



(Translated Version)

Announcement of the Faculty of Information and Communication Technology, Mahidol University  
Guidelines for Work from Home Due to the Transmission of Coronavirus Disease 2019 (COVID-19)

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Due to the transmission of Coronavirus Disease 2019 (COVID-19) which tends to be increasing in broad areas, the government and Mahidol University have issued announcements and measures to reduce risks of the transmission, and in order to ensure the continuity of work.

By virtue of Section 37 of Mahidol University Act B.E. 2550 (2007), in conjunction with the Announcement of the President of Mahidol University on Suspension of All Classroom Teaching and Learning in Mahidol University and Work from Home Guidelines for Mahidol University Staff Due to the Outbreak of Coronavirus 2019 (COVID-19), dated 17 March 2020, and the Announcement of Mahidol University Guidelines for Work from Home and Social Distancing to Respond to the Coronavirus 2019 (COVID-19) Outbreak, dated 19 March 2020, the Dean of the Faculty of Information and Communication Technology has set the guidelines for the suspension of classroom teaching and learning, work protocols, and work proportion for work at the Faculty of ICT and work from home for the academic staff and support staff as follows:

1. The Faculty of Information and Communication Technology is to suspend classroom teaching and learning and migrate to the university's online education system as the university or Faculty of ICT has determined.
2. In this announcement, "faculty members" mean civil servants, university staff, university staff under the Faculty of Information and Communication Technology, employees hired by university revenue, and employees hired by the Faculty of Information and Communication Technology revenue, and foreign staff, who work for the Faculty of Information and Communication Technology, Mahidol University.
3. Faculty members are assigned to partially work from home from 23 March 2020 until further notice with the following guidelines:

- 3.1. The Dean/Deputy Deans are to assign appropriate workloads to faculty members in their respective departments, without the necessity to work at the Faculty, by considering the following issues:
  - 3.1.1 The risk of travelling for work, appropriateness of workloads, and readiness of work equipment in case of working from home.
  - 3.1.2 Faculty members' work is assigned and followed up to achieve the agreed upon outputs or results.
  - 3.1.3 If the assigned outputs or results are not achieved, then the faculty member may not be allowed to work from home and he/she has to be responsible for his/her work performance with the supervisor.
- 3.2. The partial work from home will account for 60:40 percent proportionately divided between the work at the Faculty of Information and Communication Technology (equivalent to 3 working days) and the work from home (equivalent to 2 working days), or under the supervisor's consideration.
- 3.3. The faculty members who are allowed to work from home must
  - 3.3.1 Inform the Dean/Deputy Dean in their respective departments of the reason or necessity.
  - 3.3.2 Clarify workloads, output/results, work plan and report the work results after working from home to the Dean/Deputy Dean in their respective departments.
  - 3.3.3 Be in communication with the Faculty of ICT at all times and perform work at home as if performing work at the Faculty of ICT.
  - 3.3.4 The Dean/Deputy Deans in their respective departments are authorized to consider the work assignments of any faculty members and the necessity to come to work at the Faculty of ICT for the efficiency and continuity of the management and services.
- 3.4. In consideration of section 3.1, every department in the Faculty of ICT must be staffed on a rotational basis every day to ensure the continuity of the management and services in the Faculty of ICT.
- 3.5. In regards to section 3.2, working at the Faculty of ICT means working at the ICT Building on the Salaya campus, except those who have necessity and their main work is in the Computer Center Building on the Phayathai campus. Those who need to work on Phayathai can ask for permission from the Deputy Dean on a case by case basis.
4. The line group "ICT Mahidol LINE Official Account" as well as a email addressed to ICT STAFF and email addressed to ICT INSTRUCTOR are to be used for official communication.

5. The faculty members who are responsible for teaching and learning are required to register for the Cisco Webex and MS Teams platforms.
6. The faculty members with their assigned workloads are required to install “Webex Meetings” on their mobile phone/computer for the purpose of meetings on dates and times as scheduled.
7. In case any problems occur with this announcement, the Dean shall review the issue and make the final decision.

The policies of this announcement are in effect from the announced date onwards. Please monitor the updates and further announcements from the Faculty of Information and Communication Technology regularly.

Announced on 20<sup>th</sup> March 2020



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