



(Translated Version)

## **Kasetsart University Announcement**

### **Regarding Safety Measures and Guidance to Prevent the Spread of the COVID-19**

#### **Issue 23**

Due to the recent spread of Coronavirus Disease (COVID-19) pandemic into many areas within Thailand and the recent increase in numbers of confirmed COVID-19 cases, Bangkok has been declared a Maximum Control Area (Red Zone). Kasetsart University would like to ensure safety measures and related matters are administered smoothly and effectively; therefore, as authorized by Section 37 of Kasetsart University Act B.E. 2558, we hereby issue the following measures to prevent the further spreading of the new COVID-19 strain:

**1. All class operations and academic assessments shall be conducted using online formats.**

Classroom operations, examinations, academic assessments, and academic reports or presentations shall be conducted using online formats or methods that are alternatives to in-person interactions. If any operations cannot be conducted in accordance with this announcement, issues and questions shall be submitted to deans of the faculty for consideration of an exception, to be determined on a case-by-case basis.

Work education and training of students within a Maximum Control Area (Red Zone) shall be suspended by all concerned faculties / colleges / departments / campus offices, and students' training should be adjusted as appropriate and effective, or postponed until an appropriate time, but without having any unsatisfactory impact on students' graduation. However, if any work education and training is not conducted within the Red Zone, the supervising lecturer, head of department, or dean of faculty shall determine appropriate methods of implementing these safety measures on a case-by-case basis.

**2. All faculties, departments, institutes and offices shall fully implement the Working from Home protocols.**

Supervisory administrative authorities may assign their staff members to work on campus in staggered shifts, as needed (reducing the number of persons working at any time within close proximity of each other), but without having an unsatisfactory impact on the university's necessary operations. Staff members are requested to submit a WFH report to their head of departments in a timely manner, at least once a week.

Faculty and staff members of necessary services, such as those providing support for online instruction and assessments, computer networking, financial services divisions, operational units related to salary and wages of KU staff members and procurement, public cleaning and security personnel, are requested to work on the campus as determined by the head officer of their department, taking into account current safety situations.

**3. All public service providing offices shall be operated normally every day.**

KU offices or divisions providing public services shall operate normally. These offices include: the university's veterinary hospitals, financial divisions, operational units relating to salary and wages of KU staff members and procurement, legal offices (particularly with ongoing cases of prosecution), student dormitories, on-going testing laboratories, research and training centers that necessarily and urgently provide services to the public, as well as KU staff who provide services related to online instruction, video conferencing, security, and public health.

**4. All forms of gatherings and events shall be cancelled or postponed.**

All KU faculties, departments, institutes and offices are requested to re-organize scheduled activities or forthcoming events, and to use alternative online formats. Vice Presidents / Office Heads may allow only implementation of certain necessary events on the campus, but only in strict compliance with the measures and practices of the government or the university, so as to prevent the spread of the COVID-19.

**5. All faculties, departments, institutes and offices must follow hygiene and safety measures to prevent the spread of the COVID-19.**

Standard health guidelines and practices shall be implemented strictly, including checking body temperatures and scanning QR code applications to facilitate COVID-19 monitoring at every campus building entrance, and maintaining healthy, hygienic working environments.

All faculties, departments, institutes and offices shall encourage their staff members to follow the Coronavirus (COVID-19) pandemic safety recommendations and important precautions announced by the Ministry of Public Health by keeping a physical distance, wearing a fabric or hygienic mask, washing hands regularly with soaps or alcohol gel, and avoiding large gatherings.

**6. Campus offices, training and research stations outside Bangkok but in the Maximum Control Area (Red Zone), namely Kamphaengsaen Campus, Sri Racha Campus and Suphanburi Campus Establishment Project, must comply with this KU announcement. The**

faculties and departments at Chalmphrakiat Sakon Nakhon Province Campus, which is not located within a declared Red Zone, are nonetheless requested to adjust all class operations and academic assessments to online format due to the potential that students and staff may have traveled back to their hometowns, which may be located within a Red Zone during the New Year's holiday season. All faculties, departments, institutes and campus offices must monitor the travel of students and staff from Red Zone locations; specifically, they should monitor and look for any symptoms evidencing an illness, in which case unwell persons should remain at their home residence (that is, engage in a strict self-monitoring) for at least 14 days. Vice Presidents for these campuses, and deans and heads of departments, institutes and offices, shall apply other necessary safety measures in accordance with the provincial and municipal governments' announcements.

7. If any operations cannot be conducted in accordance with this announcement, the President shall have final decision-making authority.

This announcement will be effective until further notice of changes.

Announced on 2 January 2021



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