



Announcement of Naresuan University
on “Operating Procedures of Naresuan University Personnel under
Preventive Measures Against Coronavirus Disease (COVID-19) Epidemic”

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As the outbreak of COVID-19 tends to spread wider and last unexpectedly longer, Naresuan University raises its preparedness to prevent and delay the prevalence of the disease in accordance with the resolution from the Cabinet on March 17, 2020 agreeing upon urgent measures to respond with crises from COVID-19 and that Ministry of Higher Education, Science, Research and Innovation seeks cooperation from all higher education institutions to strictly comply with such the measures. The university, aligned with the resolution from Naresuan University Administrative Committee Meeting on March 18, 2020 (6/2020), implements operating procedures for its personnel as detailed below:

1. Reduction of crowdedness in office space.
 - 1.1 Personnel selectively work for 7 hours as scheduled in the followings:
 - 1.1.1 Office hour from 8.00 to 16.00 where lunch break is 11.00
 - 1.1.2 Office hour from 9.00 to 17.00 where lunch break is 12.00
 - 1.1.3 Office hour from 10.00 to 18.00 where lunch break is 13.00
 - 1.2 Day-off rotation can be done as deemed necessary while the remainders of staff still fulfill key missions effectively.
2. Reduction of spreading in case of exposing to risk areas.

Working at home is recommended for the person(s) traveling to province(s) or area(s) where coronavirus disease is present. Deans and directors must carry out the followings:

 - 2.1 Assign, supervise, and monitor the person(s).
 - 2.2 Electronically, or other means necessary, locate the person(s)' presence

3. Preventive measures for staff members working at the office/attending meetings.
 - 3.1 Commit body temperature check before singing in or attending the meeting.
If fever or breathing difficulties found, the person must not work/attend the meeting
 - 3.2 Wear a mask before attending the meeting.
 - 3.3 Cleanse the meeting room before and after the use.
4. Deans and directors are responsible for these operating procedures and ensure that each of the staff members strictly follows. Any issues arisen from exercising this announcement, the decision of the president is final.

Announced on March 18, 2020



(Honorary Professor Dr. Kanchana Ngourungsi)

President, Naresuan University