



### **Ubon Ratchathani University Announcement**

#### **Subject: Preventive Measures for the Coronavirus 2019 (COVID-19) Outbreak (No. 6): Guidelines on Carrying out Work for Ubon Ratchathani University's Personnel**

With the situation of Coronavirus 2019 (COVID-19) disease outbreak being likely to become more severe, widespread, and persistent, Ubon Ratchathani University is preparing to deal with the situation to ensure the continuity and effectiveness of the university's operations and to prevent the spread and reduce the likelihood of infections among the university's personnel. The preparation is in line with the Ministry of Higher Education, Science, Research and Innovation's policy and announcement (No.5) dated 17 March 2020 and the Committee on Transmissible Disease of Ubon Ratchathani Province's announcement dated 18 March 2020. Therefore, the university is compelled to announce the following additional preventive measures for the Coronavirus 2019 (COVID-19) Outbreak (No. 6) to provide guidelines on carrying out works for Ubon Ratchathani University's personnel.

#### **1. Work operations for personnel affiliated with faculties, college, and offices**

The respective deans and office directors are to specify working formats appropriate for the situation of their affiliated personnel in order to reduce the risk of the Coronavirus 2019 infection. The following guidelines might be adopted:

- 1.1 Different time frames for work or work shifts may be applied for personnel. Other methods deemed appropriate may be adopted to reduce the number of personnel staying at the workplace.
- 1.2 As for the work that can be carried out **without consequences on the quality of the university missions and services to students, staff, or the public**, consider assigning personnel to work away from the workplace. However, a clear working goal must be settled, depending on the work context of the respective faculties, college, and offices. An appropriate means of communication, coordination, and report of task completion or progress to superiors must also be determined. Work achievement is to be equivalent to those derived from the normal modes of working at the respective faculties, college, and offices. The personnel with permission to work away from the workplace must not appear or be present at places deemed inappropriate during work hours. Should there be any urgent business, the respective deans or office directors reserve the full authority to mandate any personnel to return to work at the workplace.

As for the works that **have consequences on the quality of the university missions and services to students, staff, or the public**, the respective deans and office directors are to arrange appropriate and effective work guidelines for the personnel without impacting the university's normal operations.

- 1.3 Terms of responsibilities, workload, and job performance evaluation are to be adjusted to be consistent with the change of the working format as specified in 1.1 and 1.2.

## **2. Work operations for personnel affiliated with the Office of the President and the university's bodies under the president's supervision**

Due to the fact that the Office of the President and the university's bodies under the president's supervision are the central units responsible for coordinating with units within and outside the university and for providing services to students, staff, and the general public, the work operations need continuity. Therefore, the vice presidents and assistants to the president overseeing the respective offices and bodies are to determine the appropriate working formats for the personnel taking into account the effectiveness and continuity of the university's operations. In the case of critical situations in which the personnel's wellness and safety will be compromised, the respective vice presidents and assistants to the presidents may adopt guidelines outlined in 1.

As for the Office of Law and Legal Affairs, the Office of the University Council, the Office of Internal Audit and the university's enterprises, matters shall be considered by the president.

3. All university bodies are to provide preventive measures and surveillance of the disease outbreak such as setting up checkpoints to monitor temperatures at entrances of buildings, provision of hand gel at communal areas, cleaning of surfaces and restrooms, waste management, limiting the number of people to use certain services during certain time periods, health care and infection prevention measures by providing masks, and social distancing to reduce the risk of the spread of the disease.

4. The university's executive administrators, administrators of the faculty, college, and offices, directors of divisions, heads of offices within the Office of the President, or other equivalent positions are to carry out the duties at the workplace as usual. Should there be any causes of severity that inhibits traveling to work, a means of communication to enable online meetings or prompt decision making must be specified.

5. All university bodies undertaking actions specified in this announcement are to report the plan and results of the implementation to the president.

6. In cases where any complications or questions occur regarding the implementation of this announcement, the president shall have the discretion to resolve and make the final executive decision according to this announcement.

Please be informed and strictly abide by this announcement until further notice.

Issued on the 20<sup>th</sup> of March 2020.



(Assistant Professor Chutinun Prasitpuriprecha)  
President of Ubon Ratchathani University