



# Official Memo

**Department** Thammasat Business School Tel. 5702

**No.** **Date** 12 July 2021

**Issue** Guidelines following Thammasat University Notification No.28

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**Dear** Lecturers and Staff members

Pursuant to Thammasat notification on Measures and Recommendations on the Prevention and Control of Coronavirus (COVID-19) (NO. 28) dated 10<sup>th</sup> July 2021 stating that all offices at Tha Prachan and Rangsit campuses are temporarily closed as well as ceasing all activities and contact within the university, all university units shall implement work-from-home arrangements from 12<sup>th</sup> July to 1<sup>st</sup> August 2021.

To respond to the university policy and secure a good health for all personnel as well as to show social responsibility, Thammasat Business School hereby issues the following measures:

1. Offices in both Tha Prachan and Rangsit campuses are temporarily closed, and work-from-home arrangements shall be implemented from 12<sup>th</sup> July – 1<sup>st</sup> August 2021
2. Any lectures and staff members who need to use the faculty area can do so only on Wednesdays for a limited period of time. Each request must be approved by the secretary of the faculty.
3. Document delivery between Tha Prachan and Rangsit will operate on Wednesdays only.

Any personnel who use the faculty area must strictly follow measures to safeguard public health and demonstrate social responsibility in preventing the coronavirus 19 pandemic (COVID-19).

(Assoc. Prof. Dr. Sathaporn Opasanon)

Associate Dean for Administration