



(Translated Version)

Announcement of Mahidol University

Criteria and Guidelines for Leave of Absence (LoA) during the Coronavirus Disease 2019 Outbreak

Mahidol University has announced the Safety and Precaution Measures Regarding the Outbreak of Novel Coronavirus (2019-nCoV) No. 2 dated February 11, 2020 and the Safety and Precaution Measures Regarding the Coronavirus Disease 2019 (COVID-19) Outbreak dated February 24, 2020, in order to set guidelines for surveillance and prevention of the coronavirus for university staff when travelling or transiting to cases surge or ongoing outbreak areas as specified by the Department of Disease Control, Ministry of Public Health.

By virtue of Section 34 (8) of the Mahidol University Act B.E. 2550 (2007) together with Article 15 paragraph three of the Regulations of the Prime Minister's Office on Government Official on Leave of Absence B.E. 2555 (2012) and Item 8 of Mahidol University's Regulations on University Personnel Management B.E. 2551 (2008) and the amendment, and Item 6 of Mahidol University's Regulations on University Staff (faculties/ colleges/ institutes) B.E. 2552 (2009) and Item 31, paragraph three of Mahidol University's Regulations on Human Resource Management for Employees Hired by University Revenue B.E. 2561 (2018), the President, with the approval of the Human Resources Management Committee in the meeting No. 4/2020 on February 26, 2020, made the announcement as follows:

1. Employees of the University who have been approved or allowed to take leave for study, training, field trips, research conduct, increase of academic knowledge, seminars, official

visits, lecturing/ presenting academic papers by travelling to or transiting through the countries/territories/areas being reported of having cases surge or ongoing outbreak of the COVID-19, according to the Department of Disease Control, Ministry of Public Health, have to report to their immediate supervisor right after arriving from the mentioned countries/ territories/ areas within 24 hours. Without an obligation of face-to-face communication, the report can be done via telephone or other channels in an appropriate basis. Those persons have to follow the 14-day self-quarantine at home since returning to Thailand. This is not considered an absence nor a leave.

2. Employees of the University who have traveled to or transited through the countries/territories/areas being reported of having cases surge or ongoing outbreak of the COVID-19, according to the Department of Disease Control, Ministry of Public Health, for reasons excluded from Item 1, have to report to their immediate supervisor right after arriving from the mentioned countries/ territories/ areas within 24 hours. Without an obligation of face-to-face communication, the report can be done via telephone or other channels in an appropriate basis. Those persons have to follow the 14-day self-quarantine at home since returning to Thailand. In this case, they are instructed to take their annual leave. If it exceeds entitlement they have, the extra days shall be taken from their business leave. If the business leave is not sufficient, the exceeding days shall be then granted.

3. When employees of the University under the Item 1 and Item 2 return to work, they must wear a sanitary mask for the next 30 days. If later showing a sign of respiratory symptoms, namely a high fever of 37.5°C or above together with any of respiratory symptoms such as coughing, sore throats, running nose or difficulty breathing, they must obtain the COVID-19 screening test at the University's hospital/ medical unit or a trusted hospital, and report back at once to their immediate supervisor.

4. For employees who work closely with those in Item 1 and Item 2 or get close to patients diagnosed or suspected of coronavirus infection, they must strictly have self-awareness. If they present any of the symptoms listed in Item 3, they must obtain the COVID-19 screening

test at the University's hospital/ medical unit or a trusted hospital, and report back at once to their immediate supervisor.

However, while waiting for the screening results, the Head of their faculties/ colleges/ institutes may instruct them to stop working without being considered an absence or a leave.

5. During the absence, their immediate supervisor may assign them to do work as appropriate.

6. Employees of the University planning to travel abroad must strictly comply with the given criteria and guidelines. Failure to comply will result in discipline.

In this regard, approval or permission for employees under the supervision to travel to or transit through the countries/territories/areas being reported of having cases surge or ongoing outbreak of the COVID-19, according to the Department of Disease Control, Ministry of Public Health, is to be made at the discretion of the Head of their faculties/ colleges/ institutes.

7. Mahidol University International College, the College of Music and the College of Management may adopt the given criteria and guidelines and make their own announcement.

For other faculties/ colleges/ institutes, a notification of additional criteria and guidelines can be made in accordance with their mission as necessary and appropriate.

8. Additional criteria and guidelines for refraining from work shall be made in consideration of the President as appropriate.

The above criteria and guidelines come into effect from now on.

As of 26th February 2020



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Acting President of Mahidol University