

**Guangzhou Municipal Human Resources and Social
Security Bureau
Guangzhou Municipal Education Bureau
Guangzhou Municipal Finance Bureau
Guangzhou Municipal Transportation Bureau
Guangzhou Municipal Health Commission**

Sui Ren She Han [2020] No.8

**Notice from Guangzhou Municipal Human Resources and Social Security
Bureau and Four Other Departments on Employment-Related Measures during
the COVID-19 Prevention and Control Period**

To all municipal higher education institutions, district human resources and social security bureaus, district education bureaus, district finance bureaus, district transportation bureaus, district health commissions and parties concerned:

Work related to the prevention and control of the COVID-19 outbreak, the labor market and the employment of key groups are key priorities for the CPC Central Committee, the State Council, the CPC Provincial Committee, the provincial government, the Municipal CPC Committee and the municipal government. COVID-19 prevention and control is currently in a critical stage where the numbers of migrant workers returning to work and college graduates seeking jobs are soon to peak, placing great responsibility upon relevant authorities to fully fulfil their duties in work related to employment and epidemic prevention and control. Based on the guiding principles of the *Notice of the Ministry of Human Resources and Social Security, Ministry of Education, Ministry of Finance, Ministry of Transportation, and National Health Commission on Employment-Related Measures during the COVID-19 Prevention and Control Period* and the *Notice on Employment-Related Measures during the COVID-19 Prevention and Control Period* issued by the Guangdong Provincial Human Resources and Social Security Department and four other authorities, relevant matters are hereby notified as follows:

(1) Priority shall be accorded to the reopening of key enterprises and their recruitment of employees.

For enterprises vital to epidemic prevention and control, urban and rural operations, people's daily needs and operations significantly related to the national economy and people's livelihood, supplies to Hong Kong and Macao, and enterprises that urgently need to resume operations due to special circumstances (hereinafter referred to as the "Five Types of Enterprises"), each district shall appoint employment service specialists for liaison purposes, undertake a thorough survey on the situation regarding returning workers and labor demand, prioritize the release of recruitment information and timely compile information on labor demand information in the Guangzhou Employment Training Information System. During the *Nanyue Chunnuan* ("Spring in Southern Guangdong") and *Chunfeng Xingdong* ("Spring Breeze Action") month of employment assistance activities, all districts shall ensure that the completion rate of the task of collecting and releasing information on job vacancies is

greater than 30% of that in 2020. Each district shall thoroughly survey the demand for new workers from reopened enterprises, establish a ledger of recruitment vacancies in key enterprises and a list of urgently needed positions, and meet the recruitment demands of enterprises during this period through local recruitment, matching surplus workers with available jobs, organizing internships, and coordination of interns. For those enterprises whose labor demands cannot be met by the local labor force, relevant authorities should strengthen labor cooperation and encourage industry associations and human resource agencies to transfer labor resources between regions and industries, and assist enterprises in carrying out targeted cross-regional recruitment by strengthening regional labor cooperation, provided that all requirements pertaining to epidemic prevention and control are met.

For enterprises that produce and distribute materials urgently needed for epidemic prevention and control, and that recruit new employees (labor contracts signed, employment registration completed and social insurance premiums paid for more than one month in accordance with regulations) during the period of epidemic prevention and control, a one-off employment subsidy of CNY 1,000 per employee will be disbursed by special funds for the restructuring of industrial enterprises. A human resource service agency that successfully refers employees to the Five Types of Enterprises (a commercial HR service agency with a *Human Resource Service License* shall record information on job vacancies and job seekers in the Guangzhou Employment Training Information System; upon matching job seekers with job vacancies, they should issue a referral letter and timely record successful referrals in the system), will be granted a job referral subsidy of 400 yuan per person from the employment subsidy fund.

(2) Guiding the safe, orderly and staggered resumption of work

Human resources and social security authorities shall, based on plans by the municipal government for epidemic prevention and control, promptly determine the reopening dates of enterprises and engineering projects in their respective administrative divisions, establish a special section on their official websites and official WeChat accounts to guide migrant workers in returning to Guangdong in a safe and orderly manner in stages and batches based on the relevant degree of urgency. Human resources and social security authorities shall urge employers to inform their employees of the date of resuming work by means of telephone, text messages, and WeChat. Human resources and social security authorities shall strengthen communication with labor-exporting regions, and release information on reopening dates and labor demand to workers from these regions through local public employment service agencies and labor service stations. They shall also, in view of the characteristics of the flow of migrant workers, prepare and distribute epidemic prevention handbooks, and guide workers to undergo home quarantine and adopt other relevant protective measures. Based on the characteristics of different industries, particularly their level of labor intensity, and in accordance with the *Notice on Safe and Orderly Resumption of Production Released by the Guangzhou COVID-19 Prevention and Control Office*, human resources and social security authorities should guide enterprises to make all due preparations for the allocation of anti-epidemic supplies, such as masks, protective clothing, disinfection supplies, and thermometers.

(3) Strengthening support for affected workers.

Relevant authorities should pay attention to the health and living conditions of the workers remaining in areas hard-hit by the outbreak by sending messages, announcements and letters to express their concern, and provide psychological support to these workers. Workers returning to Guangdong from Hubei should be directed to undergo quarantine as required by relevant regulations. With respect to COVID-19 patients, suspected patients or close contacts who are undergoing quarantine or medical observation, as well as workers who are unable to work as usual due to government quarantine measures or other emergency measures, enterprises may not terminate their labor contracts or reject workers dispatched by labor agencies who are in similar situations. These workers shall be deemed to have worked as per normal and shall be paid all due wages. The government shall subsidize 50% of the wages paid by enterprises due to the above circumstances, calculated based on the basic employee old-age insurance wage base for the workers concerned. Required funds will be disbursed from the special subsidy funds for the structural adjustment of industrial enterprises. All human resource service agencies and employers may not publish recruitment notices that specifically exclude the recruitment of workers from areas hard-hit by the outbreak, nor refuse to hire workers for no reason other than that they are from such areas. Persons who are unemployed due to the COVID-19 outbreak shall be timely provided with unemployment insurance benefits. Those who are facing financial difficulties may apply for temporary assistance as per regulations. District public employment service agencies should proactively recommend jobs in nearby areas to migrant workers from Guangdong that previously returned to their hometown, are temporarily unable to return to their place of work due to the outbreak, and are seeking employment. Those who are keen to start a business and succeed in doing so may be provided with one-time entrepreneurship grants, rental subsidies, and “entrepreneurship-driven employment subsidies” in accordance with relevant regulations. Those facing financial difficulties may be provided with public welfare positions in accordance with relevant regulations.

(4) Supporting enterprises in maintaining jobs

Unemployment insurance rebates to stabilize employment should be enhanced. The relevant retrenchment rate for SME unemployment insurance rebate policies should be relaxed to no higher than the national urban unemployment target rate of the previous year (5.5% for 2019). For enterprises with 30 or less insured employees, the retrenchment rate shall be relaxed to no more than 20% of their total number of employees. Enterprises are encouraged to organize employees (including labor dispatch personnel) to participate in online vocational skills training, which shall be subsidized per relevant regulations. This shall also apply to platform enterprises (e-commerce enterprises) and enterprises in emerging business sectors. Pursuant to the *Notice on Employment-Related Measures during the COVID-19 Prevention and Control Period* issued by the Guangdong Provincial Human Resources and Social Security Department and four other authorities, special subsidy funds for the structural adjustment of industrial enterprises should be used to meet expenditures on job stabilization, employment promotion, and basic living security for enterprises or workers affected by the epidemic. Workers who return to work in enterprises producing anti-epidemic supplies during the Spring Festival (up to February 9, 2020) shall be provided a one-off employment subsidy of CNY 1,000 per person, with the required funds to be disbursed by special subsidy funds for the structural adjustment

of industrial enterprises. Enterprises are encouraged to recruit persons facing employment difficulties and fresh higher education graduates. Enterprises affected by the outbreak that do not lay off workers and pay wages as usual shall be provided with relevant social insurance subsidies for hiring persons facing employment difficulties and fresh higher education graduates. Subsidies that expire after January 24, 2020 will be extended until June 30, 2020. Required funds during this period of extension shall be disbursed by special subsidy funds for the structural adjustment of industrial enterprises. Authorities should allow entrepreneurship guaranteed loans to play a full role during this period. Where recipients of personal entrepreneurship guaranteed loans are infected with COVID-19, they may apply to the bank for an extension of repayment. In principle, the extension period shall not exceed 1 year, and finance authorities shall continue to provide interest subsidies. If borrowers cannot return their loans in time during this period as their businesses have been affected by the outbreak, they may resume loan repayments within 30 days after COVID-19 measures are lifted and continue to enjoy interest subsidies. Processing banks are encouraged to prioritize loan applications by individuals and small enterprises that have temporarily lost their source of income due to the epidemic. This shall be taken into consideration in the annual appraisal of loans by the bank. Provincial and municipal start-up incubators not run by state-owned enterprises or institutions that take the initiative to reduce rent for their tenant start-up companies (teams) will be granted subsidies equal to 30% of total rent reduced, up to a maximum of CNY 200,000 (those that have received other government rental subsidies are ineligible). Required funds shall be disbursed by special subsidy funds for the structural adjustment of industrial enterprises. Where all other conditions are equal, priority will be given to national and provincial start-up incubators.

(5) Multiple measures to promote the employment of higher education graduates.

All face-to-face recruitment activities for higher education graduates are temporarily suspended. National, provincial and higher education graduate recruitment websites, as well as WeChat official accounts and mini-apps will be fully leveraged to provide employment services and improve mechanisms for publishing recruitment information. Higher education institutions and employers are encouraged to use the internet to match supply and demand for labor, conduct online interviews, online signing of contracts, and allow workers to report for work online. Employers should be encouraged to appropriately extend recruitment dates, postpone physical health examinations, and the signing of employment agreements. Public employment and talent service agencies should postpone the deadlines for receiving notifications that employees have reported for work. These agencies may process the signing of employment agreements and procedures related to reporting to work for higher education graduates through mail, fax and the internet. During the epidemic prevention and control period, in-person recruitment activities by public institutions are temporarily suspended. Public institutions, state-owned enterprises and community-level service projects will appropriately postpone written examinations and recruitment interviews as required by the situation. Interview dates will be postponed for candidates who have completed their written examination. Candidates should be timely notified of the adjusted dates, which shall also be publicly announced. Psychological counseling for job seekers should be enhanced. Online sessions by experienced career mentors, counselling psychologists and university

psychology faculty should be organized, and a mental health helpline should be launched.

(6) Optimizing and improving online employment services.

Employers and workers should be encouraged to complete procedures related to public employment services, such as employment/unemployment registration and employment/entrepreneurship subsidy applications, through non-contact channels such as online service platforms and mobile apps. Those who are affected by the epidemic and cannot apply for subsidies on time may retroactively apply within three months of the lifting of COVID-19 measures. Each district should adopt innovative service models, broaden access to recruitment information, enhance online release and update of recruitment information, strengthen the online aggregation and sharing of job information, formulate specific and clear service guidelines for both enterprises and workers, and distribute them in advance through various mainstream media channels. Each district should arrange for staff from their sub-districts and towns to enhance the public awareness of online recruitment activities through bulletin boards, SMS, WeChat and other relevant means. Districts should organize industry-specific and profession-specific job fairs targeted at different groups based on the characteristics of enterprises and available jobs, and enhance recruitment methods through innovation. During the *Nanyue Chunnuan* ("Spring in Southern Guangdong") and *Chunfeng Xingdong* ("Spring Breeze Action") month of employment assistance activities, there should be no less than 185 online job fairs in Guangzhou (each district shall organized no less than 15 online job fairs, while there shall be no less than 5 online job fairs for the Five Types of Enterprises). Commercial human resource agencies shall be encouraged to play an active role. Each district shall, based on the local epidemic situation and arrangements by the local Party committee and government, determine and announce the operating hours of service counters at public employment service agencies, ensure the orderly flow of persons on site, ensure timely disinfection and sound ventilation, prepare temperature screening equipment, and ensure that all measures related to Covid-19 prevention and control are soundly implemented.

(7) Comprehensive monitoring of the employment situation.

All district human resources and social security authorities shall strengthen monitoring and analysis of the employment situation, closely communicate with the Municipal Development and Reform Commission, Municipal Statistics Bureau, Municipal Industry and Information Technology Bureau, Municipal Commerce Bureau, and all other relevant departments, closely monitor the peak job-seeking and recruitment periods after enterprises resume operations, and make every effort to fully monitor the resumption of production and recruitment. District human resources and social security authorities should focus on the resumption of work by the Five Types of Enterprises, major engineering projects, key projects and key enterprises, and stay fully informed of enterprise production capacity, total employee numbers, job vacancies, and existing difficulties. Each district should formulate short, medium- and long-term employment solutions that address labor shortages in enterprises to help enterprises resume work and production.

This Notice shall be implemented throughout the period of epidemic prevention and control. All districts should thoroughly implement the guiding principles of President Xi Jinping's important instructions, and resolutely implement the major

decisions of the CPC Central Committee, the State Council, the Provincial CPC Committee, the provincial government, the Municipal CPC Committee and the municipal government on responding to the epidemic situation, implement policies that prioritize employment during this period, enhance policy awareness, optimize employment and entrepreneurship services, guide enterprises in making full use of available policy support, and stabilize the confidence of enterprises and markets. All district human resources and social security authorities shall establish special working group for enterprise employment services during this period, strengthen organizational leadership, thoroughly delegate all responsibilities, take proactive actions, and enhance coordination to ensure the stability of the overall employment situation.

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