



Announcement

The Faculty of Graduate Studies, Mahidol University

Subject: Working from Home Guidelines

for the Staff of the Faculty of Graduate Studies, Mahidol University

Pursuant to the Ministry of Higher Education, Science, Research and Innovation's announcement on Vigilant Measures against the Spread of Coronavirus Disease 2019 (COVID-19) (No. 3): Practices for Higher Education Institutions to Prevent the Spread of COVID-19, and the Ministry of Higher Education, Science, Research and Innovation's announcement on Vigilant Measures against the Spread of Coronavirus Disease 2019 (COVID-19) (No. 5): Work from Home, and the President of Mahidol University's Statement on Suspension of All Classroom Teaching and Learning in Mahidol University and Work from Home Guidelines for Mahidol University Staff Due to the Outbreak of Coronavirus 2019 (COVID-19), dated 17th March B.E. 2563

The Faculty of Graduate Studies realizes the hazards and damages the COVID-19 may cause and wishes to ensure the safety and well-being of all staff and the work continuity and productivity of the organization; therefore, work-from-home guidelines are temporarily established and hereby issued as follows:

1. Heads and Acting Heads of the Sections have duties and responsibilities to:
 - 1.1. Plan and manage the responsible works to become mostly productive as they are performed at the offices while those works are approved by their Deputy Dean or Assistant Dean of each particular section.
 - 1.2. Assign workloads and work rotating shifts for staff who work at the offices and those who work from home, while the workloads and work rotating shifts are approved by the Deputy Dean or Assistant Dean of each particular section.
 - 1.3. Submit the name lists of the staff who work at the offices and those who work from home to the Dean of the Faculty of Graduate Studies every Monday before 9:00 A.M.

- 1.4. Submit the report summary of work completed by the staff who work at the offices and those who work from home to the Dean of the Faculty of Graduate Studies every Friday before 6:00 P.M.
2. Heads, Acting Heads, and the Staff of the Faculty of Graduate Studies who have been assigned to work from home shall follow these instructions:
 - 2.1. Report for duty at regular working hours by signing in the “Assignment Tracker for Staff” every working day. **Missing a signing-in without submitting an online leave request is considered an absence from work.**
 - 2.2. Record the tasks and task status in the “Assignment Tracker for staff” on a daily basis.
 - 2.3. Avoid making appearance in any inappropriate venue during working hours, and **never perform the works in public spaces**, such as restaurants, cafes, and other public venues.
 - 2.4. Organize the meetings via online meeting applications or any method required by appropriate information technology communications.
 - 2.5. When necessary or urgent, supervisors are authorized to bring in their staff to the offices while the staff are prompt and able to work at the offices.
 - 2.6. Should there be any problem arise from work, supervisors through the supervisory chain shall be notified.
 - 2.7. All staff shall stay continually informed with updated information and announcements provided by the Faculty of Graduate Studies and the University.

These guidelines are hereby addressed and shall be strictly in force from now onwards.

Announced on 23rd March B.E. 2563

A handwritten signature in black ink, appearing to read 'Patcharee Lertrit', written in a cursive style.

(Prof. Dr. Patcharee Lertrit, M.D.)
Dean, Faculty of Graduate Studies