



(English Translated Version)

### **Kasetsart University Announcement**

#### **Regarding Guidance for Workplace Opening and General Operations In Compliance with Safety Measures to Prevent the Spread of COVID-19 Issue 35**

After the New Year's Festival 2022, Kasetsart University published Guidelines regarding Workplace Operations at Kasetsart University's (Issue 33, dated 3 January 2022) that urged a majority of staff to work from home 4 - 14 January and to comply with national or provincial safety measures to prevent the further spread of COVID-19.

Given that most students and staff at Kasetsart University are now fully vaccinated, Kasetsart University now declares the following guidelines for general work operations of its staff and personnel, which aim to ensure that the university's urgent duties and administrative services provided to the public are administrated smoothly and effectively, with the understanding that all sections, offices and departments should continue to strictly comply with the guidelines and safety measures to prevent the spread of COVID-19 as announced by the Ministry of Public Health:

**1. All departments should assign at least 50% of the staff to work on-site each workday.** However, if a staff member is among an at-risk group or has recently come into contact with a person who is infected with COVID-19, the head or director of a section, office or department should arrange for the staff member to work from home for 14 days, and the staff member shall strictly observe self-monitoring protocols.

**2. Supervisory administrative authorities should weekly administer an approved COVID-19 Antigen self-test kit and screen KU staff before they enter the workplace,** and all sections, offices, and departments should continue to strictly comply with the guidelines and safety measures intended to prevent the further spread of COVID-19 as announced by the Ministry of Public Health.

**3. Supervisory administrative authorities should urge KU staff to strictly follow universal prevention guidelines against COVID-19.** All visitors must do a body temperature check before entering a building or venue, comply with physical distancing guidelines, and wear a face mask at all times. Also, the supervisory administrative staff of each venue should provide alcohol-based hand sanitizer at the point of entry and keep the venue sanitary.

**4. Kasetsart University's Campuses, practicum workplaces, and research stations located outside of Bangkok should remain alert to the local situation and strictly operate in compliance with regional announcements.** The heads all administrative units should consider the local health situation, adopt necessary supervisory practices, and report actions taken to comply with safety protocols to their department head.

5. If any operation cannot be conducted in compliance with this announcement, the head of the administrative unit should report and explain the matter immediately, in which case the President shall have final decision-making authority.

This announcement is effective beginning 17 January 2022 until further notice.

Announced on 14 January 2022



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