



Announcement of Mahidol University
Guidelines for Work from Home and Social Distancing to Respond to
the Coronavirus 2019 (COVID-19) Outbreak

Reference is made to the announcements of the Ministry of Higher Education, Science, Research and Innovation (MHESI) dated 17th March 2020 on the Management of Teaching and Learning in Higher Education Institutions (No. 3) and the Guideline to Work from Home (No.5) as well as Mahidol University's Policy Announcement on the Suspension of All Classroom Teaching and Learning and the Work from Home Guideline for University Staff due to the coronavirus outbreak (COVID-19), dated 17th March 2020.

Mahidol University is announcing herewith additional measures relating to the suspension of classroom teaching and learning and the work from home guidelines which has already been in effect since 18th March 2020 as follows:

1. All faculties/colleges/institutes in every campus are to suspend the classroom teaching and learning and migrate to the university's online education system. Acting Vice Presidents of all campuses and heads of faculties/institutes/colleges are authorized to consider the work assignments, shifts/rotations and the mode of online teaching and learning of students and faculty/staff members as seen appropriate, without compromising the efficiency and continuity of the management and services of their respective faculties/institutes/colleges.

2. Acting Vice Presidents and Directors under the Office of the President are to assign workloads for supporting staff and personnel in their respective divisions and centers. The partial work from home will account for 60:40 percent proportionately divided between the work at

the Office of the President and from home. It is advised that every division and center under the Office of the President must be alternately staffed to ensure the continuity of the management and services of Mahidol University.

3. It is advised that both academic and supporting staff members as well as students follow the social distancing measures, including:

3.1 Be disciplined in learning at home during the suspension of all classroom activities and executing the job assigned while working from home;

3.2 Avoid non-essential use of public transport and vary travel times to avoid rush hours;

3.3 Avoid large public gatherings, enclosed space or group activities including unnecessary social gatherings to prevent the contraction of the coronavirus 2019 (COVID-19);

3.4 Practice one's own personal and respiratory hygiene such as washing hands with soap and water, using alcohol gel, refraining from touching face, sneezing or coughing using tissues or upper sleeves and also keeping distances from those with signs and symptoms without attaching any social stigma to those individuals;

3.5 Act responsibly to oneself and towards others by informing the heads of faculties/ institutes and colleges immediately if suspecting or having any signs or symptoms of the coronavirus 2019 (COVID-19); and

3.6 Follow the news, updates and other announcements of Mahidol University regularly.

Please be advised accordingly of the above guidelines.

Announced on 19th March 2020



(Prof. Banchong Mahaisavariya, M.D.)

Acting President, Mahidol University