

(Translated Version)

The Recommendations about the COVID-19 for Staff

In reference to the Kasetsart University Announcement regarding the Coronaviruses (2019-nCoV) Pandemic Safety and Precaution Recommendations (Additional), dated 21 February 2020, and the Kasetsart University Announcement regarding Advisory and Cautionary Reminder for Students and Staff, dated 23 February 2020, the Personnel Division urges all staff who cancel or postpone travel to or return from the designated countries, territories or areas with reported and confirmed cases of COVID-19, to follow these protocols as:

1. Travel Postponement and Cancellation

1.1 If a member of KU staff postpones or cancels travel that was previously approved by Kasetsart University (KU Faculty/Department/Campus Office) the staff member shall report the cancellation or postponement (with new dates of travel, if known) together with details regarding the source of travel funding, to the Personnel Division.

1.2 If a member of KU staff postpones or cancels travel that was previously approved and funded by Kasetsart University (KU Faculty/Department/Campus Office) the staff member shall report the cancellation or postponement (with new dates of travel, if known) together with all related documentation including the source and amount of travel funding to the Personnel Division for consideration of appropriate reimbursement. The following documentation should be included:

- Documentation showing authorization and source of the university supported travel funding.
- Documentation showing expenses incurred and disbursement made in accordance with university regulations. The goal is to determine if it is possible to recapture registration fees, pre-paid accommodations, airfare or other expenditures. Reimbursement will be considered on a case-by-case basis, based on the documentation provided.

2. Cautionary measures that Thai staff should take after returning from destinations where the virus is present between 15 February to 20 April 2020

If you arrive in Thailand from destinations (foreign countries, territories, or domestic Thai provinces) which have reported active cases of COVID-19, you shall take a leave of absence from the university and should not come to campus for at least 14 days, with permission of respective head/supervisor. These precautions apply to all staff members regardless if the travel was taken for

personal reasons or for university approved activities. This is not counted as sick leaves or other leave.

3. The following a list of countries with reported cases of COVID-19, announced by the Ministry of the Public Health, Thailand. These are countries that Kasetsart University wishes to monitor and encourages extra precautions, as set forth in this announcement:

- 3.1 China
- 3.2 Taiwan
- 3.3 Hong Kong
- 3.4 South Korea
- 3.5 Japan
- 3.6 Singapore
- 3.7 Italy
- 3.8 U.S.

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The Personnel Division, Kasetsart University