



(Translated Version)

Announcement of the Faculty of Information and Communication Technology, Mahidol University
Safety and Precaution Measures Regarding the COVID-19 Virus for Faculty Members

The World Health Organization (WHO) advised that the Novel Coronavirus 2019: 2019-nCoV is a public health emergency of international concern (PHEIC) and the Ministry of Public Health has recently listed the COVID-19 as a severe communicable disease, according to the Communicable Diseases Act B.E. 2554. In addition, the Ministry of Higher Education, Science, Research and Innovation (MHESI) released an Announcement on the Safety and Precaution of the Virus, No. 1 dated 25th January 2020 and No. 2 dated 25th February 2020. Mahidol University has also issued the Announcement of Mahidol University on Safety and Precaution Measures Regarding the COVID-19 dated 24th February 2020 and the Announcement of Mahidol University on Safety and Precaution Measures Regarding the COVID-19 dated 26th February 2020.

In order to prevent the COVID-19 disease outbreak, especially cross-border transmission which may affect public health in Thailand, and by virtue of Mahidol University Act B.E. 2550 in section 37, the Announcement of Mahidol University on Safety and Precaution Measures Regarding the COVID-19 dated 24th February 2020, and the Announcement of Mahidol University on Rules and Guidelines to Stop Working Regarding the COVID-19 outbreak dated 26th February 2020, the following have been announced:

(1) In this announcement,

Faculty of ICT means the Faculty of Information and Communication Technology, Mahidol University.

Dean means the Dean of the Faculty of Information and Communication Technology, Mahidol University.

Faculty members mean the faculty members and all levels and types of staff who work for the Faculty of Information and Communication Technology, Mahidol University, no matter whether full-time or not, including guests who come to occasionally visit, or temporarily work, or work full-time at the Faculty of Information and Communication Technology, Mahidol University. These also include staff in Mahidol University or outside Mahidol University who participate in training courses or conduct a co-research.

Ongoing outbreak areas means the countries/territories/areas being listed in the attachment and the countries/territories/areas reported as having a surge in cases or an ongoing outbreak of the COVID-19, according to the Department of Disease Control, Ministry of Public Health. This includes all areas in the said countries/territories/areas.

Travel to means travel to the destination in or stay in or drop by the ongoing outbreak area.

Transit means temporarily transit through the ongoing outbreak areas, no matter how long it takes or whether a person gets out of a vehicle or not.

Return from and *Travel from* include transit through the ongoing outbreak areas.

(2) All faculty members are required to strictly follow the law(s), the announcement(s) of the Ministry of Public Health, the announcement(s) of Higher Education, Science, Research and Innovation (MHESI), and the announcement(s) of Mahidol University on the relevant issues, and follow this announcement as a supplementary.

(3) All faculty members are required to provide actual information in order to monitor and screen those who have travelled to and from as well as transited through the infected countries/territories/areas and also areas with a surge in cases or who have close contact with the people who travelled to and from as well as transited through the infected countries/territories/areas and also areas with a surge in cases. Concealing information may be considered a criminal offence.

3.1 For faculty members, the Human Resource Management Department is responsible to monitor and report to the dean.

3.2 For foreign guests, the English Academic Support Unit is responsible to monitor and report to the dean.

3.3 For faculty members and people outside Mahidol University who participate in training courses, the Academic Services and Technology Transfer Department is responsible to monitor and report to the dean.

3.4 For faculty members who conduct research, the Research Development Department is responsible to monitor and report to the dean.

(4) The Deputy Dean for Engineering and Systems is the main contact person coordinating with the Risk Management Center, Mahidol University on COVID-19 as well as the main contact person monitoring within the Faculty of ICT by coordinating with Deputy Deans, Assistant Deans, and related Head of Departments.

(5) All faculty members are required to follow the related Safety and Precaution Measures, such as temperature checks, and the provision of free surgical masks. In case a Faculty member whose body temperature is 37.5 degree Celsius or above or having any respiratory symptoms, etc., the Faculty member may be required to stay in a prepared location for surveillance.

(6) The Faculty of ICT does not support any travel to or transit through ongoing outbreak areas. Faculty members are advised to avoid travelling to or transiting through ongoing outbreak areas.

6.1 In case faculty members were allowed to do research, join an academic conference, join a seminar, or join an academic presentation in other countries by travelling to or transiting through ongoing outbreak areas from this effective date in this announcement until 30th April 2020, students are advised to avoid travelling to or transiting to the ongoing outbreak areas. If the travel must be cancelled and it is necessary to have a document as evidence for the cancellation or postponement, please inform the Human Resource Management Department to issue the document. The Faculty of ICT will reimburse all expenses incurred in the actual amount, but not exceeding the amount originally approved.

6.2 In case faculty members planned to go abroad for other reasons apart from 6.1 from the effective date in this announcement until 30th April 2020, students are advised to avoid travelling to or transiting through ongoing outbreak areas. If the travel must be cancelled and it is necessary to have a document as an evidence for cancellation or postponement, please inform the Human Resource Management Department to issue the document.

(7) In case of inevitable necessity, faculty members have to travel to or transit through ongoing outbreak areas or are currently travelling to or transiting through ongoing outbreak areas, please take strict precautions and protect yourselves by putting on masks, cleaning hands, avoiding sharing personal belongings with others, avoiding crowded places, and following the recommendations of affiliated organizations.

(8) Faculty members who plan to or are going to travel abroad are advised to closely monitor the updated announcements and situation from the Department of Disease Control, Ministry of Public Health to avoid travelling to or transiting through the ongoing outbreak areas.

(9) Faculty members who have returned from ongoing outbreak areas are required to report to their Immediate Supervisor or Head of the Department, and report to the supervised Deputy Dean or Assistant Dean, as well as self-quarantine at home for 14 days starting from the date of arriving in Thailand. The faculty members are advised to monitor themselves continuously, to avoid crowded places, to stop taking public transportation, not to share personal belongings with others, and to put on surgical masks when getting close to other people. Furthermore, if students have a fever or represent one of the following respiratory symptoms, such as coughing, sore throat, running nose, or shortness of breath, they must seek medical attention from a medical professional or obtain a COVID-19 screening test at a trusted hospital.

Salaya Campus – obtain the test at the Golden Jubilee Medical Center, Faculty of Medicine Siriraj Hospital of Mahidol University from 8:00 a.m. to 4:00 p.m. Telephone number: 02 8496600

The faculty members are requested to report their history of their travel to their Immediate Supervisor or Head of the Department.

9.1 For those who were allowed to take study leave, join a training course, attend a site visit, do research, accumulate academic knowledge, participate in a meeting, join a conference, join a seminar, perform a duty, or join an academic presentation in another country with ongoing outbreak areas, they have to refrain from working. Such absence shall not be counted as a leave day.

9.2 For those who travelled abroad by themselves for other reasons apart from 9.1, they must report to their Immediate Supervisor or Head of the Department and must refrain from working. Such absence shall be counted as a leave day. It is considered holiday leave, using remaining yearly holiday leave quota first. If the yearly holiday leave quota is not enough, it is counted as business leave. If yearly business leave quota is not sufficient, the rest of the amount of the leave days shall not be counted as a leave day.

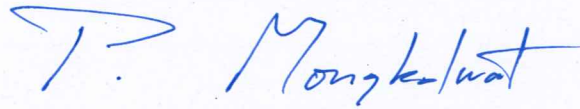
9.3 In case the supervising Deputy Dean or Assistant Dean assigned work outside while taking leave at home, such as remotely teaching, teleconferencing, or any other work which can be done while taking leave at home, the period of working time is not counted as a leave day.

(10) All Departments should consider avoiding, cancelling, or postponing any events organized in the Faculty of ICT that are related to people who travel from ongoing outbreak areas, or consider holding an event as a teleconference instead. If an event cannot be avoided, please put on masks while attending the event.

(11) In order to collectively control the COVID-19 outbreak, it is advised for all faculty members to realize and give precedence to avoid travelling to or transiting through ongoing outbreak areas, to take precautionary measures to avoid infection, and to provide actual information for their safety and reducing the transmission of the COVID-19 to their families, friends, colleagues, and faculty members.

(12) In case any problems occur with this announcement, the Dean shall review the issue and make the final decision.

Announced on 2nd March 2020



(Dr. Pattanasak Mongkolwat)

Dean of Faculty of Information and Communication Technology,
Mahidol University

List of Ongoing Outbreak Countries, Territories or Areas
Attachment of the Announcement of the Faculty of Information and Communication Technology,
Mahidol University on Safety and Precaution Measures Regarding the COVID-19
for Faculty Members dated 2nd March 2020

Ongoing Outbreak Countries, territories or areas according to the Announcement of the Faculty of Information and Communication Technology, Mahidol University on Safety and Precaution Measures Regarding COVID-19 for Faculty Members means the following countries or areas (this list is subject to change) and the countries/territories/areas being reported of having a surge in cases or ongoing outbreaks of COVID-19, according to the Department of Disease Control, Ministry of Public Health. This includes all areas in the said countries/territories/areas.

1. People's Republic of China
2. Special Administrative Region Hong Kong
3. Special Administrative Region Macao
4. Taiwan
5. Republic of Singapore
6. Japan
7. Republic of Korea (South Korea)
8. Republic of Italy
9. Islamic Republic of Iran
10. French Republic
11. Federal Republic of Germany
12. Countries with confirmed cases by the Department of Disease Control,
Ministry of Public Health: <https://ddc.moph.go.th/viralpneumonia/intro.php>