



**Announcement of King Mongkut's University of Technology North Bangkok  
On working procedures of university staff regarding the spread prevention of  
Coronavirus diseases 2019 (COVID-19)**

---

In accordance with the cabinet resolution on Prevention Measure of COVID-19, announced on 17 March 2020, requires the academic institutes and universities to cancel the classes for two weeks period and strictly follow the measures conducted by the Ministry of Public Health.

By the virtue under section 31 (3) of King Mongkut's University of Technology North Bangkok Act, 2007, the directions on working procedures of university staff during the spread prevention of Coronavirus diseases 2019 are as follows;

1. To prohibit the lecturers from the physical classroom lecture but move towards the classes arranged by utilizing an online platform instead with considerable interaction between lecturers and students and online handouts must be available.

2. To lessen the risk of infection, the directors of university departments and divisions should assign the subordinates and university staff to exercise the Work from Home policy under the efficiency consideration with least negative effects towards the overall university management.

3. The Work from Home Policy must proceed accordingly as follows;

3.1 The university board of administrators with the position of directors of department or division and above must work at the university as on a regular basis. In any circumstances that prevent them from coming to the university, their contact channels regarding online conference and discussion must be ready at all time.

3.2 The university staff must proceed the Work from Home and regular work practice shift as a ratio of 50 : 50. All university departments and divisions must open for operation and consist of service staff and university staff on a regular basis for the consistency of tasks. However, the shifting appropriation depends on the directors and related board members' consideration.

3.3 The office hours of the staff shall be overlapped in order to decrease the office density and the staff should keep distance from each other at least 1 meter. The lunch break period shall be divided into two sessions which are 11.00 – 12.00 hrs. and 12.00 – 13.00 hrs.

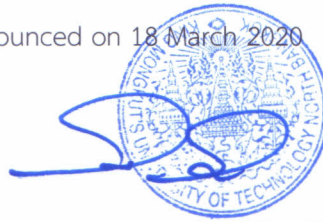
3.4 The university staff who proceed the Work from Home policy shall be watched and followed up by their supervisors and directors.

4. The overseas visit trip of university staff is not allowed without an exception.

5. In case of urgent circumstances, the related vice presidents shall command and control their respective departments and divisions, including consider the call of duty at the university.

This working procedures are effective from 18 - 31 March 2020 and subject to change.

Announced on 18 March 2020



(Prof. Dr.-Ing. habil. Suchart Siengchin)  
President