



Announcement of Thammasat Business School

Thammasat University

Protocol in preventing and controlling Corona Virus outbreak (COVID-19)

(Issue No. 2)

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Pursuant to the Ministry of Public Health who has been updating about the new Corona Virus 2019 (COVID-19) which the number of the infections keep increasing tirelessly and spreading throughout the world. Thammasat Business School (TBS), Thammasat University terribly concern for our personnel and students; therefore, TBS management team would like to propose protocol in preventing and controlling Corona virus pandemic to be prepared and to refrain from all possible opportunity to get infected. All lecturers, officers and students are requested to follow these rules.

1. All lecturers, officers and students are requested to strictly follow procedures on the announcement which has been made by the Department of Disease Control as well as by Thammasat University and Thammasat Business School.

2. All lecturers and officers are allowed to take personal leave and vacation leave in case that anyone wish to work outside their own residents. Do report the destination to director in both inside and outside the country.

3. All classes in Thaprachan and Rangsit campuses are cancelled starting immediately until further notice. All of the TBS courses must readjust into online platform for the rest of semester 2/2019 based on personal preference such as Facebook Live, Zoom Cloud, Microsoft Teams, Google Classroom or Video recording. If there is any support on software and equipment needed, please contact directly to Computer Center at E-mail:tedc@tbs.tu.ac.th

4. If any student find any difficulty to use the online platform, the faculty has provided lecture rooms and computer lab which available only on request and must relevant to own class schedule including the section which has been registered at the beginning of the semester 2/2019.

Computer Labs

Thaprachan campus Tel. 02-613-2230/ Rangsit Campus Tel. 02-696-5696

Lecture Rooms

Thaprachan campus Tel. 02-613-2203/ Rangsit Campus Tel. 02-696-5736

Students are requested to self-identify with student ID cards, sign in to the room and wear a mask whenever they enter the room. The faculty reserves the rights to not provide services to students who are failed to comply with the requirements.

5. All activities which contain many people such as meeting, seminar, group work, examination are canceled and need to readjust into online platform. If there is any difficulty, please send a report to the department/major/program or the director or the dean on clarifying any difficulty may have occurred including strict plans on how to prevent and control the outbreak.

6. In order to reduce opportunities of getting infected to COVID-19 from both travelling to work and during working period, all units are requested to use work from home method starting immediately until further notice. To do so, each unit must plan precisely on working methods and propose ways of communication to the director in order not to affect the government work. The management team would like to give priority to officers who use public transportation who can be at risk of infection under these following conditions:

6.1 Any work duty which to be carried out to work from home must not affect main responsibility and remain usual efficiency to one's own unit.

6.2 Each unit must set up a shift duty plan to stand by in the office and that officer need to be able to work for colleagues at their homes. In case that any unit has a reason not to set any shift duty to standby at the office, please report to the management team.

6.3 Officers who work from home must have all office equipment ready in the resident and must be available to be contacted as well as be prepared to go to the office if necessary such as works that cannot be done at home or urgent work that need to finish in time.

6.4 Each unit need set up a precise Standard Operating Procedure (SOP) which includes work plans, work load and calendar for working at home to officers in own unit and send to the Department of Human Resource at hr@tbs.tu.ac.th in order to propose to the faculty secretary.

6.5 Officers who work from home must be ready to work at the same time as the office hour. In case that any failure to work from home, that officer need to send an excuse letters such as sick leave, personnel leave or vacation leave as it is written in the regulation.

6.6 Program directors, the secretary, head of departments, senior officers or assigned officers must conduct both in the office and at home to able to work as smooth as possible.

7. All departments are requested to adjust communicating and working methods in order to decrease opportunities to visit the faculty by contracting through E-mail, Facebook, Line and Phone calls.

8. Everyone is requested to clean up your table and office equipment; PC, printer, scanner, telephone by regularly swiping alcohol and antiseptic. Alcohol and antiseptic can be asked at TBS admin in both Thaprachan and Rangsit Campuses.

9. Everyone is requested to refrain from physical contact to colleagues, close distance conversation, having meal in a big group, drinking a shared glass, using public utensil or office equipment. Also be aware of visiting the crowded area and close-door area. Please stay away from people with symptoms such as cough or sneeze at least 2 meters.

10. All lecturers, officers, and students are requested to perceive one self's health as well as the other's. If anyone has a high body temperature over 37.5 Celsius degree with significant symptoms; cough, sneeze, running nose and dyspnea, please see the doctor and inform the program immediately.

11. In cases that lecturers, officers, and students get involved to be infected to COVID-19 such as interacting with the infections or visiting place that has the infections, they are requested to immediately inform the director and the faculty in order to quarantine them self and any other preventive measures.

12. All departments and programs are requested to share ideas on how to decrease opportunities to be infected COVID-19 from working, for example rearranging workplace to a proper space, requesting officers put on their own mask, your idea can be presented to the director.

13. Everyone is requested to monitor situation of the Corona virus outbreak (COVID-19) from the announcement of government, University and Thammasat Business School which may be changed in the future.

This announcement is for acknowledgement and practice generally

Announcement date: March 2020

(Assoc. Prof. Dr. Sathaporn Opananon)

Associate Dean for Administration

Acting Dean of Thammasat Business School