



**Announcement of King Mongkut's University of Technology Thonburi
Work from Home during the outbreak of COVID-19**

In response to the escalating impact of COVID-19, Ministry of Higher Education, Science, Research and Innovation has issued the Announcement on measures and surveillance of novel coronavirus 2019 or COVID-19 amidst the current scenario that the disease is likely to persist and affect wider areas. In addition, the government passed a cabinet resolution on March 17, 2020 to launch the urgent measures to prevent the crisis. The university has thus spelled out the following work-from-home policy during the outbreak of the COVID-19 19 to cope with the disease and safeguard the lecturers, students and personnel.

1. All units are requested to consider implementing flexible work time arrangements for support personnel i.e. assigning 50-75 percent of the total number of all personnel to work at the office. Details are as follows:

1.1 Each unit designs a schedule for flexible working time: alternate schedules of work at the office and work from home for the staff members as deemed appropriate.

1.2 Upon the approval of Vice president or Head of faculty/office/institute or equivalent, the copy of those work plans shall be forwarded to the Human Resource Management Department for acknowledgement.

1.3 The staff members assigned to work from home are not considered on leave and are obligated to report to the supervisors via online channels where appropriate. The working hours are the same as the university's normal operational hours; in other words, they are on call and can be contacted during the university office hours. In case of emergency, their supervisors can ask them to work at the office any time.

1.4 The supervisors or the persons in charge are required to continuously keep track of the performance of personnel working from home.

1.5 To take leave during work at home, staff members are advised to follow the university regulations.

2. The university asks all units suspend or postpone meetings, seminars or other activities with over 30 attendees. In case of emergency, online meetings or Video Conference are suggested. If online meeting is not feasible, it is at the discretion of Vice president or Head of faculty/office/institute or equivalent. In addition, all external experts are entitled to reimburse their allowances according to the relevant criteria. All units are required to provide the evidence of their attendance.

3. In case of failure to comply with this announcement, Vice President or Head of faculty/office/institute or the equivalent can exercise their power to consider, determine and order any actions and report the President.

Effective from March 18, 2020 onwards until further notice.

Announced on March 17, 2020

Handwritten signature of Suvit Saetia in black ink.

(Assoc. Prof., Dr. Suvit Saetia)
President of KMUTT