



Announcement of Naresuan University
on “Temporary Closure of the University and Work from Home Measures to Prevent
the Widespread of Coronavirus Disease (COVID-19)”

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As the outbreak of COVID-19 tends to spread wider and last unexpectedly longer throughout the globe combining with the increased cases found in many provinces in Thailand, Naresuan University, in conjunction with the Order of Phitsanulok Province numbered 2153/2020 dated March 25, 2020 on “Temporary Closure of Places” and the Command from Phitsanulok Governor on March 26, 2020, hereby announces measures to help prevent the prevalence of coronavirus among staff members and students in the community as detailed below:

1. Naresuan University will temporarily close from March 26 to April 30, 2020. However, operations of the Naresuan University Hospital proceed as usual whereas other back offices remain in duty as minimally required as possible during official office hours.
2. Executive staff members ranging from President, Vice Presidents, Assistants to the President, Deans, Directors and other equivalent position staff are due to work normally unless found unable to work at the office. Any necessary modes of communication must be available at all times; e.g., online meetings, phone calls or email messages.

The above-mentioned staff members are to supervise, plan, monitor, and evaluate working performance and outcomes of staff under line of management as deemed practical.

Other routine assignments based on each body’s missions and functionalities can be assigned to staff members under work from home basis. Appropriate plans, supervision, monitoring, and evaluation should be regularly undergone to assure that operations remain as closely effective as the staff work at the office. In case that nature of each specific assignments/operations can not be done off-campus,

staff member(s) may work at the office given that approval from university executive staff member(s) is sought.

3. Staff members working from home must be ready to communicate, be assigned or delegated or summoned and strictly maintain disciplines.

Home means the usual residence of a person during working days.

Working hours and working days are similar to that of working at the office.

During this temporary closure, staff members do not have to sign in but directly report to Heads of Offices through available channels of communication.

In case that a staff member needs to periodically leave home at time(s) during official office hours, approval from Head of Office must be granted before hand.

Failure to comply with these is considered breaking of disciplinary actions.

4. If a staff member likeably found to get infected, he/she must commit home quarantine for 14 days and remains to work normally at home; Head of Office must immediately report the case to the president.

In case that the person is required to get admitted at the hospital, regulations of leave will be applied.

5. President, Vice Presidents, Assistants to the President, Deans, Directors and other equivalent position staff may implement further necessary measures in line with this announcement.

6. President, Vice Presidents, Assistants to the President, Deans, Directors and other equivalent position staff are to rehearse these measures with staff members so that they comprehensively comply with this announcement.

Any issues arisen from the enforcement of this announcement, the decision of the president is final.

Announced on March 26, 2020



(Honorary Professor Dr. Kanchana Ngourungsi)

President, Naresuan University