



Thammasat Business School Announcement

Thammasat University

Measures and Recommendations for the Prevention and Control of Coronavirus 19 (COVID-19)  
(Issue 15)

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This notification is with reference to Thammasat Business School's announcement on the "Measures and Recommendations for the Prevention and Control of Coronavirus 19 (COVID-19) (Issue 14) given on 29<sup>th</sup> September 2021, which extended the period of working from home, issue 8, until 31<sup>st</sup> October 2021.

According to Thammasat University's latest Notification on the Measures and Recommendations for the Prevention and Control of Coronavirus (COVID-19) (NO. 34), work is allowed in the university starting from 1st November 2021 with the condition that all units shall not exceed 25 percent of the total number of personnel, including strictly following the Ministry of Public Health's measures and guidelines. The Faculty hereby issues these following measures and guidelines for all lecturers, staff members and students:

1. The Faculty will initiate complementary work from home and at the faculty measures for both Tha-Prachan and Rangsit campuses. The discretion to work at the Faculty depends on each head of department under the condition of a maximum of 25 percent of staff members in each unit. These measures will be conducted along with a monthly plan for staff who complement work at home on condition that it does not effect regular working schedules and efficiency. Any unit which has less than 7 members of staff in total, shall be allowed to accommodate 1 person each day at the Faculty

2. The monthly plan and work report during the work from home period will proceed using the specified form with the approvement of the head of each unit, and uploaded using the Google Drive folder shared by the Human Resources and Planning Unit.

3. Any staff member who implements work at the faculty, is requested to record their regular work shift (using the finger-print scanner). In the case that a staff members' work shift usually starts later than 9.00 am, please temporarily change the shift from 9.00 am. to 5.00 pm.

4. All units are requested to keep the workplace clean and separate rubbish that is at risk of infection, such as tissue paper and masks by completely wrapping it in paper every time.

5. All staff members are prohibited to have lunch together and remain social distancing as guided by the Ministry of Public Health.

6. . All lecturers, staff members and students who use the faculty area:

- Wear a face mask at all times
- A body temperature test must be passed before entering the university

buildings.

The temperature test is in front of the elevators both at Tha-prachan and Rangsit campuses. If anyone fails the test or exhibits signs of infection, please immediately see a doctor for a further diagnoses and report back to the faculty.

7. Strictly follow guidelines from the Department of Disease Control (DDC), Ministry of Public Health (MOPH), Thammasat University, and Thammasat Business School.

8. Monitor the coronavirus 2019 (COVID-19) situation closely from the government, university and the Faculty since the announcement can be changed due to the situation in the future.

9. All support personnel shall comply with the work from home guidelines as announced on 11<sup>th</sup> May 2021, which was extended and shall not oppose this announcement.

This announcement is effective from the 1<sup>st</sup> until 30<sup>th</sup> November 2021.

Given date 29 October 2021

(Prof. Ruth Banomyong, Ph.D)  
Dean of Thammasat Business School