傭工（外傭）及其僱主。勞工處不時透過新聞公報、外傭專題網站（www.fdh.labour.gov.hk）、

外傭團體、僱主團體、職業介紹所組織及外傭來源國駐港總領事館等不同途徑，向外傭、僱主及公眾人士發布與外傭僱傭事宜有關的最新資訊。



於中環皇后像廣場進行流動廣播期間，派發有關外傭檢測服務的宣傳單張。



在銅鑼灣維多利亞公園停泊宣傳車輛進行流動廣播，呼籲外傭同心抗疫。



勞工處
Labour Department



封面故事

為外傭提供 2019 冠狀病毒病檢測服務

病毒檢測是防疫抗疫的重要一環。政府進行了一系列的檢測計劃，以達致「早識別、早隔離、早治療」的目標。為保障外傭及僱主的健康，政府自 2020 年 8 月起為入住住宿設施的外傭安排 2019 冠狀病毒病檢測服務。所有舊僱傭合約已屆滿或終止並正等待到新僱主家庭履新的外傭均可免費接受檢測。我們十分鼓勵合資格外傭積極參與檢測，並強烈建議僱主在外傭到家庭履新前，要求外傭出示有效的陰性檢測結果。此外，外傭亦可在 2020 年 9 月參與普及社區檢測計劃。



為入住職業介紹所住宿設施的外傭提供檢測服務

2020 年 8 月 9 日至
8 月 26 日

為舊僱傭合約已屆滿或終止並正等待到新僱主家庭履新的外傭提供三輪檢測服務

自 2020 年 8 月 25 日起

2020 年 9 月 1 日至
9 月 14 日

透過普及社區檢測計劃為全港市民（包括外傭）提供檢測服務





向入住職業介紹所住宿設施的外傭
派發樣本瓶（8月）。



勞工及福利局局長羅致光博士到訪
位於灣仔灣道體育館的樣本採集中心，
了解樣本採集程序（8月25日）。



位於灣仔入境事務大樓的
樣本收集包派發／收集點（10月至11月）。



位於灣仔運動場的
樣本收集包派發／收集點（12月）。



有關外傭檢測服務的網上宣傳廣告。



有關為外傭提供 2019 冠狀病毒病檢測服務的最新消息，
請瀏覽勞工處的外傭專題網站（www.fdh.labour.gov.hk）。



封面故事

入境事務處的特別安排

在 2020 年 2 月及 3 月，政府實施了以下彈性措施協助僱主及外傭應對 2019 冠狀病毒肺炎疫情帶來的特殊情況。因應疫情發展，政府分別在 2020 年 6 月及 9 月延續相關措施。政府會繼續密切留意情況，並在有需要時檢討有關措施。同時，入境事務處（入境處）亦加快處理身處香港的外傭的工作簽證申請，以減低入住宿舍的外傭人數及日數，從而降低受感染風險。

✧ 提供彈性措施

- (1) **容許僱主延長其即將離任外傭的現行合約有效期限。**這安排旨在協助現時已聘有外傭而其合約即將屆滿，但其新聘請的外傭未能來港開始新合約的僱主。
- (2) **彈性考慮外傭以訪客身份延長在香港逗留期限的申請。**措施適用於外傭受疫情影響及／或因疫情引起的國際航空交通限制而未能返回他／她們的原居地。入境處會在「防止濫用」的大原則下，因應個案的個別情況酌情處理有關申請。
- (3) **考慮酌情批准外傭延後返回原居地度假。**在現行制度下，外傭在現行合約屆滿後跟相同的僱主續約，或將會與新僱主開展新合約，可在其原僱主或新僱主同意下，向入境處申請延後返回原居地度假。有關延後以由現行合約完結後起計不超過一年為限。因應疫情的最新情況，如外傭希望再次延後返回原居地度假，入境處會按個案的個別情況，考慮酌情批准。

✧ 加快處理外傭的工作簽證申請

入境處已加快處理身處香港的外傭的工作簽證申請，尤其是僱傭合約正常屆滿的外傭的轉換僱主簽證申請。同時，為遏止外傭涉嫌濫用提早終止合約安排以轉換僱主（俗稱「跳工」）的情況，入境處在處理外傭的工作簽證申請時，會繼續詳細審查申請人的情況，例如申請人在 12 個月內提前終止僱傭合約的次數及原因。就涉嫌「跳工」的個案，入境處會拒絕有關工作簽證申請，並要求申請人離開香港。

有關措施的詳情，請參閱勞工處的外傭專題網站（www.fdh.labour.gov.hk）內的相關新聞公報。有關外傭簽證申請的查詢，請致電查詢熱線 2824 6111 或電郵至 enquiry@immd.gov.hk，與入境處聯絡。

呼籲外傭同心抗疫

為加強外傭的抗疫意識，勞工處進行廣泛宣傳及教育活動，向外傭傳遞注意個人衛生及遵守有關抗疫的規例的重要性。同時，勞工處亦呼籲僱主因應當前的特殊情況，與其外傭商討合適的休息日安排；並應與外傭保持良好溝通，協助外傭對疫情加深了解。

✧ 鼓勵外傭休息日在家中休息 減低受感染風險

勞工處鼓勵外傭在休息日盡量留在家中休息，避開擠擁地方及保持社交距離。僱主可與外傭商討合適的休息日安排，包括讓外傭在平日而非週末放取休息日。一些關於休息日安排及相關僱傭事宜的常見問答已上載至勞工處的外傭專題網站（www.fdh.labour.gov.hk），供僱主參考。

有關休息日安排的法定要求

勞工處提醒僱主不得強迫外傭在休息日工作。根據《僱傭條例》，如僱主要求外傭在休息日工作，必須在原定休息日後的 30 天之內安排另定休息日予外傭，僱主並須在原定休息日後的 48 小時內通知外傭另定休息日的日期。若僱主在未得外傭同意下而強迫外傭在休息日工作或不給予外傭休息日，均屬違反《僱傭條例》的規定，可被檢控，一經定罪，最高可被罰款五萬元。

✧ 向外傭傳遞防疫信息 呼籲他／她們遵守相關規例

自 2020 年 4 月開始，勞工處於周末及假日在外傭經常聚集的地方（如中環皇后像廣場、銅鑼灣維多利亞公園及旺角花園街附近行人天橋等）以中文、英文及外傭的主要語言（包括菲律賓文、印尼文及泰文）進行流動廣播及派發宣傳單張，呼籲外傭遵守有關羣組聚集及佩戴口罩的規例。勞工處亦不時聯同其他政府部門（包括食物環境衛生署、民政事務總署、香港警務處及康樂及文化事務署）進行流動廣播。

勞工處亦與外傭來源國駐港總領事館合作，經由他們的網頁及社交媒體平台向其國民傳遞防疫信息。此外，政府在各區公共屋邨及私人屋苑派發及張貼以外傭主要語言印製的宣傳單張及海報；在以外傭為對象的電台節目播放呼籲；在政府的社交媒體平台推廣信息；以及在民政事務總署轄下的諮詢中心播放宣傳信息。

為加強對入住職業介紹所住宿設施的外傭的保障，勞工處於 2020 年 8 月至 10 月期間經由職業介紹所向入住其住宿設施的外傭派發口罩。勞工處亦提醒職業介紹所應避免安排外傭在擠迫的環境留宿，留意並提醒外傭注意個人衛生和保持社交距離。此外，勞工處亦透過向外傭派發宣傳紀念品，提醒他／她們注意個人衛生。



封面故事

勞工處聯同其他政府部門進行流動廣播



黃大仙彩虹道遊樂場。



銅鑼灣維多利亞公園附近的行人天橋。



在中環行人天橋張貼載有不同語文有關羣組聚集規例的海報。



在青衣外傭經常聚集的地方張貼載有不同語文有關佩戴口罩規例的海報。



派發餐具盒，提醒外傭在休息日／假日聚會時避免共享餐飲。



派發口罩套，提醒外傭佩戴口罩及注意個人衛生。

你可瀏覽勞工處的外傭專題網站 (www.fdh.labour.gov.hk) 以獲取與外傭相關的最新抗疫資訊。如就外傭僱傭事宜有疑問，你可透過外傭事宜專屬電子郵箱 (fdh-enquiry@labour.gov.hk) 向勞工處尋求協助。



最新消息

「規定最低工資」及膳食津貼維持不變

政府會定期檢討外傭的「規定最低工資」及膳食津貼。在 2020 年 9 月 29 日，政府宣布外傭的「規定最低工資」維持在每月 4,630 元，而膳食津貼則維持在每月不少於 1,121 元。根據「標準僱傭合約」，僱主必須為外傭提供免費膳食，但僱主亦可選擇以膳食津貼代替。

法定產假由 10 個星期延長至 14 個星期

《2020 年僱傭（修訂）條例》（《修訂條例》）於 2020 年 12 月 11 日開始實施。主要修訂為：

- 女性僱員可享有的法定產假，由 10 個星期延長至 14 個星期；
- 將《僱傭條例》下「流產」¹定義的懷孕期由「懷孕 28 個星期內」更新為「懷孕 24 個星期內」；及
- 接納到診證明書作為合資格僱員就接受產前檢查當日有權獲得疾病津貼的證明文件。

僱主在正常糧期支付所有產假薪酬後，可透過報銷形式向政府申領發還《僱傭條例》下須支付及已支付的第 11 個至第 14 個星期的產假薪酬，詳情請參閱勞工處編製有關「發還產假薪酬計劃」的資料。

有關詳情可瀏覽勞工處網頁（www.labour.gov.hk）。如有進一步查詢，請致電勞工處熱線 2717 1771（由「1823」接聽）或電郵至外傭事宜專屬電子郵箱（fdh-enquiry@labour.gov.hk）。

因應 2019 冠狀病毒病疫情，勞工處暫停為外傭及僱主舉辦活動（包括外傭僱傭事宜簡介會及外傭資訊站），直至另行通知。請瀏覽勞工處的外傭專題網站（www.fdh.labour.gov.hk）以獲取最新公布和資訊。

¹「流產」定義修訂為「在懷孕 24 個星期內排出不能於產後存活的成孕物體」。



**最新
資訊**



全港市民換領身份證計劃

全港市民換領身份證計劃 (換證計劃) 已於2018年12月27日展開，換證計劃的對象包括全港市民，不論是永久性居民或在本港就業、投資、居留或就讀的香港居民，均納入計劃內。因此，在香港就業並持有舊款智能身份證的**外傭**，亦須按其出生年份於指定期限內換領新智能身份證。

僱主小貼士

1. 記得提醒你的外傭留意換證時間表。
2. 辦理換證手續時，外傭只須帶備其現有的舊款智能身份證，到智能身份證換領中心辦理換證手續。



記得預約呀!



流動應用程式預約及
預填申請書



網上預約及
預填申請書

www.gov.hk/newicbooking



24小時預約電話
2121 1234

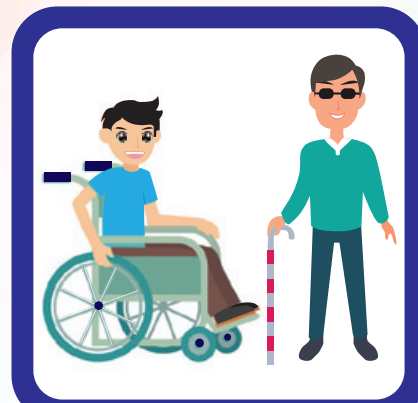


未來24個工作天可供預約

換證人士可帶同



兩名65歲或以上的親友



兩名殘疾人士
(須符合換證條件*)

一同換證



如被帶同的申請人屬十八歲以下人士，就必須由其父母任何一方，或一位年滿十八歲的合法監護人一起陪同辦理換證手續。陪同者亦必須出示其身份證明文件，例如身份證或其他有效旅行證件等。如由合法監護人陪同，該監護人須同時出示可證明其監護權的文件。

就11歲以下的申請人，其同行父母任何一方或合法監護人亦須出示：

- 申請人現時的永久性居民身份證；
- 申請人的其他身份證明文件正本（例如護照或其他有效旅行證件等）或最近的學校證件（須貼有照片並經該學校蓋印，例如學生手冊或學校記錄卡）；及
- 申請人的一張50 x 40毫米的正面近照（如申請人的身高不超過90厘米）。

請注意，在2008至2011年或2001至2004年出生的人士會在換證計劃期間（即2019至2022年）分別年滿11歲或18歲，因此他們需到五間人事登記辦事處的其中一間，申領兒童或成人身份證。



新智能身份證
New Smart ID



有關換證計劃的詳情，市民可瀏覽新智能身份證網站 www.smartid.gov.hk 或致電入境事務處查詢熱線 2824 6111。



攝錄監察非妙計 建立互信乃良方

在社交媒體上，不時看到僱主討論如何了解外傭在家的工作情況，於家中安裝閉路電視進行攝錄監察是僱主經常提出的一個方法。不少僱主以為在自己家中進行攝錄監察並不受任何法例的規管。不過，由於僱主在一個工作環境中蒐集已被其確定身份的外傭之個人資料，有關攝錄監察可能已經涉及收集個人資料的行為而受《個人資料（私隱）條例》（《私隱條例》）監管。在此等情況下，作為資料使用者的外傭僱主便須遵守《私隱條例》的要求，包括《私隱條例》下的六項保障資料原則（「保障資料原則」）²。

勞工處並不建議對外傭進行攝錄監察。於家中安裝閉路電視進行攝錄監察前，你應先考慮其他方法以達到相同目的。我們建議僱主（如有需要）採用侵擾程度最低並對外傭私隱造成最少損害的方法。例如：

- ✓ 鼓勵家中小孩或長者與你分享外傭的工作表現，你亦可多留意他／她們與外傭相處時的互動情況，這有助你更了解外傭對待他／她們的態度。
- ✓ 與外傭共同訂立工作時間表，有助外傭適時妥善地完成他／她的工作，你亦可從而觀察他／她的工作效率；如發現外傭表現不理想或不能在預期時間內完成工作，你可主動與外傭傾談，嘗試了解他／她工作時遇到的困難和需要，如有需要，你可作出適當的調節或更改，達致雙方同意及可行的工作時間表。
- ✓ 獎賞良好表現；在外傭工作表現理想時，你可給予他／她正面評價和讚賞，藉此提升外傭的士氣及工作效率，讓他／她更投入工作，主動及積極地把工作做妥。

此外，你亦應在顧及外傭的私隱權的情況下考慮清楚是否有實際的需要安裝監察系統。如你經周詳考慮後仍打算進行攝錄監察外傭在家的的工作活動，請確保進行攝錄監察是與你聘用外傭的事宜直接有關，而監察只在有迫切性的情況下，並根據《私隱條例》保障資料原則第 1（1）原則³進行。另外，你須留意以下事項：

² 有關《私隱條例》下的六項保障資料原則為 (i) 收集個人資料的目的、(ii) 個人資料的準確性及保留期間、(iii) 個人資料使用、(iv) 個人資料的保安、(v) 資訊須在一般情況下可提供及 (vi) 查閱個人資料，詳情請參閱香港個人資料私隱專員公署的網站 http://www.pcpd.org.hk/tc_chi/data_privacy_law/ordinance_at_a_Glance/ordinance.html。

³ 《私隱條例》的保障資料原則第 1（1）原則規定，資料使用者只可為了直接與其職能或活動有關的合法目的或直接與該目的有關的事宜而收集個人資料，而且收集的資料屬足夠但不超乎適度。



實用 資訊

I. 以公開方式進行監察

除非有特殊情況支持你進行嚴重侵犯私隱的隱蔽式監察（如使用針孔攝錄機），否則你應以公開的方式進行監察。鑑於隱蔽式監察嚴重侵犯私隱，個人資料私隱專員極不鼓勵僱主進行隱蔽式監察。

II. 以書面通知

監察活動的公開性及透明度對促進你與外傭之間的互相信任尤為重要。你應在進行第一次監察活動前，清楚告知外傭屋內裝有攝錄監察系統。在可行情況下你應向外傭發出書面通知，說明進行監察的目的及錄影記錄的保留時間。你可主動了解及積極回應外傭的憂慮，盡量在獲得他／她的同意後，才進行監察活動。



III. 於合適地方安裝監察系統

不可使用任何攝錄機拍攝在廁所、浴室及外傭工作後休息的私人空間內的活動。

IV. 妥善處理錄影記錄

用途	除非你獲得外傭的訂明同意，或根據《私隱條例》獲得適當豁免，否則從監察記錄所收集的外傭個人資料，只限用於當你通知外傭進行監察時所述明的目的，或與其直接有關的目的。
保管及銷毀	你應謹慎保管攝錄所得的監察記錄，確保從其所收集的個人資料受保障而免受未獲准許的或意外的查閱。
保留期限	在正常情況下，攝錄所得的監察記錄不應保留超過七天，你應定期刪除載有外傭個人資料的有關記錄。



香港個人資料私隱專員公署出版了下列刊物，以助僱主了解監察僱員工作活動時應注意的事項：

「僱主監察僱員工作活動須知：家傭僱主應注意的事項」

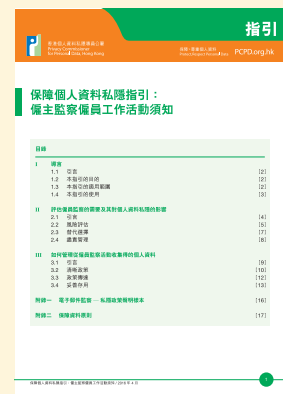
(www.pcpd.org.hk/tc_chi/resources_centre/publications/files/points_to_note_15102015_c.pdf)

- 說明僱主在家中對家傭進行攝錄監察時須注意的重要事項，例如應從監察活動的合理性客觀評估是否必須進行此類監察活動，並以公開方式合理地進行監察及須妥善使用和保留錄影記錄等。

「保障個人資料私隱指引：僱主監察僱員工作活動須知」

(www.pcpd.org.hk/tc_chi/data_privacy_law/code_of_practices/files/Monitoring_and_Personal_Data_Privacy_At_Work_revis_Chi.pdf)

- 闡述《私隱條例》如何適用於監察僱員活動，並提供有關使用從監察系統收集所得的員工個人資料時，僱主須確保有關行為符合《私隱條例》的保障資料原則的相關資料。



沒有員工喜歡在被長期監視的情況下工作。於家中安裝監察系統以觀察外傭工作表現，會讓外傭覺得不被信任，損害雙方的僱傭關係，更可能令外傭承受不必要的工作壓力，反過來影響他／她們的工作表現。

與其讓監察活動成為你和外傭之間的隔膜，你應給予外傭適當的指導和真誠的關懷，與他／她們建立彼此互信的僱傭關係，讓外傭全心全意地為你的家庭工作。

(資料來源：香港個人資料私隱專員公署。)

如對本通訊內容有任何建議，歡迎透過電郵向我們提出
(電郵地址：fdh-enquiry@labour.gov.hk)，謝謝。